



Enhancing Your Schools Customer Service

What Employees Want

List 5 ways a Center Director can promote each of the following:

Appreciation

- 1.
- 2.
- 3.
- 4.
- 5.

Respect

- 1.
- 2.
- 3.
- 4.
- 5.

Trust

- 1.
- 2.
- 3.
- 4.
- 5.



Individual growth

- 1.
- 2.
- 3.
- 4.
- 5.

A good boss

- 1.
- 2.
- 3.
- 4.
- 5.

Compatible co-workers

- 1.
- 2.
- 3.
- 4.
- 5.

A sense of purpose

- 1.
- 2.
- 3.
- 4.
- 5.



Confidentiality

- 1.
- 2.
- 3.
- 4.
- 5.

Someone to listen to them

- 1.
- 2.
- 3.
- 4.
- 5.

Positive environment that they want to work in

- 1.
- 2.
- 3.
- 4.
- 5.



What are 12 activities you can do with your staff to help promote positive customer service?

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

Roles of the staff in parent communication:

- Be curious
- Start conversations with a question
- Use open-ended questions
- Consider answering questions with a question
- Share information about yourself
- Observe family's preferred styles and modes of communication
- Let parents know you appreciate their input, personally and publicly
- Involve parents and families



Parent Communication Checklist

- Children's artwork displayed and framed in the lobby, office or communication area
- Lesson plans
- Daily schedules and routines
- Teacher's schedules
- Daily note with specific information about the child's day
- Field trip information posted in advance
- Menus and allergy reports
- File system with individually labeled children's folder containing documentation of their work

Other ideas to enrich communication and involvement:

- A comfortable environment in your common area for parents and children to interact
- A parent resource library
- A scrapbook of your program
- "What We Did Today" boards
- "Kick Off Questions" for parents
- An easel with announcements or pictures parents see when they first walk in and walk out
- Interactive bulletin board for parents to post information about their travels, business, and culture
- A media center
- Video tape classroom activities and send parents clips via email



Getting Parents Involved

- Invite parents to read to small groups
- Cook and share a family recipe
- Field trip volunteer
- Have parents sing to children or write down words to special songs
- Teach the children a dance or art
- Ask parents to share their own childhood stories
- Eat lunch with the children
- Allow parents to breast feed infants
- Encourage parents to talk to other children
- Encourage parents to contribute to curriculum planning
- Send home supplies to make clay dough
- Ask parents to help locate music, clothing, everyday objects and cultural items
- Ask parents to save “beautiful junk”
- Encourage parents to hang up children’s artwork
- Ask parents to talk to the children about their day
- Help plan for special events
- Write or edit school newsletter
- Assist in fund raising



5 C's of Parent Relations

- Common Sense
- Caring
- Consistency
- Communication
- Confidentiality

Common Questions Parents Ask

- Discipline
- Bedtime
- Allergies
- Meal Planning/Nutrition
- Gift Ideas
- Children's Books
- Early Literacy Skills
- Sick Child Care
- Ready for Kindergarten
- TV and Movies
- Holidays
- Budgeting
- Family Recreation Ideas
- Babysitters
- Home Play Ideas



Working Through Common Parent Complaints

Complaint:

Possible Solution:

Complaint:

Possible Solution:

Complaint:

Possible Solution: