

## **Parent Volunteer Guidelines**

### **Arrival**

Enter through main entrance (Door #1), sign in with security and obtain visitors pass.

### **Departure**

When leaving, please sign out with security, return visitors pass and exit main door. You must sign out and leave right after lunch/recess duty.

### **Classroom Assistance**

Teachers will ask parents for assistance in classroom with special projects, mystery readers, etc. Date and time will be established with teacher ahead of time. You must enter through main entrance, signed in and obtained visitor pass. You must go directly to the classroom you are assisting. Once your assistance is complete, you sign out at the security desk and exit main entrance. Please do not interrupt other teachers or staff. If you need to see another teacher, staff member or administration, you must schedule an appointment ahead of time.

### **Lunch**

You are there to assist and monitor lunch, help all students open lunches or milk cartons, help keep the lunch and seating areas clean and tidy; please keep socializing with other volunteers to a minimum.

**School Lunches** - CPS Policy states that only cafeteria/food service employee is able to assist children with lunches.

**Food Allergies** - In cases where a student may have forgotten his/her lunch; no food item can be offered without checking with the school staff due to potential food allergies.

### **Recess**

Monitor recess for safe play. While supervising recess, think of your role as a "lifeguard." Keep alert at all times – attempt to anticipate potential issues. Refer to a recess staff if a student will not follow directions. Final cleanup of areas include returning all recess equipment back to storage bins.

**Injury** - If a child falls and is lying on the ground, do not move him/her. Remain calm and get help from a staff member immediately.

**Bathroom Requests** – If a student needs to use the restroom during recess/lunch, they need to ask a staff person.

**Evacuation Plan** – See separate document for school's evacuation drills/plan.

**Thank you for taking the time to volunteer.  
We couldn't do it without you!**