

Classroom Volunteer Orientation Information

1. Please sign in at the office and wear a badge.
2. Please do not wear your best clothes. Some tasks are very creative/messy. We do have aprons for you.
3. Confidentiality is of the utmost importance. If other parents ask you questions about the classroom, their student, other students, etc., please do not answer and ask them to speak directly to the teacher.
4. Your child may act differently when you are present. Please do not coach, criticize, or interfere with what your child is doing. If your child is too clingy and is not on task, please let them know that you will not be able to volunteer in the classroom if they are not participating in all classroom activities while you are present.
5. When you arrive, your first task will be to empty and fill the homework folders and put them in the cubbies to go home. Next, please work on any projects set out in the volunteer area until it is time for you to help at a table during Academic Rotation.
6. If you have questions about folders or items on the volunteer area, please ask the partner teacher who is not teaching at the time.
7. Please do jobs for both AM and PM classes. We all share the workload and make enough of everything for two classes. If you don't have time to finish a job, please jot down what you have accomplished to help the next volunteer. (For example, jot down if you cut 13 of the 40 circles needed.) We alphabetize all student work by *first* names.
8. When you are working at a table with the children, they need to work quietly. If there are any behavior problems, please let the teacher know. Please have the children clean up their own work space and push in their chairs.
9. If you are unable to work your shift as scheduled, please try to switch with someone on another day or call a substitute. If you are unable to find a replacement, please call the school and leave a message at extension 106 so that we can rearrange our activities.
10. On Minimum Days, PM workers are asked to come in the AM.
11. All volunteers must have a recent Mantoux TB test before working in the classroom. The test is good for four years. Please turn in a copy of your test results to the office.
12. Thank you for your help. Enjoy this special year with your child.

