



# *Delta Christian School*

## *Volunteer Service*

### *Handbook*

*Equipping Children for Life*

July 11, 2014 Revision

# You are a Delta Christian School Community Volunteer!

Welcome to Delta Christian School and thank you for serving our school community!

We hope that this handbook will offer answers to your questions, help to guide your decisions and be a resource for you that will enhance your service experience.

The community of Delta Christian School knows that the service of our volunteers is priceless. The time, the skills, the care and the effort that is put into every job is vital to our students and staff. We believe that volunteering should be a partnership, one that is equally fulfilling for each of us.

God leads us to serve others, and volunteering is an excellent way to show the children in our care how to live out our faith every day. Each volunteer, through their service, is helping students succeed in school and beyond these walls.

At DCS, there are many opportunities to contribute, and we would like to help you find the place that honours your gifts, your time and also brings the greatest return. Each volunteer also has the privilege and responsibility of modelling faith to our students, staff, and others that are in contact with our school - this is an amazing opportunity and one that has the potential to make a deep and lasting impact.

## **Safety and Security**

The safety of our students is of utmost importance to all of us, and so we insist that every volunteer in our building has a current Police Check on file at all times. These checks must be renewed every three years; clearances that have been obtained for other organizations (churches etc.) that meet the date criteria are acceptable.

## **Confidentiality**

All interactions that occur, especially with students, during your volunteer experience are to be kept confidential. Please do not discuss behaviour, share information or relate stories about your time in the classrooms. Remember that others will be ensuring this same consideration is made for you and your children.

If you have concerns about something you see or hear while volunteering, please speak to the teacher or an Administrator if appropriate.

## **Security Information for Volunteers**

Volunteers in the school for ANY task are asked to sign in at the office upon arrival, and to sign out when leaving. Please wear a Volunteer or Visitor tag every time you are in the school. For security and safety in the case of an emergency, it is important that we are aware you are in the school, and why; your volunteer tag identifies you to all staff and students.

All doors are locked throughout the school day; please only enter by the office, and remember to sign in when you arrive.

**Earthquake, Fire or Lockdown Drills:** please follow the instructions of the staff member you are working with.

If you are not in the vicinity of a staff member:

- in the case of a fire drill, you and any students in your care should exit the building by the nearest door and meet outside of the school in the middle of the soccer field. Please assist the students in finding their teacher in order that they can be accounted for. Please remain outside until the staff members indicate it is safe to re-enter the building.
- In the case of a lockdown, please take any students in your care to a secure location, turn off any lights and remain quiet until further instructions are given.

**Other notes:**

- Please allow staff to be prepared for you to volunteer by informing them of your intention or wish to be involved. We would like to be sure to have tasks prepared and use your time wisely.
- Volunteers are welcome to use the staff washrooms located throughout the building.
- Please keep your personal belongings with you as we do not have a “locker” room or secure storage.
- When volunteering at the school during the school day, please park along the street because the school parking lot is meant for DCS and wind and Tide staff only.
- Please direct questions or suggestions to the staff member you are working with for your task.
- Please ask front office staff if you have a question about equipment like the photocopier. Some equipment (such as the laminator) is only used on certain days, and by trained staff.
- Remember that a teacher or other staff member is responsible for maintaining student and classroom order. If you are experiencing difficulties with a student that cannot be resolved with gentle prompting or a few positive words, please speak with the teacher.
- Please keep “grown-up” conversations for after your volunteer time. It is easy to lose the momentum of an activity or lesson when students are distracted or need to wait for adults to carry on a conversation.
- DCS strives to be a nut-free school. There are many staff and students who have severe allergies and for their safety, please do not bring any food (as a gift or for consumption) that contains nuts.

**Please remember:**

1. Sign in each time you visit or volunteer.
2. Wear your volunteer/visitor badge.
3. Ask questions - no question is inappropriate if you don't know the answer!
4. If you have concerns or need assistance, please tell us.
5. If you enjoy your volunteer experience, please tell us!

