



COLORADO PROMISING PARTNER PRACTICE



Description

When families and visitors enter your building do they feel they are welcome and belong? Creating a welcoming climate is more than just about aesthetics, it is about initiating a supportive connection with a real person. This is where the *Welcoming Greeters Program* meets schools' needs.

PEN parent volunteers work with the school to identify the desired level of programming.

- Welcoming Greeters
- School Tour Guides
- Event Greeters

A PEN Program Coordinator is identified and volunteers are recruited. They work with admin to develop support materials and logistics which assist them in their role.

PEN provides coaching and training to volunteers to:

- be a positive face for the school
- navigate school logistics & policies
- answer basic questions
- gather or defer more complex questions to appropriate parties
- be culturally aware and sensitive, and
- positively engage with students

Implementing a *Welcoming Greeter Program* creates a caring, connected and safe environment in your school.

WELCOMING GREETERS PROGRAM™



This Program is customizable, flexible, reputable, and sustainable and aligns with National Family-School Partnerships Standard 1: *Welcoming All Families into School Community*

PARENT ENGAGEMENT NETWORK (PEN) is a parent created 501(c)3 Nonprofit serving local Parents, Schools and Community since 2001

Contact PEN to implement this in *YOUR* District
www.penbv.org/contact-us/

PEN's Mission

Supporting parents in raising healthy, happy youth.

www.parentengagementnetwork.org



Welcoming Greeters

Volunteers sit at a table at the entrance to welcome and direct visitors to the school. Greeters are given additional support on policy and procedures, especially related to school safety and student entrance/exit routines. Typical set up has visitor sign-in sheets, pens, clock, visitor ID/name tag, and walkie-talkies for direct office communication.

School Tour Guides

Volunteers are provided with name tags or other identifying garments such as t-shirts or "Ask Me" buttons. Parents may call to request a tour or a schedule of dates/times posted. Fun facts, insights, and scripts are provided to guides for each Stop on the tour to make it more fun and giving the guides more confidence. School tours can be offered as part of a New Parent Orientation Night .

Event Greeters

Volunteers, provided with identifying "swag" as described in Tour Guides, are positioned at the entrance, info tables, or float to offer assistance and answer questions of attendees for special school events.