

Bishop's Peak Elementary School
Buddy Family Chair
Job Description/Procedures

Overview: The purpose of the Buddy Family Program is to help new families acclimate to our school, receive a warm welcome and establish a connection with another family so they may ask questions and feel an immediate part of our Bishop's Peak community.

Procedures: At the beginning of the school year, the Buddy Family Coordinator will pass out Buddy Family sign-up sheets and speak at the New Family Orientation in the library, which takes place half an hour prior to the Kindergarten Tea. **New parents should be encouraged to give their name, student's name, teacher, and contact information on the Buddy Sign-Up Sheet, if they would like to be connected with a Buddy Family, as the office will not be able to release their information until late September.**

Once the list of interested new families has been obtained, a listing of students in each classroom should be requested of the office secretary (note that parent contact information may not be given at this point, as all information must be received first so parents who have NOT agreed to release their information to the PTA can be removed from the master list). Use of a school directory for the previous year can provide the necessary contact information for prospective Buddy Families.

Every effort should be made to match new families with existing families in the same classroom, but in the event that there are not enough returning families interested in being Buddy Families in a respective classroom, other parents who have been active in the PTA may be asked to fill in as Buddy Families.

The Buddy Family Coordinator may either call or email prospective Buddy Families, giving them the student name, parents name(s) and contact information, and asking if they are willing to do the following:

- Call (preferably in the next few days), introduce themselves and welcome the new family to our school
- Ask how things are going so far, offer to answer any questions, and offer words of advice or encouragement (i.e. Bishop's Peak is a wonderful school, the teachers are all very committed, PTA meetings are held on the

second Wednesday of every month at Noon in Room 27, and they are welcome to bring younger children and a lunch, etc.)

- (Optional) Arrange to meet outside of class at pick up one day to meet face to face and/or set up a play date if students seem to like one another

Continue contacting existing Bishop's Peak Families until a Buddy Family has been established for each of the new families that have requested one.

Remind office Secretary to email information regarding **all** new families to Buddy Family Coordinator throughout the year. (Note that the office may not forward contact information for parents who do not wish to release contact information to the PTA).

Buddy Family Coordinator may look for other families in the classroom to serve as Buddy Families to new families starting mid-year, or contact the new families her/himself.

Be sure to email (mid-year) new family contact information to applicable Primary Room Representative and request that they be sought out and welcomed.

Remember that one of the things that sets Bishop's Peak apart from other schools is our sense of community and our parent interest and involvement!