

## Pittsford Central School District PTSA After School Enrichment Program (ASEP)

### [School Name] [ASEP Name] Parent Volunteer Instructions

Dear Parent Volunteer:

Thank you for offering to help with the [ASEP Name]. The success of this program largely hinges on parent support. Please review the following procedures prior to your scheduled time.

#### ***Beginning and during Program:***

- Adult volunteers must commit to be at school prior to the first student arriving to the program.
- Arrive 20 minutes before the start of the program. **YOU NEED TO BE THERE EARLY**, since when a teacher has bus duty, it is not unusual for the students to be dismissed to the ASE program early. Children should not be unsupervised.
- A minimum of two adults is required for a program to actually start. The instructor qualifies as one adult, they must be unrelated to the PTSA adult volunteer.
- A minimum of one PTSA adult volunteer must be present at all times to provide assistance where needed, for the safety of the students and the integrity of the program.
- A PTSA volunteer can be any parent/adult guardian who has a child enrolled at the school and who is able to follow at least the minimum volunteer responsibilities set forth in this policy.

At a minimum, responsibilities include:

- No adult is to be alone with a child in a non-public location. Children should not be unsupervised.
- Adult volunteers are not allowed to provide assistance to the children in the bathroom or in any other capacity that could be misconstrued as being inappropriate.
- Adult volunteers **MUST** review class roster and be aware of any allergies or medical concerns of the children in attendance. As well as review the class list and any notes with respect to who a child is authorized to go home with or if they walked or rode their bikes; which children go to SACC after class etc.
- Adult volunteers may be asked to gather any necessary program materials and be ready for the students when they arrive.
- Review the Evacuation Procedures.
- Take attendance.
- If a child is not there follow up on the status of missing students and follow up with their absence in a manner agreed upon by the principal and school's ASEP coordinator or representative.
- Adult volunteer may need to assist the instructor during the program.
- During the program, please assist in general discipline as needed (separate children that are disruptive), and walk the children to the bathrooms if necessary.
- Adult volunteers must commit to be at school until all children are picked up from the program.
- Adult volunteers must commit to following any additional policies and procedures set forth by the building ASEP committee.
- If a volunteer needs to bring another child to the ASE program, the volunteer must keep that child quiet and supervised. They may not participate in the ASE program. We recommend that the parent let the program chair know in advance that they are bringing another child(ren). In addition, no food or drinks (**except water**) may be brought in by volunteers or siblings

- Volunteers are expected to follow a code of conduct specifically with regards to confidentiality. As when parents are in our school building for any visiting or volunteering purposes, we ask that you respect the privacy of all students and their families by maintaining confidentiality of any sensitive information learned as a result of working with our students by **NOT** discussing personal information with other parents, students, or community members. (Matters of special needs, financial status, medical conditions, behavioral issues, and the like...).
- No outside snacks are allowed unless they are provided as part of the program and are purchased in accordance with the District PTSA's ASEP Policy and Guidelines.

***Dismissal information:***

- Have the children get their coats, backpacks, etc. and wait inside the location.
- Some children go to after school child care (SACC). Escort them there.
- Parent or Authorized Adult must sign child out before they are dismissed.
- Make sure that no children leave without an adult unless you have a note from the parent (ie – walking or biking).
- Do not leave the school until all the children have been picked up.

**KEEP THIS SHEET! It is your responsibility to follow the instructions.**

\*\*These are the minimum requirements for parent volunteers. This form may be modified according to specific school policies and at the discretion of the school principal. Any steps/procedures added should not be in contradiction to the District PTSA's ASEP Policy and Guidelines.