

Welcoming Greeters Program

Parent Engagement Network

Boulder, CO



COLORADO
Department of Education

The Parent Engagement Network (PEN), located in Boulder, implements several initiatives within the Boulder Valley School District to support family-school-community partnerships. One initiative is the Welcoming Greeters Program. This program welcomes parents and other guests into the school building, provides information and direction, increases safety measures in the school, and enhances the welcoming environment and overall school climate.

PEN and the school PEN PAL (Parents As Leaders) work with school administration and staff to identify ways this program can create a welcoming environment for all visitors to a school. Using our assessment and visioning support, schools identify which facets of the program best match their needs. The Program Coordinator works with school administration to develop support materials relevant to school policies, procedures and logistics Greeters need to be aware of in their role.

All parent volunteers are trained to be a positive face for the school, to be aware of school policies and procedures, to answer basic questions visitors might pose and to gather or defer more complex questions to appropriate parties, to be culturally aware and sensitive, and to engage with students in a supportive way.

Welcoming Greeters: at school entrance tables Greeters are given additional support on policy and procedures, especially related to school safety and student entrance and exit routines. Greeters sign up for shifts to sit at a table and welcome people upon entering the building. Greeter Tables are set-up with visitor sign-in sheets, pens, clock, visitor ID, nametag or pass, and Greeters may be given walkie-talkies for direct office communication.

School Tour Guides: are provided with nametags or other identifying garments such as tee-shirts or “Ask Me” buttons. Additional insights, fun facts and scripts for each stop along the way are provided by the Program Coordinator, making the tours more fun and the Parent Tour Guides more confident.

Event Greeters: are provided with identifying “swag” as described for the Tour Guides. They may be positioned at the entrance, at info tables, or float to offer assistance and answer questions of attendees.

This program creates a warm, welcoming environment that leads to a more positive school climate in which children feel safe, connected and accepted. Research shows that a culture of dignity, caring and respect in a school positively impacts the performance of staff and teachers, encourages parent involvement in the school, and drives student success.