

Waterbury Elementary School Parent Volunteer Guidelines

The staff at Waterbury Elementary School welcomes you to volunteer at our school to help students and assist with classroom parties and events. In addition to supporting teachers in the classroom, there are several classroom parties and events throughout the school year that require parent volunteers AND donations to be successful. This form outlines the procedures and expectations we have established for adult volunteers in our building.



Volunteer Guidelines and Procedures

- All volunteers or school visitors must enter and exit through the main entrance of the school.
- All volunteers or school visitors must check in with the front office and wear a visitor's badge to ensure the safety of our students, staff, and the visitors themselves. Waterbury office staff uses the Raptor system to print visitor badges, and each and every visitor is instantly screened against the registered sex offender databases in all fifty states. Please have your driver's license with you when you are at school to volunteer.
- Younger siblings will not be allowed in classrooms for safety reasons.
- Any information obtained or situations witnessed while volunteering at the school should be considered confidential and not be discussed with any other students, parents, or staff outside the school setting.
- If you have previously arranged with a staff member to volunteer on a specific day and are unable to keep this commitment, please call the office so that we may get a message to the teacher who in turn can adjust plans accordingly.
- As you are volunteering in the school setting, please be aware that any and everything you do and say is observed by the children of our school.

School Party Guidelines/Procedures

Historically, there have been two class parties each school year. These parties have been on Halloween and the last day of school prior to winter break. Classroom teachers may ask for volunteer help with these parties or to provide supplies and treats for the party.

- Refreshments for class parties should include light snacks and beverages with an emphasis on healthy snack choices such as cheese, crackers, fruits and vegetables. Please check with the teacher prior to sending snacks as many children have food allergies or dietary restrictions.
- The class party may include crafts activities or games, but these kinds of activities are not required.
- Class parties are limited to a maximum duration of one hour, which includes time for cleaning up the classroom.
- Parent participation in class parties is limited to a maximum of three volunteer helpers.
- Extra family members (including younger siblings) will not be allowed into the party with one of the parent volunteers. There are many reasons for this, with safety being number one.
- All party volunteers are asked to have their vehicles out of the parking lot by 3:10 PM to ensure a smooth and safe dismissal for all students.
- Please do not park your car in the pick-up lane, bus lane, or otherwise marked no parking zones.

Again, we appreciate you taking the time to volunteer at Waterbury Elementary School. If you have any questions, please contact the school at 630-893-8180.