

Scripts for Teachers Calling Preschool Families

Vance Village Elementary School in New Britain, Connecticut, reduced its chronic absence rate from 24 to 7 percent in a single year. One of the approaches Principal Sarah Harris used was encouraging her teachers to record a personalized call each week to the students in their classes. If preschools have the capacity to robo-call the parents and children in their program, here are some sample we adapted for preschool.

"Hello My Wonderful Preschool Friends, this is **TEACHER'S NAME** your teacher calling. I cannot wait to see you in preschool today. We have many fun things planned. We have a new story today that I cannot wait to share with you. We are looking forward to a great day! You do not want to miss it! See you at **TIME** (if message is sent in morning) See you tomorrow (if message is sent out the night before) Hugs and Smiles, **TEACHER'S NAME**

Good Morning Boys and Girls,
This is **TEACHER'S NAME** calling to remind you to come to preschool at **TIME** today. We will be starting to play with/study **TOPIC** today. We also have a special treat. We want our class to have 100% student attendance. It is going to be a super day in school. See you soon.
Love,
TEACHER'S NAME