

COLWYN ELEMENTARY - A TITLE I SCHOOL
'ALWAYS HAVE HIGH EXPECTATIONS'

CUSTOMER SERVICE

Customers will be greeted in a welcoming manner and treated with respect and dignity.

Customers visiting will be assisted to the office to direct them to their destination and/or person of interest.

Customer's' confidentiality and privacy will be maintained.

Communications should always begin and continue from a positive perspective.

Parents will be contacted at least once within each report period about a positive matter.

Each staff member will respond to communications within 48 hours of receiving a message.

