

## **(room parents + parent volunteers = classroom support members)**

By becoming a Central classroom volunteer, you will be afforded observations and interactions with many children, other parents, and staff members. Your relationships with our community members may be deeply enriched.

Being a Central volunteer is an honor and a responsibility. Please read the following guidelines and agreements before determining if being a Central volunteer is the best fit for you. We have other volunteer opportunities such as facility maintenance (and other opportunities) that occur outside of standard school hours that might be a good fit for you too.

We ask that all Central volunteers follow these guidelines and agreements. By doing so, we can reduce/eliminate confusion/misinformation and enhance the volunteer experience and outcomes for all.

Please

*Advise other parents to contact the administration directly about any topic or issue that is not specifically related to your volunteering efforts and activities. Central administration and frontdesk staff are qualified and available to provide parents correct and timely information regarding any school dynamic, topic, or issue. We're here to help!*

### **Confidentiality**

Maintain confidentiality and do not share what you see or learn about a child, or other school member, within our larger school community. Please do not take pictures, film or audio of children unless you have received permission from the director and the child's parents. Our parents trust you, as they do our teachers, to hold private any and all information/observations regarding all aspects of the childrens' behaviors and academic standings. Special Note: (Without complete context, it is hard to fully understand what any particular observation may or may not mean.) Do not share observations of a child with the child's parents. If a parent asks you to do this, please encourage them to contact the classroom teacher who can share the same observations with the parents.

### **Do not distract staff members from the care of children**

Honor the teacher/child ratio and the teachers ultimate responsibilities. Do not

Thank you, thank you, for caring enough to reach out to us. We truly and sincerely appreciate your volunteer efforts. Anita

## Information for Parents: Central Volunteers

involve teachers in conversations, either in the classroom or on the playground, while the teachers are responsible for their children. A distracted teacher is considered out of the teacher/child ratio and under-monitoring of children can create dangerous situations. Utilize other times and means of communication to share information with teachers. Please contact frontdesk to schedule a meeting time with staff members.

Be fully immunized against flu and Covid. Take an at home COVID test. Do not enter a classroom if you have any symptoms of illness at this time.

### **Health Considerations**

*Wear a mask on campus or when you are interacting with members of our school until you have received notice that masks are no longer required by Central.*

### **Privacy**

Do not contact teachers outside of school hours or call/email them on their personal devices. Our teachers are some of the very few teachers (Montessori or traditional) that are with children forty hours a week. We must honor their personal space, privacy, and time. Contact teachers through frontdesk or 447-7403. Please understand that teachers honor our confidentiality agreement and cannot discuss other Central children and/or staff members with parents on or off campus.

*Sign a sworn statement if you will be on campus for more than 2 hours a week. This document is included in your contract. If you signed it and returned it with your contract, there is no need to do anything future. Central may move to full background checks should VDSS make this a requirement.*

### **Log your V hours!**

This is important for several reasons. Central tracks the contributions our parents make and all of those V hours will determine your educational fee charge. Logging hours also allow Central to determine the actual dollar exchange (what it costs Central to hold an event, etc.) And, of course, most importantly, who may be eligible to receive one of our beloved honey pot awards. Please help your parents find ways to volunteer. Resist the temptation to do everything by yourself. Share the V hour wealth and have a blast!

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*Please use Central Montessori School (not CMS unless space requires it) when creating notices, flyers, etc.*

If you are comfortable with these guidelines and are in agreement with each of the items above, please initial each item and sign below. Please return this document to Central.

Please feel free to contact Anita with any feedback or questions you might have.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

“Volunteering is the ultimate exercise in democracy. You vote in elections once a year, but when you volunteer, you vote every day about the kind of community you want to live in”. Unknown

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