

## **The Parent Encouragement Program's Policy for Off-Site Class Requests**

As a member of the Washington community for the past 30 years, the nonprofit Parent Encouragement Program (PEP) commits itself to offering local parents the knowledge, training and skills they need to raise capable, caring and responsible young people. PEP offers most classes at its location in Kensington, Maryland. PEP also strives to reach parents at other locations that are convenient, comfortable and accessible to them. To meet this need, PEP often partners with local schools and organizations to bring PEP workshops and classes to the community at off-site locations.

### **Community Talks and Parent Ed Workshops for Your Group**

If you would like to set up a one-time community talk for your group or school only, lasting one hour or 75 minutes, please visit [PEPparent.org](http://PEPparent.org).

### **PEP's "Core" Classes at Your Location**

PEP chooses off-site locations to hold longer core classes based on several factors. We seek to rotate class locations throughout the areas that PEP currently serves in Montgomery County, DC and some parts of Northern Virginia. Each location chosen has a large population of interested parents as evidenced by attendance at community PEP talks. Evenly distributing our offerings helps connect parents interested in classes with the PEP parent educators who teach them. The space provided must be suitable (size of room, chairs, accessibility) and affordable. All arrangements depend on the availability of a team of PEP parent educators.

If you are interested in hosting a PEP class at your location, please send PEP the following information:

- Your name and role in the school/organization
- Host location
- Parent Volunteer Contact information
- School/Organization contact

We will be in touch after we have determined that the school or organization you would like to offer is within PEP's geographic rotation as described above.

Based on years of arranging PEP off-site classes, typically this is what is required to generate sufficient enrollment for a successful class:

- An organization or school with a robust student body (over 200) which allows for a pool of enough parents to commit to a longer class
- Scheduling one introductory parenting talk (paid for by the school or organization: \$150 for this one hour talk) on parenting topics (listed on our website at [PEPparent.org/programs-services/speakers-bureau/](http://PEPparent.org/programs-services/speakers-bureau/)) and additional 75 minute workshops at the rate of \$200 each within a 6 month period with an average attendance of 30 parents.

This helps parents get to know PEP and remember who PEP is when the core class is offered.

- A paid (by parents) short program held at your school or organization, advertised in the PEP schedule, open to the public, and arranged by PEP. These are two to four week long seminars.

- Through experience, we have learned how crucial it is to have both a parent volunteer and a staff person from your group actively promote the potential PEP class. This team approach yields enrollment success the offering will “go”.
- PEP occasionally offers classes in private homes in special cases. PEP also offers individual consultations at mutually agreeable locations.

#### Contact Us

If you are interested in holding a class at your school, organization or home, please visit [PEPparent.org/contact-us](http://PEPparent.org/contact-us) or send an email to [kate.campion@pepparent.org](mailto:kate.campion@pepparent.org) for more information.