# Foothill Learning Academy

## *Volunteer Procedures*

To ensure students are safe and adequately supervised during the day, parents are asked to volunteer for one 3-hour shift during the semester. This is a wonderful opportunity to build community, get to know other FLA parents, and spend time with our awesome students.

**Parent volunteers will work in pairs to provide supervision when students are outside of the classroom: before class, at lunch, during breaks, in the hallways, and after class.**

- When you start and finish your shift, please check-in with Mrs. Chiappe.
- Student emergency cards and a first aid kit (including band-aids) will be available in Mrs. Chiappe's room.

**Volunteer Responsibilities:**

- If a student becomes ill and needs to go home, the volunteer will wait with the student until a parent arrives.
- During class time, volunteers will be available to assist teachers with any unforeseen occurrence.
- During breaks and lunch time, volunteers will supervise the students, ensure compliance with the following rules:
    - Students must walk, not run, while in the building
    - The drinking fountain is for drinking only, no water play
    - Students will keep their hands to themselves, roughhousing is not allowed
    - Students will not use cell phones unless supervised by a teacher
    - No food or gum in the building
    - Students will not climb on church property (trees, fences, tables, etc.)
    - Playground equipment will be used according to its designed purpose, no unsafe climbing or misuse of the structure
- After lunch, volunteers will assure that no trash is left on the playground.
- At the end of the day, volunteers will assure trash is not left on the restroom floor and volunteers will remain out front to ensure safety as the parents arrive to pick up their students.
- In the event of an unforeseen emergency, volunteers and vendors will work together to assure student safety.
- If you are unable to volunteer, you may have a friend volunteer for you or a $30 per family fee is requested to hire supervision.

Sign-up for your volunteer time at http://www.signupgenius.com/go/10c0c4faead22a3f85-parent