Volunteer Information Packet
Mission Viejo Elementary School

Dear Gracious Volunteer,

Thank you for taking valuable time from your day to volunteer in our school. We know the importance of your work in helping our students achieve their highest potential. The following information will help answer some questions you may have about our school and what can be expected of your time.

**How can I make arrangements to volunteer?**

Please speak with your child’s classroom teacher to request times best suitable for volunteering. We are always in need of volunteers for our before and after school activities and clubs as well. The front office can help guide you to the correct person if you are available to volunteer for these activities.

**What are some things I can volunteer for?**

At Mission Viejo we truly believe in team work. We always encourage families to volunteer within our school. We also know that life can be hectic and that many families may not be able to volunteer during the work day. We love for the adults in our community to be involved. Our teachers and staff can always find ways for the adults to volunteer their time (from projects that can be done such as cutting or gluing at home, to donations during the year, to help at our booths during the carnival and dances). Please reach out to any of our staff for more information.

**Should I check in at the office?**

Yes. Please sign-in and sign-out on our volunteer sheet at the main office when you arrive and depart. This will help us to locate you if needed. Please be sure to get a visitor tag and wear it at all times while in the building. You may also be asked to sign in at the classroom where you will be volunteering so that we may keep track of your volunteer hours.

**Where should I put my belongings?**

Most teachers will have a place for you to put your belongings (e.g., coat, purse, etc.). Please ask them where you should put these items. However, it is recommended that you bring with you as little as possible into the classroom.
Are there adult restrooms?

Yes. There are two sets of adult restrooms. One set is located near the staff lounge (next to the library) and the other set is next to room 50 near the 3rd grade pod.

What should I do if I can’t make it during the time I scheduled?

If you are unable to volunteer during your scheduled time, please call and leave a message with the office for the teacher at 720-886-8000. Your classroom teacher is depending on your assistance at your scheduled time. Please do your best to commit to your schedule.

What should I do in case of an emergency while volunteering?

Although it is unlikely that an emergency should take place, we do want the adults to be prepared. At our school, we plan monthly fire drills, lockdown drills, and tornado drills. Please be sure you are aware of the procedures for these drills (and emergency situations) should they occur.

**Fire Drill:** A loud horn will alert you to the fact that we are having a fire drill. If you are working in the grade level area, please return to the classroom and exit the building with the class. If you are working with a child in a different part of the building, please take the child out of the nearest exit. Once outside, find the nearest staff member and let them know the name of the child and what grade level they are from. All students and staff exit the building and convene on the back side of the building on the field.

**Tornado Drill:** You will be made aware of a tornado drill by an announcement over the P.A. system. Please take the student you are working with back to the classroom. Remain with the class.

What should I do if the child I am working with feels sick or is hurt?

If the child you are working with reports to you that he/she is not feeling well, return the child to the classroom and the teacher will fill out a pass to the nurse.

Please use the following Universal Precautions if a child cuts himself or begins to bleed:

- Do not attempt to help the child by washing the wound, wiping the cut with a tissue or holding a tissue for the child with a nose bleed.
- Hand the child a Kleenex, ask them to hold it against the cut or their nose, inform the teacher (who will write them a pass) and take them to the nurse’s office.
- Return to the classroom once the child is with the nurse.

If I am on the playground, and a child gets hurt, what do I do?

There will always be at least three staff members on the playground supervising the children. If you are aware of a child who is hurt, please inform the staff member and he/she will attend to the injured child.
What should I do if a child misbehaves?

We take pride in the behaviors of our students at Mission Viejo. They are polite and caring children who love the attention of adults. If you are working/supervising a child and he/she misbehaves, the teacher needs to be informed so that they may manage the behavior. You may remind the student of the expectations for their behavior and if he/she does not follow through, ask a staff member for help. Do not feel the need to take it upon yourself to discipline or lecture students about their behavior. Please ask the nearest staff member for help if a child is not following directions or is being unsafe. Your biggest responsibility as a volunteer is to be the “eyes and ears” for the teacher, provide support and be a positive adult role model.

Is there a place for me to eat my lunch?

YES! We have a staff lounge and you are welcome to use it at any time. Please feel free to use the microwave as well.

Is there anything else I should know about?

Yes! Here are a few things to keep in mind before you volunteer:

- Any information regarding a student that you may see or hear is confidential. If you have a concern with information that you have obtained (including suspected child abuse) while at the school, please inform the student’s teacher or the school principal. You could be asked to report your concern in compliance with the mandatory reporting guidelines.
- To protect you and the students, please be sure you are never alone with a child in a room.

Once again, thank you for your time as a Mission Viejo Volunteer. Please feel free to ask anyone, should you have any questions or a concern. We hope your time spent in our school is a pleasant and rewarding experience.

Please feel free to direct any questions you have to the school principal, assistant principal, or office staff.
Mission Viejo Volunteer Information Packet and Cherry Creek Statement of Confidentiality

By signing below, I am agreeing to follow the guidelines in the attached Mission Viejo Volunteer Information Packet.

In addition, by signing the Cherry Creek Statement of Confidentiality (on reverse side), I agree to follow school district policy, and applicable state and federal privacy laws regarding student confidentiality. See the form on the back of this page for additional information regarding confidentiality.

Full Name (please print):__________________________________________
Signature:_________________________________________________________
Student’s Name (if applicable)________________________________________
Date:______________________________________________________________

Please return this form and the Cherry Creek School District No. 5 Statement of Confidentiality Parent Volunteer Agreement Form to the front office.