*Good Shepherd Day School Volunteer Handbook*

The teachers and administrative staff at Good Shepherd Lutheran Day School recognize the value of parent involvement. We are thankful for your support as well as sharing your time, knowledge and abilities with our students! This handbook is designed to provide you with the practical information necessary to volunteer at Good Shepherd Day School (GSDS).

Each family is required to contribute either 10 hours of service or $100 per year. At the end of each school year the documented hours will be compiled and any shortage of volunteer hours will be billed to you at a rate of $10 per hour.

What you need to know before volunteering:

Definition Guidelines:

* A ***visitor*** is defined as an individual who, with school authorization, attends a student performance, special event, festival, open hours, etc. A visitor is requested to announce their visit with the church office, school office or the classroom teacher (excepting large, school-wide events).
* A ***guest*** ***volunteer*** i s defined as an individual who, with school, assists students and/or teachers on a *non-regular basis* or who individually observes a classroom or activity. A guest may also assist with educational programs or special events on an occasional or infrequent basis.
* A ***regular volunteer*** is defined as an individual who, with school authorization, voluntarily assists students, teachers, or administrative staff on a ***regular ongoing basis that exceeds 10 hours per month*. A volunteer is required to complete all Volunteer forms and wear proper identification always.**

***Regular Volunteer Forms***

There are 3 forms which need to be completed by all regular volunteers in addition to a copy of your driver’s license (as required by the Florida Department of Education.)

***Volunteer Acknowledgment Form*** can be found at:

[Volunteer Acknowledgement](http://ccrain.fl-dcf.org/documents/6/448.pdf#page=1)

***Volunteer Handbook Acceptance and Training Attendance*** can be found on the last page of this handbook

***Guest and Regular Volunteer Guidelines***

1. Commitment - Be sure you come and stay for the entire time you specified to visit the school and get another alert the office or teacher if you cannot attend due to an illness or emergency.

2. Professional Behavior and Appearance - Remember that our students, their learning, and their well-being are our priorities. Be sure your behavior models our Christian principals and your attire is appropriate.

4. Supervision – The teachers, assistant director and director are the supervisors of the students. You are to follow their lead and any guidelines that you have been given. When in doubt, please confer with the staff member in charge of the event. For the protection of all, do not be alone with a student at any time including but not limited to bathroom breaks or needs.

5. Confidentiality - When working with students, confidentiality is imperative. The students’ performance and behavior information is kept confidential. If there are concerns, the volunteer may share them with the teacher or the assistant director and the director. Information is not to be shared with other teachers, parents, or family members. When working on school events it is important to keep the conversation about the school on a positive note. This includes time spent on campus and in a volunteer’s personal time.

6. Discipline – As stated above teachers and the director are ultimately responsible for student’s behavior. It is important to use positive techniques to help a student or group of students be respectful and kind as supported by our Christian values. Seek out teacher, assistant director or the director for help if having difficulty with student behavior.

***Emergency Procedures***

The school has procedures to deal with various emergencies such as fire, lockdown, evacuation, inclement weather, etc. We encourage you to familiarize yourself with all exits and with school emergency procedures which can be located in the office.

***Guest and Regular Volunteer Sign in Procedures***

All volunteers are required to sign to the classroom visitor/volunteer log book prior to starting their onsite work. This helps keep the school secure and ensures awareness of all persons at the school should there be some kind of emergency. It also ensures the person gets credit for the hours worked as well as the school being aware of everyone on site.

***Recording of Volunteer Hours***

We will be utilizing classroom log books to record volunteer hours. The volunteer log book is in the lobby. Each family has a page to log in their hours. It is the family member’s responsibility to keep track of their hours, not the staff members.

***Volunteer Opportunities***

You will receive an email communications in the form of a newsletter or flier and also electronically with Sign-Up Genius or Snapfish with a link to the volunteer opportunities for your child’s classroom activities as well as emails for school wide volunteer events. Here is a list of some examples of opportunities:

In the Classroom:

Read books to the children

Share a musical instrument

Help with a craft project

Lead a small group game (i.e. Bingo, Go Fish, etc.)

Science or cooking activity

Volunteer for Weekly Chapel

General assistance in the classroom (e.g. playing with children in the dramatic play areas and with table toys)

Assist with picture day, fire truck visit, or other special day

Substitute teacher pool (training necessary for this option and you are paid for your hours)

In the School Office

Assist with office duties during critical times such as registration, beginning and end of school year, open house days and summer camp

At Home

Preparing materials and activities for the classroom (a teacher will give you instructions)

Going to the library to select books to supplement the classroom library

Purchasing classroom supplies. Your time spent purchasing the item(s) can be submitted as volunteer time and you may be reimbursed for your expenses for the supplies.

Nature Day Outing

Help organize a nature day outing

Assist with activities at the nature day outing

School Wide Events

Holiday parties

Classroom Parent

Assist Teachers with various activities on a regular basis

Communicate with other classroom families about ways to be involved

Organize other classroom parent volunteers for assigned events during the year

Outside Classroom/Playground

Setup and administer monthly playground activities

Help maintain the garden, sandbox, etc. and help out during teacher work days to spruce up the playground

Parent Committees

Spirit Committee- Welcomes new families; acknowledges staff birthdays, etc.; organizes Teacher Appreciation Week in February.

Fundraising/ Auction Committee- Beginning in September, meets regularly to plan for the annual auction in April, which is the main fundraiser for the school.

Oktoberfest Committee- Plans jointly with the church for the event in October.

GSDS School Advisory Board- an elected position of 1-3 years that functions as a support to the director when she creating budgets and school policies. The Board meets monthly.

***Good Shepherd Volunteer Program Acknowledgement Form***

Family Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read and acknowledge the Good Shepherd Volunteer program guidelines. I agree to abide by the guidelines as documented in this handbook.

Please check one:

\_\_\_\_ I will be completing my required 10 volunteer hours during the school year. Below is a record of my hours for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ school year.

\_\_\_\_ I will be contributing $100 per family in lieu of completing 10 volunteer hours during the school year. I will receive a bill in May for this amount.

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