

SARAH ADAMS VISITOR & VOLUNTEER GUIDELINES

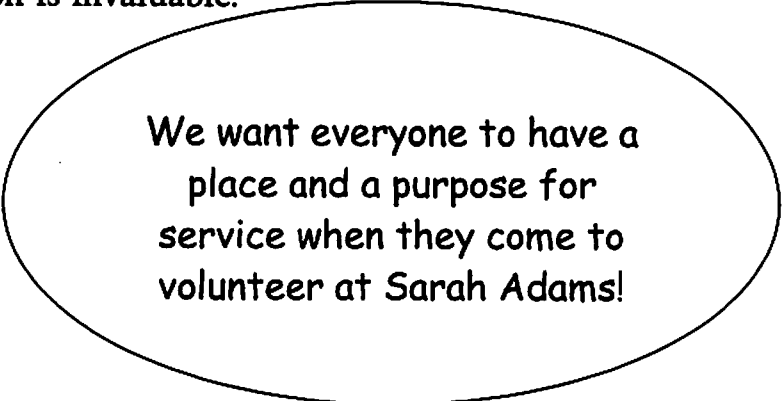
November 2008

Volunteers are an integral part of the Sarah Adams learning community and we value their participation and willingness to help our children. Visitors are also most welcome additions to our community. In order to make the volunteer/visitor experience as productive and meaningful as possible, please become familiar with the following guidelines:

- 1) Volunteers & visitors are required to sign in and out in the office and obtain a visitor sticker upon entering the building.
- 2) Volunteers & visitors should stay in the building only until their activity is complete.
- 3) Volunteers will fulfill the agreed upon duties and are expected to refrain from interrupting/visiting other classrooms.
- 4) Volunteers may not bring siblings to school when volunteering. Our students and teachers need their undivided attention while they are volunteering. We cannot be responsible for children who are not registered and enrolled at the school. In addition there are many situations which create a serious safety hazard for unsupervised children (cutting boards, hot laminators, copiers, etc).
- 5) All volunteers & visitors are to be scheduled by a classroom teacher or PTO representative. Unannounced 'pop-ins' are not helpful!
- 6) The school office must have the volunteer's completed volunteer form on file prior to the first time he/she "reports for duty".

Thank you for your cooperation in making Sarah Adams a safe and productive environment for our children. Should you have any questions or concerns about these guidelines, please contact the school principal.

Your participation is invaluable.



**We want everyone to have a
place and a purpose for
service when they come to
volunteer at Sarah Adams!**