



OGDEN PREPARATORY ACADEMY

Parent Volunteer Policies

Teacher Name: _____

I'm so grateful to have your help in my classroom. Together we can make this a really wonderful year for the children in this class.

As a volunteer in my classroom, I ask that you PLEASE follow these guidelines to help things run smoothly:

- **BE ON TIME:** Be on time for your volunteer slot. I plan on you and really appreciate your showing up when you've said you'd be there so we can keep on schedule.
- **YOUNGER CHILDREN:** Please don't bring any preschool children who will be disruptive. Please arrange for babysitting for sibling children when you come in to volunteer.
- **YOUR CHILD:** Make sure your child knows that you are there to help all the children and that you will only be able to give him or her the same attention you give to the other children while you are in the classroom. If he or she is clingy or insists upon too much of your attention while you volunteer, warn him or her that you won't come in to volunteer if he or she is going to act this way and/or ask me to assign you to work with groups that don't include your own child.
- **TALK TO ME!** Let me know when my instructions are unclear or when you have an idea of something you'd like to do or something we can do to make things run more smoothly in the classroom.
- **DO WHAT NEEDS TO BE DONE:** Pitch in and do things that you see need to be done. If you see a shelf that needs to be straightened, please take care of it. If you see a child who's not listening well when I'm trying to teach, please quietly approach the child and whisper to him or her to please listen. If you notice a center other than the one you're assigned to seems to be unruly and I'm busy, please go over there and help them to get back on track as best you can. If you're not sure whether I'd want you to do something, ask me.
- **CONFIDENTIALITY:** Any observed student behavior or intellect issues should not be discussed with anyone except the teacher. All students come to school at their level and we are a team in growing kids. Professionalism is required to secure the success of all kids.
- **LET ME KNOW:** Let me know when you are going to be late or when you can't come at your assigned time. Please try to arrange for a substitute to take your place. I do plan on you when you're signed up to be here!
- **CONTACT INFORMATION:** Call me or email me or the Room Parent/Classroom Coordinator whenever you need to at:
 - o Teacher's phone number: _____
 - o Teacher's Email: _____
 - o Room Parent's phone number: _____
 - o Room Parent's Email: _____