

Prepping for a Leader's Visit

It may be intimidating or confusing to have a civic or community leader visit your Pre-K site. We hope this list of tips may help with some of your questions or concerns. Please reach out to info@gaprekweek.org or your DECAL consultant with any further questions!

Before the visit

1. The leader or any assistants may call in advance, so please let any relevant parties know of the visit and give them any necessary information.
2. If the leader asks any questions you don't know the answer to please feel free to reach out to us or your DECAL consultant.
3. Please feel free to invite local media or any parents, donors, board members, etc. who wish to attend.
4. If possible, please make it physically clear where the leader should park.

During the visit

1. Let all staff know of the visit, and what room the visit is happening in, so everyone is welcoming and ready!
2. Visits typically last 30 minutes to an hour, feel free to ask your leader how much time they have.
3. If you have a newsletter, email list, social media accounts, etc. let your followers know! Be sure to use the hashtag #GaPreKWeek!
4. Other than reading, a leader might be interested in a brief tour of the center, doing a quick activity with the kids, or talking about what your class has been learning this year.
5. Have a couple of extra books prepared (like your copy of *Every Amazing Story*) in case the leader has more time or needs a book to read.
6. Some typical questions may be the number of kids your center serves, the number of years your center has been open, whether or not your center quality rated, or if you have any special programs.
7. TAKE PHOTOS! Post using the hashtag #GaPreKWeek!