## Tips for Volunteering

- Remember your work is valued and important - we really do appreciate you!
- Everyone is looking forward to having you involved, and counting on you to arrive - please call the school if you will be late or are unable to fulfill a scheduled time.
- Please dress (1) comfortably - dress so that you are able to bend and move about freely without concern of showing too much skin; (2) modestly – we work with children of varying ages, older children are prone to notice or be distracted by deep/low necklines, short skirts and dresses, low rise jeans, and tight clothing; (3) neatly – no graphic t-shirts, cut offs or worn out clothing..
- If you are unsure of your responsibilities, or the classroom procedures, please ask! We want you to be comfortable and successful.
- Encourage everyone to participate and do their best; offer suggestions and praise.
- Familiarize yourself with the layout of the school and take note of fire drill routes.

## When working directly with students

- Enjoy your time with the students; get the most out of the moment - this is your chance to be fully present and engaged!
- Enjoy listening and interacting; be fair and consistent.
- Please share any thoughts, suggestions or concerns only with the teacher or staff member in charge

**Please note** that staff at DCS are responsible for the instruction, safety and wellbeing of students.

Volunteers support staff in many ways, but may not:

- Discipline students
- Have access to student files
- Diagnose student needs
- Evaluate achievement
- Counsel students
- Discuss student concerns outside of the immediate situation, or with anyone but the staff member in charge
- Question a student's or family's faith and commitment

## Opportunities to Serve

There are any number of ways to volunteer at DCS, and we want to help you find the place where you are best able to use your time, your interests and your skills.

Opportunities are listed below both generally and specifically. Please indicate your interest and you will be contacted with further details and information - we look forward to working with you!

Each school year brings additional ways to serve. Please watch our Ripples newsletter, your email, and the volunteer tab at [www.DeltaChristianSchool.com](http://www.DeltaChristianSchool.com) for all the latest opportunities!

## DCS Playground Rules and Guidelines

### Indoor Day Rules & Guidelines

#### for Parent Supervisors

January 2012 Revision

1. Be sure to sign in at the office 5 minutes before your shift begins. Find a yellow reflective vest to wear stored in the staff room.
2. While outside, it is important to keep the children safe. Sometimes your idea of safe is different than the teacher's. **Always err on the side of caution.** If you see something unsafe, tell the students to stop. If they question your request saying they are allowed by the teachers, stop them anyway. If you have doubts about your call, ask the teacher who is out with you. Most times, you will have it correct.
3. Some students, especially young students, will not follow your directions because you are a stranger. Others won't because you are not a teacher. If a student is not following your directions to stop or is in anyway disrespectful, inform the teacher on duty.
4. Children are encouraged to show respect for one another. When students use inappropriate language, they need to be reminded of the power of their words and other people's feelings. Depending on the circumstances, an apology may be in order or the student may need to be sent to the office. Speak first with the teacher on duty before making a decision to send a child to the office. A student needs to be accompanied by an adult to the office.
5. If there is an injury but the child is mobile take him/her inside. Be sure to notify the teacher on duty. If there is a serious injury, get help. Teachers carry walkie-talkies or cell phones. **If the child is not mobile do not move the student.**
6. Students in grades 6 and 7 are permitted to leave school grounds to retrieve a ball but they must first notify the teacher on duty as well as the office.
7. Students are not permitted to play near the bike racks and with the Wind and Tide equipment. This includes sitting on them.
8. Students are not permitted to use skateboards, bikes or scooters. They are also not permitted to use cell phones or any other technological devices.
9. Parent playground supervisors are not to use cell phones during their duty.
10. All students need permission from a supervisor to enter the building to use the washrooms.
11. Generally, supervision is a matter of common sense. Children need to feel safe, accepted and included. Any activity which does not support these attitudes is not welcome.

The following playground rules should be followed:

Children of all ages are encouraged to play together. However, priority is given to the younger grades on the adventure playground, sandbox and swings and priority is given to the older grades on the playing field and the west side hockey area.

- ❖ **Adventure Playground**- Consideration must be given to sharing. Students can be asked to leave if misbehaving or intimidating others. Sporting equipment is not permitted on the playground. Children may hang from the zip line and the adjacent blue rings. Climbing on these two structures is discouraged.
- ❖ **Sand box**- Students throwing sand lose the privilege of playing in the sandpit for the remainder of playtime.
- ❖ **Swings**- Swings are meant for sharing. They should not be flipped over or twisted.
- ❖ **Playing field**- Ball games and team games have priority on the playing field. Others must watch out for ongoing games.
- ❖ **Hockey (west side)** - No hockey at the south door entrance. Hockey can be played south of the grade 1/2 classroom. Nets must remain outside. Students are to bring their own equipment.
- ❖ **Fences**- Students must keep off the fences and away from fences (no pushing against the fences).
- ❖ **The only ball games allowed at the south entrance are those involving throwing.** Students playing games there may need reminders to be considerate of others who may need to enter the building.
- ❖ Chestnuts, stones, sand, woodchips in the playground and any other object other than a ball should not be thrown.
- ❖ **Hydro box, earthquake container, & trash dumpster**- Playing near or climbing on the containers is not permitted.

