



## Assumption School Guidelines for Parent Volunteers

### How parents can help....

- Assist with classroom routines.
- Assist with planned activities.
- Assist the teacher in supervising indoor and outdoor activities.
- Prepare equipment and materials for activities and displays.
- Share special talents.
- Help with sick children.
- Assist with emergency evacuations.

### Points to remember....

- Check with the teacher to see if bringing your younger children is okay.
- The teacher is always in charge of the class and responsible for the program and discipline. Parent volunteers work under the direction of the teacher.
- A good relationship between teacher and parent volunteers facilitates a relaxed and harmonious classroom environment.
- The teacher instructs the parent volunteers as to what needs to be done on each day. They will use the volunteer's time efficiently and effectively.
- If you cannot make a scheduled time, please inform the teacher before your scheduled time.
- Do for children ONLY what they cannot do for themselves.
- Learn the routines of the classroom. Adhere to them yourself and assist the teacher in implementing them.
- Learn where the materials are kept and see to it that the children return the materials to their proper places.
- Help build feelings of competence and good self-image by using encouragements to motivate children and by praising the processes rather than the products.
- Watch and listen to children play to know how to assist them. Help them work out a solution. Do not ask children what they are making, but rather ask them to tell you what they are doing.

## **IMPORTANT:**

**USE CONFIDENTIALITY** regarding anything that happens in the classroom. Pupil behavior and conversations, teacher performance and programs should not be discussed at home or in the neighborhood. No child or behavior of a child that you encounter in class should be discussed. If you have a concern, you bring it directly to the teacher or the principal and respect their professionalism that they will do what is best for the children. Staff and programs should not be discussed in the neighborhood. Reviews of staff and programs are the responsibility of the principal and senior administration.

### **All Volunteers are required to fill out the following forms:**

- ✓ Volunteer Application Form (to be completed annually by all volunteers)
- ✓ Volunteer Confidentiality Agreement ( to be completed annually) by all volunteers)
- ✓ Police Security Clearance (if applies)
- ✓ Volunteer Driver Authorization along with Drivers Abstract (if applies)

**Forms can be picked up in the Office of Assumption RC School.**