



## **After school programs — Volunteer instructions**

1. Obtain a copy of the class roster prior to the first class and make sure you know in what room the class will be held. Make sure you take the roster with you. If you forget it, the office should have a copy, but it is very hectic in the office at the end of the school day.
2. On class days, check in at the office, sign the volunteer book, put on a volunteer badge, and proceed to the cafeteria.
3. All students enrolled in afterschool classes are dismissed to the cafeteria. Children enrolled in SACC have to check in at SACC before they go to the cafeteria; everyone else should come to the cafeteria when instructed (by the message on the silent dismissal screen).
4. Gather the kids by the stage and take attendance. In the time between when the kids arrive in the cafeteria and class starts, they are free to eat a snack and use the restroom. If you send anyone to the restroom, make sure they take a buddy with them.
5. When you take attendance, if someone is missing ask the kids if they know if the missing person was sick that day or left early. That way, you will know that you don't need to track them down.
6. In some cases, the class teacher will meet you in the cafeteria and walk the kids up to class with you; however, in most cases, teachers proceed directly to the classroom and are getting ready for class while you are with the kids in the cafeteria. At 4:00pm (or a few minutes before if you have everyone), you should take them up to the classroom.
7. Once you get everyone to class, call the parents of the kids who did not show up and let them know that they did not show up (unless you know the child was sick that day or left school early). This is especially important for the first day, but should be done for every class. Sometimes the kids get distracted and just go home on the bus with their friends. If someone goes home accidentally, the parents can bring them back to the school to go to class. If you do not have a cellphone, or it doesn't work in school, you can go to the office and use a phone there to call. There are also phones in the workrooms on each floor. (Dial "9" before the phone number to get out when calling from a school phone.)
8. If, on the first (or any other) day, someone shows up for class who is not on the roster, bring that child to the office (after you get everyone else to the class) and have the office staff call the parents to get the child picked up. If they are not on the roster, they are not the responsibility of the SHP. The parent should then be told to contact the SHP's 1<sup>st</sup> VP to resolve any enrollment issues.
9. If you get to class and a teacher is not there, the fastest way to get that resolved is to call the company with whom the SHP contracts and see if they can track down the teacher. (See contact numbers below.) Also call the SHP 1<sup>st</sup> VP and let her know what is going on.
10. During class, generally speaking, as a parent volunteer your role is to be a backup in case of emergencies. Sometimes, if there is a child being particularly disruptive, it's helpful if you sit next to that child (so they know someone is keeping an eye on them), but any discipline is the responsibility of the instructor. You should not have to help teach the class. If you are asked to do that, or anything else that makes you feel uncomfortable, please contact the SHP 1<sup>st</sup> VP and discuss it.

### After school programs — Volunteer instructions (continued)

11. At the end of class, gather the children and take them to their designated checkout point (usually the cafeteria, but sometimes the front door or the gym door—never the field or anywhere else).
12. Parents should sign their children out. We generally do not do “drive up” pickups where someone just pulls up and their child walks out to their car. If you have a parent with an infant, and you get to know that parent, you can make that kind of arrangement with them to help them out, but that is at your option (not theirs).
13. Please make efforts to get kids to the pickup point as close to 5:00pm as possible. As we charge late fees to parents for late pickups, it is not fair to keep them waiting at the end of class time, either.
14. Sometimes the teacher may come to dismissal with you right away; other times they stay behind to make sure the classroom is cleaned up. After 10 minutes (max), the instructor should be there at the pickup location. Make sure the instructor knows that you expect her/him to meet you within that period of time. Once the instructor takes responsibility for the kids again at pickup, it is the responsibility of the parent volunteer to walk SACC kids back to the SACC room. ***SACC children can never go back to SACC by themselves, or with another child—they must be accompanied by an adult.***
15. After the SACC children are returned to SACC, you may leave with your own children. It is the responsibility of the teacher to stay with any children who are picked up late. To the extent you can stay, it’s helpful, but you do not need to feel obligated.

