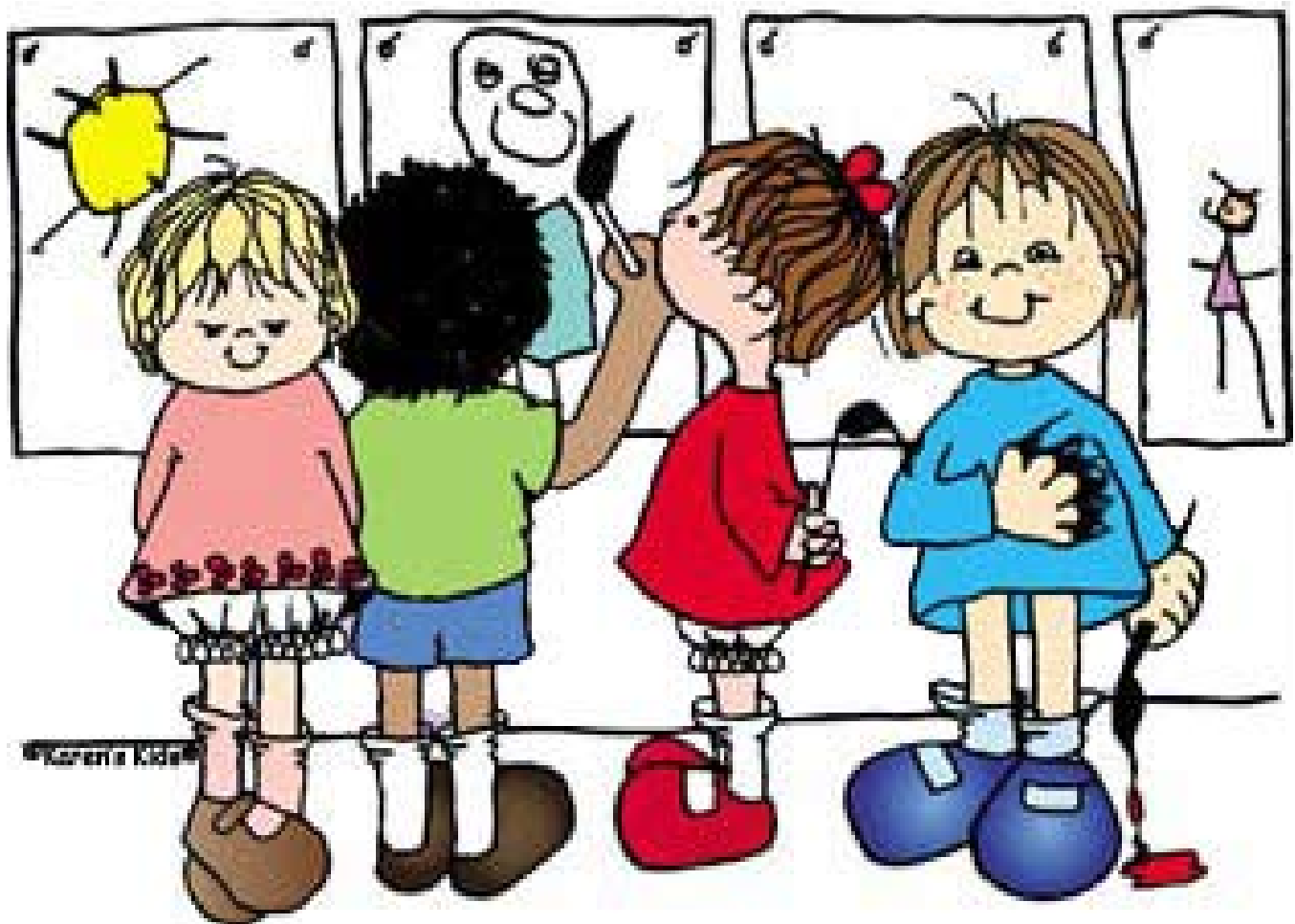


ST. JOHN'S PRESCHOOL VOLUNTEER PACKET 2015-2016



St. John's Preschool Volunteer Guidelines

Volunteers who contribute their time and talents to St. John's Preschool are a valued asset and make a significant contribution in helping the school accomplish its educational mission. We are very fortunate to have the active participation of many parents in our learning community.

