



VOLUNTEER GUIDELINES

The Ambrose School is very grateful for your willingness to serve as a volunteer. In an effort to make your service with us as enjoyable and productive as your time allows, the below are simple guidelines to follow.

Our office staff is happy to assist with questions that may arise in the course of a volunteer's service for a classroom. Ordinarily, teachers will provide specific help and instructions for tasks they assign to volunteers. However, if an assignment is unclear, or if there is a question about equipment, supplies, or procedures, please do not hesitate to ask a staff member for assistance.

Sign-In

In order to maintain building security, all persons who enter The Ambrose School are required to check in at the office and to wear a nametag while in the building. Please remember to sign in with your name and times of service in the binder each time you volunteer at school.

Dress

Please dress so as to encourage our students in their own attire. Generally, volunteers should dress according to the school standards for students and teachers; but you should also dress appropriately for the activity in which you will be assisting, whether outside for playtime or within the classroom.

Phones

Volunteers may use the school phones for essential personal calls. Volunteers will not ordinarily have the responsibility for answering phones unless requested to do so by an office staff member.

Preschool Children

For matters of efficiency and safety we urge parents to plan for childcare for their preschool age children rather than bringing them to school when volunteering. If young children must be present for a short time, they should stay with the parent. Before bringing preschool children when volunteering, please ask the teacher for his or her preference.

Food and Beverages

Food and beverages should be consumed in the lunchroom or outside only (never in the gym). An exception is made for adults who wish to have a drink in the classroom.

Emergency Procedures

Please follow the directions of the staff members in your immediate area in the case of an emergency or emergency drill.

Dependability

Please be prompt and dependable for your scheduled volunteer times. If you are unable to keep a volunteer commitment, please let the teacher know. A message may be left in the office or you may email your teacher.

Confidentiality

Please maintain confidentiality regarding any and all student records and behaviors. Never repeat grades, conversations, etc. that you may have heard concerning any child; likewise, please keep office matters confidential.

Computer/Office Equipment and Classroom Volunteers

The office staff supervises the use of office computers and other business equipment. Ordinarily, volunteers will use only the copier. The requesting teacher through the office staff must coordinate other equipment use through the staff.

Guidelines for Office Volunteers

If you are helping in the office, always identify yourself as a parent volunteer when addressing visitors or answering the phone. Please help us maintain a helpful and a professional atmosphere in the office. Please avoid bringing work from the classrooms to complete in the office. Instead, please ask to set up a table in the library or other location.