



Twin Oaks

VOLUNTEER HANDBOOK

2022-2023





Dear Volunteer,

Thank you for contributing your time and energy to our school and students! We hope your experience here will be pleasant and rewarding!

There are many opportunities to volunteer in our school. As a volunteer we wish to keep you informed of our daily procedures and guidelines, so please take the time to read through the handbook and fill out all pertinent forms. Return all forms to the office to the **attention** of Ms. Toula. If you have any questions, please do not hesitate to contact us at (450) 680-3045.

Once again, thank you for making a difference at Twin Oaks.

Sincerely,

Ms. Dena Chronopoulos
Principal

Ms. Antoinette Caprera
Vice-Principal



Identification and Sign-in

The safety of our students is our number one priority. Therefore, you must always report to the office before you begin your volunteer activities. All volunteers must sign-in and sign-out at the secretary's office in the appropriate binder. All volunteers need to wear a volunteer pass on school premises. Please return your pass at the office when leaving. For the safety of **ALL** children, younger siblings are not permitted to accompany volunteers.

Confidentiality

Sometimes a student may say something to you, you may overhear private information about a child, or observe something that concerns you. It is extremely important that you do not talk with other parents about what you may have heard or seen while volunteering. The school staff need to have an opportunity to remedy the situation and contact the parents, if necessary, first. If something concerns you, please report it to the office. Volunteers who do not respect the confidentiality expectations may not be asked back.

Volunteers may not discipline students. If a situation occurs at home or at school, involves your child or other children, please notify the teachers, supervisors or staff concerned. Never approach someone else's child to address an issue that involves your child.

Role

Please remember the boundaries of your role as a volunteer, which is to provide help with tasks assigned by our school staff or PPO coordinator.

- Please do not circulate the hallways and respect your volunteer duties.
- Please do not circulate in the school yard during supervised student breaks.
- If you wish to speak to, or pick up your child after your volunteer duties, you need to report to the office and have your child called down. Again, for the safety of all children and to avoid interrupting important teaching time, we ask that volunteers avoid circulating the school and stepping into their child's classroom.
- Please obtain permission from administration to use the staffroom and respect that this is a work space for teachers on preparation periods. Information of a potentially confidential nature (medical information etc.) can be posted in a staffroom and it is expected that anything seen or overheard is not to be repeated.
- Please use the washrooms designated for staff. Do not use the student washrooms at any time.

While the temptation is there to sneak a peek at your child or drop by their class, volunteers must remember that they are volunteering for *the school*, not for their individual child. If you volunteer for an event, you may be asked to run a station or supervise an activity, not follow your child's class. Further, please resist the temptation to ask your child's teacher for an impromptu parent conference. They are very busy during the day and this time takes away from other planned tasks.



TWIN OAKS VOLUNTEER AGREEMENT

As a volunteer, I agree that at all times, I will:

- Upon arrival, I will sign-in at the office.
- I will wear a volunteer pass.
- I will use the adult bathroom facilities.
- I will not share any personal information or take pictures of students or staff.
- I will maintain confidentiality and share any concerns with the school staff or administrator.
- I will not circulate the halls or yard during recess and lunch.
- I will not disturb teaching time.

Name (please print)

Date

Signature



Calling All VOLUNTEERS

Would you like to volunteer in the school for school-based activities?

Please complete the information below and return this form to the school office with your child (To the attention of Ms. Toula).

We will be in touch when we need you!

Thank you!

Name: _____ Daytime number: _____
Email: _____
Child(ren)'s Name(s) and class(es): _____

Availability: Mornings Afternoons All Day
 Monday Tuesday Wednesday Thursday Friday

TENTATIVE Activities I'm interested in:

- | | |
|--|---|
| <input type="checkbox"/> Vaccinations | <input type="checkbox"/> Book Fairs |
| <input type="checkbox"/> Teacher Appreciation Week | <input type="checkbox"/> Picture Day |
| <input type="checkbox"/> Holiday Breakfast | <input type="checkbox"/> Fun Day |
| <input type="checkbox"/> Corn Roast | <input type="checkbox"/> Book Covering/laminating |
| <input type="checkbox"/> Comedy Night | <input type="checkbox"/> Bake Sales |
| <input type="checkbox"/> Pizza Day | <input type="checkbox"/> Chocolate Drive |