#### Indoor Day Rules and Guidelines for Supervisors

- ❖ There are 3 areas of supervision when indoors: upstairs, downstairs and the gym. One supervisor is required at each of the 3 locations.
- ❖ Students are allowed to play indoor hockey in the hall or classroom with mini sticks and a ball but not with regular hockey sticks. Hockey can be played in the gym if it is available and supervised by a teacher or lunchtime volunteer.
- ❖ Students may also play board games and within classroom toys and games inside the classrooms
- ❖ Supervisors need to regularly check the washrooms.
- ❖ Students playing ruler hockey must have teacher permission.
- ❖ No running in the hallways.

Thank you for volunteering your time for lunch time supervision. If you have any questions, don't hesitate to talk with the teacher on duty.

Please ensure that all hours you contribute as a family are recorded in the **red binder** in the school office.

Once you have filled in the next two pages of this Volunteer Service Handbook, please return those pages to the school office with your **\$200 Parent Participation Fee check** (post-dated to the end of the school year - June). At the end of the school year, your check will be destroyed if you have minimum of 10 hours recorded in the **red binder**.

**Volunteer Service Form**

**Names of Volunteers:** \_\_\_\_\_

**Student Names & Grades:** \_\_\_\_\_

**Father's Employer:** \_\_\_\_\_

**Mother's Employer:** \_\_\_\_\_

**Please place an "X" next to the times you would normally be available:**

Volunteer Name					Notes:				
School hours:	Mornings		Afternoons						
Evenings:	For tasks to complete at home		For events/programs At school						
Weekends:	For tasks to complete at home		For events/programs At school						
Volunteer Name					Notes:				
School hours:	Mornings		Afternoons						
Evenings:	For tasks to complete at home		For events/programs At school						
Weekends:	For tasks to complete at home		For events/programs At school						

Categories or Tasks	General Tasks and Information	"X" here to receive more info
In House	Assistant Coach, Chapel Supervision, Emergency Preparedness, Library Helper	
PAC	Room Parent, Parent Helper, Lunch Time Supervision, Hot Lunch, Family Picnic, Staff Snack/Lunch, Staff Dinner, Walk-a-thon, Dinner Concert	
Community Relations	Welcome Tea, Chapel Fellowship, Meeting Refreshments, School Program Refreshments, Open House, Event Parking Attendant, Host Family	
Development	Pastor's Brunch, Grand Parents Day, Fall Drive, Silent Auction	
Building & Grounds	Maintenance Coordinator, Landscaping, Electrical, Plumbing, Snow Removal	
Music Program	Organizing, chaperoning, supporting teachers in set building, set up, costuming, tech support, etc.	
Middle School Sports	Athletics coaching, chaperoning, hospitality for home tournaments, etc. Sports: X-Country, Soccer, Volleyball, Basket Ball, Badminton and T&F	
Other Resources	Data Base, Computer, Printing, Musicians, Accounting, Drama Production, Public Speaking, Website Development	

If there is an area where you are especially interested in getting involved, please let us know:

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### Middle School Exploratory Course Support

Please indicate if you have experience, skills or access to resources that would apply in the following areas and if you are willing to share if called upon to do so. The length of time will be three half days a year (12-15 hours.)

	I own a company or work in this field	I have training or experience in this field	I have access to equipment or products that could be used in this course	I would be willing to present or demonstrate a skill in this area
Art (painting, sculpture, graphics etc.)				
Sports Medicine or Performance				
Computer Skills				
Cosmetology				
Drafting/Design				
Foods/Textiles				
Construction				
Industrial Arts				
Robotics				
Video or Sound Production				
Outdoor Pursuits				
Travel and Tourism				
Forensic Science				
Photography				
Career and Life Management				
Other				

Please let us know of any other skills, talents, gifts etc. that you would be willing to share with our community or students (musical, trades, teaching, law, administrative/financial...etc.!).

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