Policies & Guidelines

Please be punctual and reliable

If you can't make it for your scheduled time or will be late, please make every effort to inform those expecting you.

Respect the Learning Environment

Teachers and Assistants are in the best position to determine the most effective use of volunteers in the classroom. Remember that every task is an important contribution to the teachers' ability to focus on the children.

Keep Confidential Information Confidential

As a volunteer, you may learn confidential information about others. It is of critical importance that you keep that information confidential and not divulge it, even to friends or family. As a matter of professional ethics, volunteers do not discuss teacher, student or school affairs with other people. It is extremely important that confidentiality be upheld at all times. Only teachers and assistants are responsible for communicating with parents.

Supervision

Volunteers work under the supervision of preschool staff at all times. Always work with students in the presence of another adult or in an area where you are easily observed.

Student Discipline

Adult volunteers have a responsibility to inform staff if there is a problem. Volunteers should not discipline a child, but should bring any issue to the attention of the teacher or assistant.

Health and Safety Precautions

"Universal precautions" means treating everyone as potentially infectious. You should never touch blood or other body fluids unless you are wearing plastic gloves. This applies to cuts, scrapes, nosebleeds, etc. Every classroom is equipped with a First Aid Kit and plastic gloves.

Snack/Party Information

Volunteers must wash their hands prior to handling food. Also, please refer to the allergy alert sheets posted in the classroom and speak to the teacher or assistant prior to preparing food for students. It is EXTREMELY important to be aware of any potential allergies or health problems of students BEFORE snack is served.

Emergencies

Please be familiar with the school emergency procedures such as, evacuations, lock downs, injuries, fires, electrical outages, and child abuse reporting. An evacuation map is posted in every classroom.

Drug-Free/Tobacco Policy

St. John's Preschool has a drug-free workplace policy and prohibits the use of tobacco and alcohol on the property or on school related field trips.

Cell Phones

A ringing cell phone is very disruptive. Please remember to set your cell phone on vibrate while volunteering in the classroom. If you receive a phone call that you must take, please step out of the classroom to take the phone call.

Volunteer Dress

Please dress appropriately for the activity.

Volunteer Behavior

Please remember that volunteering is not the time for private discussions or conferences with the teacher about your child. Support the instructional program of the teacher. Treat all students fairly, equally, and positively. Recognize that each child is unique in abilities, learning styles, and personality **Please refrain from dropping by your child's classroom unannounced. The school maintains an open door policy, but visits should be approved in advance.**

Signing-In Procedures

All volunteers and visitors must sign in and out at the Preschool Office and wear a volunteer sticker while in school. These are located on the table outside of the Preschool Office.

Volunteer Application/Training

Volunteers should complete a volunteer application prior to volunteering in the school. Volunteers should also attend an Orientation session at the beginning of the school year.



St. John's Preschool

Volunteer Application

2015-2016 School Year

Full Legal Name: _____

Child's Name: _____

I would like to volunteer in the following area(s):

_____ Two Year-Old Classroom _____ Mrs. McFarland's Classroom

_____ Mrs. Galaska's Classroom _____ Pre-Kindergarten

_____ School-Wide Events _____ Playground

_____ Substituting _____ Preschool Office/Workroom

_____ Fundraisers/Book Fair _____ Delayed Opening Parent

Do you have any special skills, interests, or hobbies that you would be willing to share with us? If so, describe below. _____

What days/times are you available to volunteer?

_____ Monday _____ Tuesday _____ Wednesday _____ Thursday
_____ AM _____ PM _____ At home

St. John's Preschool

Volunteer Confidentiality Statement

2015-2016 School Year

I understand that information regarding students, families, staff, and the school may be confidential in nature and that as a volunteer for St. John's Preschool I will...

- Respect the confidential nature of any verbal or written communication I receive regarding students, families, staff, and the school.
- Keep personal information confidential at school and after I leave.
- Be discreet in any verbal communication by not discussing students, staff, or families in front of others.
- Immediately report directly to the administrator any information disclosed to me concerning a child's safety.

Volunteer Signature _____ Date _____

