|  |
| --- |
| **Telephone Log*****Try not to quote tuition prices or make promises of available / unavailable spaces. Secure a tour!*** |
| Date and Time of Call |       | Who Took the Call |       |
| Caller’s Name |       |
| Cell Phone # |       | Can we use texting to communicate with you? |
| Other Phone # |       |
| E-mail |       |
| Address |       |
|       |
| **Children Discussed** |
| Child’s Name | Birth Date |
|       |       |
|       |       |
|       |       |
| Expectant Parent | [ ] Yes | [ ] No | Due Date |       | Date Services Needed |       |
| **Specific Child Care Needs** |
| What type of care is needed? | [ ] Full-time | [ ] Part-time |
| Is child currently in child care? | [ ] Babysitter | [ ] Daycare | [ ] Relative  | [ ] Other Child Care |
| [ ] Other  |       |
| Can we set up a time for a tour? | [ ] Yes | [ ] No | Date and time of tour |       |
| How did you hear about us? | [ ] Referral\* |       | [ ] Internet | [ ] Drive-by |
| [ ] Other  |       |
| Comments |
|       |
|       |
|       |
| **Director Call Back** |
| Date of Contact |       | Type of Contact | [ ] Phone | [ ] Tour | [ ] Brochure |
| Action Taken |       | Date |       | Follow-up Call Date |       |
|  | E-mail |       |
|  | Text |       |
| **Remember: be friendly and focused.****Ask caller to please spell names of people and streets.** |

\*Who referred them?