

## School Volunteers

We hope you will consider volunteering some of your time and talents with the Cold Spring community. You are a valuable asset to your children and the Cold Spring community as a whole. Whether you will be coming into school or working from home, we ask that you review the following MCPS guidelines prior to volunteering:

**SIGN IN:** MCPS requires all volunteers to sign in upon arrival in two separate log books. One is in the **Visitor Log** and the other is **Volunteer Log**. They are both located immediately on the right as you enter the school office.

**VISITOR STICKERS:** For security reasons, MCPS requires all school visitors to identify themselves by wearing a visitor sticker. This allows the staff and students to recognize that you have passed through the school office. The stickers are pink and are located on the volunteer desk in the office.

**FACILITIES:** School parking spots are for staff members. Visitors and volunteers are asked to park in the street. Volunteers may use the Staff lounge, except during the hours of 11:00 am to 1:00 pm. The health room restroom may be used during that time.

**FIRE DRILLS:** In the event of any evacuation procedure, assist any children that you are working with out of the building. Once outside, take them to the prearranged meeting place for their class.

**FIELD TRIPS:** if you are acting as a chaperone on a field trip, review the procedures and schedule with the teacher. In general, use common sense: never leave the children unattended (this includes trips to the restroom or water fountain). Smoking is prohibited and cell phone use is discouraged.

**RELIABILITY:** The staff makes plans based upon commitment. If you are scheduled to help in school or a field trip and you cannot make it, please try to find a replacement and notify the staff member of the change. If you cannot find a substitute, please let the staff member know as soon as possible, so that other arrangements can be made. As well, if an at home project cannot be complete, try to find a substitute and notify a staff member.

**CONFIDENTIALITY:** Volunteers are required to keep confidential any information, positive or negative, they learn about any child or staff member during their volunteer time. Concerns and/or comments should be relayed to the appropriate staff in a timely manner.

Please take any specific questions you have about your responsibilities to the staff member. Please contact the Volunteer Coordinator, Susannah Alberino at [salberino@mac.com](mailto:salberino@mac.com) or 301-545-0260 for general volunteer information. Further information is provided in the MCPS issued materials for volunteers which are located in the staff lounge for your viewing. Quantities are limited, so please read them in the lounge.