Kindergarten Open House Packet

Contents of Packet
Sample School Open House Day Flyer
Sample School Open House Week Flyer
Suggested Tips for a Successful Kindergarten Open House
Kindergarten Open House Family Questionnaire
Family Sign-In Sheet
Sample Agenda

Schools will return the Family Sign-In Sheet and Family Questionnaire via fax or email.

Following the March 5th Open House Day, please return completed documents by Friday, March 8, 2019

Following the May 6-10th Open House Week, please return completed documents by Monday, May 13, 2019

All documents are to be sent to the Office of Early Childhood Education
Attention: Amber Yancy, ayancy@philasd.org  fax: (215) 400-4271
Join Us for Our District-Wide Kindergarten Open House Day

THrive at Five

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<th>School Name</th>
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<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
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<td>March 5, 2019</td>
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Contact your local school for additional information

To find your school, go to www.philasd.org/schoolfinder
Join Us for Kindergarten Open House Week

THREE AT FIVE

School Name

Date

Time

Contact your local school for additional information

To find your school, go to www.philasd.org/schoolfinder
Suggested Tips for a Successful Kindergarten Open House

Kindergarten Open House (KOH) Team

☐ Create a Kindergarten Open House (KOH) Team. Recommendations include:
   ☐ All kindergarten teachers
   ☐ Principal
   ☐ Counselor
   ☐ Nurse
   ☐ Parent
   ☐ School Advisory Council (SAC)/ Home and School Association (HSA)
   ☐ School Crossing Guard
   ☐ Other school partners (ie: after-school programs)

Preparation

☐ Begin KOH planning in January.
☐ Host meetings at times that are convenient for parents.
☐ Reserve space in the school.
☐ Create an agenda. (See sample.)
☐ Invite speakers on agenda to participate in the Kindergarten Open House (KOH).
☐ Make copies of the KOH Family Sign-In Sheet.
☐ Prepare copies for families of:
   o Kindergarten Registration Materials (see ‘Suggested KOH Handouts’ packet)
   o Kindergarten Open House Agenda
   o Kindergarten Open House Family Questionnaire
Suggested Tips for a Successful Kindergarten Open House

Promotion of Kindergarten Open House

- Build hype in school by encouraging older siblings to bring their younger siblings, cousins, and neighbors to their school to register for kindergarten!
- Create a robo call to raise KOH awareness.
- Create KOH flyers.
- Post KOH materials in community and on school building.
  - Distribute flyers and encourage partners, volunteers, school team, etc. to post the flyers.
  - Ideas of where to post materials in the catchment area include:
    - Neighborhood corner store/bodega
    - Barber shop
    - Free Library
    - Family Center
    - Rec Center
    - Playground/Park Info Boards
    - Local Eateries (Deli, Pizza, etc.)
    - Info boards
    - Pediatrician
    - Faith-based Institutions
- Distribute to local childcare centers near the school.

Content

- Include a warm-up activity for families.
- Include the questionnaire on the agenda.
- Discuss the roles of the school nurse, counselor, principal, prep teachers, coaches, etc.
- Invite a parent of a current kindergarten student to speak to new families.
- Encourage families to sign up for Home and School Association and/or School Advisory Council (SAC).
- Display books and materials children will use during the year.
- Discuss various ways families can support student learning at home.
- Inform families of the school’s points of pride and/or any special programs in your school.
- Discuss a typical kindergarten day.
- Allow parents/children to visit kindergarten classrooms and/or tour the school.
- Ask parents to complete and return questionnaire after the KOH.

Follow-up

- Mail KOH handouts and any upcoming KOH flyers to families who registered, but were unable to attend the KOH.
- (If applicable) Send follow-up information about the school and Kindergarten Registration to families who request follow-up. Refer to sign-in sheet.
Johnson Elementary School
Kindergarten Open House
Tuesday, March 5, 2019
1:30 PM in the Cafeteria

Sample Agenda

1. Welcome and Activity – Mr. Mark, Principal
2. Introductions
   - Mr. Johnson, K Teacher – Room 119
   - Ms. Scott, Nurse
   - Ms. Lemon, SAC Representative and current Kindergarten parent
   - Mr. Venn, Counselor
3. Kindergarten Expectations – Mr. Johnson
4. Policies and Procedures – Ms. Scott
5. Family Support/Expectations – Ms. Lemon
6. Questions & Answers - Mr. Venn
7. Visit Kindergarten Classrooms
8. Complete Kindergarten Open House Family Questionnaire
# Kindergarten Open House Family Questionnaire

**School Name:** ___________________________  
**Date of Open House:** ___________________________  
**Time of Open House:** ___________________________

Dear Kindergarten Family,

The Kindergarten Open House sessions are to provide you with useful information about kindergarten. The Office of Early Childhood Education would like to know if this session was helpful to you. Please check one box for each statement.

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<tr>
<th>Statement</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Agree</th>
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<td>The school staff made the Kindergarten Open House interesting and meaningful.</td>
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<td>I learned about the procedures for kindergarten.</td>
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<td>I met key school staff.</td>
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<td>I learned how to help my child succeed in kindergarten.</td>
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<td>I know where to go to get help for my child.</td>
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What else can we do to improve future Open House sessions?

**How did you hear about this Kindergarten Open House? (Select all that apply.)**

- [ ] Flyer  
- [ ] Prek/Childcare  
- [ ] Invite from the School  
- [ ] Word-of-mouth (neighbor, family, etc.)  
- [ ] Other: ___________
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<th>Parent’s Name</th>
<th>Phone (P) / Email (E)</th>
<th>Child’s Name</th>
<th>Does your child attend prek?</th>
<th>If yes, what is the name of the prek?</th>
<th>Request Follow up</th>
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