

Welcome Team

Personnel

- 2–3 year-round parent volunteers
- 2 incoming kindergarten parent volunteers (recruited in spring/summer; commitment limited to August activities)
- Tour guide volunteers (recruited during the summer; commitment is one evening the week before school starts)

PTO Budget

- Historically approximately \$250, divided between custodial overtime for tours and snacks for K orientation and/or playground meetups

Responsibilities:

Welcome Team Inbox

- Monitor the Welcome Team inbox, which Molly Sanford shares with families who enroll mid-year.
- Inbound emails are infrequent (typically around one per year).
- Forward the inbox to a personal email account to ensure that messages are not missed. Contact Melanie at mrriccobene@gmail.com to get this transferred.

Kindergarten Orientation (June)

- Support kindergarten teachers during orientation.
- Set up snacks and activities on the kindergarten playground.
- Coordinate with teachers as needed to ensure the event runs smoothly.

Summer Playground Meetups

- Kindergarten Meetups
 - Recruit parents from the incoming kindergarten class to organize approximately three summer playground meetups for new kindergarten families.
 - Advertise meetups through the Peirce Family Facebook group and the incoming kindergarten Facebook group.
 - Meetups are typically held at Peirce or McClennan and are intentionally casual.
- All-Grade Meetups
 - Welcome Team members coordinate 3-5 all-grade meetups.
 - Advertise meetups through the Peirce Family Facebook group and possibly the grade-specific pages as well.
 - The intention is to have current Peirce families at the meetup to welcome new families to the community.
 - Meetups are typically held at Peirce or McClennan and are intentionally casual.

New Family School Tours (Week Before School Starts)

- Coordinate with district and school leadership (facilities, principal, and custodian) to open the school for tours during one evening before the start of the school year.
- Tours are intended for new families/kids only. This is communicated in invitations but not enforced.
- Welcome Team members recruit approximately five tour guides. Guides can be current parents or current/former students.
- Provide tour guides with route through the school as well as talking points (see below).

Building logistics:

- Classroom doors should remain closed and locked.
- The gym and library should generally remain closed/locked, although it is helpful to have the lights on so visitors can see inside.
- The cafeteria should be open and accessible.
- As of 2025, the Welcome Team is responsible for covering custodial overtime associated with the tour night, so be sure to reserve a portion of the budget for this expense.

Tour Route & Talking Points (2024-2025 script)

Thank you so much for volunteering to lead tours tomorrow evening! We very much appreciate your willingness to help welcome new families!

Tours start at 5:30, so let's plan to get there a little earlier than that to make sure we are organized.

For each group you have, see what grades the students are entering. It will likely be mostly kindergarten families, but you may want to emphasize different things (e.g., spending more time in a certain area) if you have older kids on a tour. You can obviously say whatever you want, but here is a suggested route as well as a few talking points to mention at each stop:

- Enter the back door and go into the cafeteria. Mention free breakfast and lunch, and the fact that the after-school program is based in the cafeteria.
- Exit the cafeteria and point out the gym. Mention that each class gets gym 1-2 times per week throughout the year.
- Walk back towards the music room (if it's lit up) and just point it out if it's not. Mention that starting in third grade, students can take strings lessons through the district. Families are responsible for renting an instrument, but lessons themselves are free and occur during school hours at Peirce. Students also have music 1x per week all year.
- Walk up the stairs to the main floor. Go down the kindergarten/first grade hallway and point out lockers and each teacher's classroom. Note the nurse's office and the fact that she is here on a full-time basis. Head towards the front entrance and show them the library. Students have library one time per week and parents can volunteer to help in the library as well.
- Point out the front office, where the principal, assistant principal, and administrative assistant are located.
- Walk up the front stairs to the second floor and point out the smaller service providers' offices there. Walk down the hall towards the back staircase, pointing the second and third grade classrooms (and other provider offices) out along the way.
- Go up the back staircase to the third floor. Fourth and fifth grades are on this floor. Walk down the hall towards the front of the building, pointing them out along the way. In the front corner is the art room - students have art once per week all year round.
- Go down the front staircase and out the front door. Walk the tour group through the K playground on your way back to the big playground.

I have no idea how many families there will be, but we will likely do more than one round each. If you have any other parents you can rope into helping, please do :)

Let me know if you have any questions, and thanks again for volunteering!