

YUKON MONTESSORI SCHOOL PARENT HANDBOOK

+ Welcome!

Volunteers have played an important role at Yukon Montessori School and will continue to play a valuable role in our school. Everyone including students, teachers, staff and parents contribute to the classroom and in turn we all benefit from our interactions together. When parents volunteer their talents and resources, the volunteer and the students will be rewarded.

This handbook is for volunteers who are willing to devote a portion of their time to the most important resources in our community- the children. We want you to get the most from your experience and to be sure that you are a well informed volunteer.

Commitment

Whether you are volunteering regularly or for a one-on-one project, please arrive early so there is time for communication and direction. Be sure to let the teacher know when your schedule changes or if you cannot make it when you are scheduled or expected.



*Guided Freedom.
Unlimited Potential.*

You are a part of the team

As a volunteer you are a role model for students. Behave towards students and school staff in a respectful way, which will set examples of professionalism and working for the community as a whole. We ask that your presence in the classroom be unobtrusive and that your tone match the tone of the teacher. In general you will notice adults do not use loud voices to speak with each other or a student.

Communicate

As a school volunteer it is crucial that lines of communication stay open and clear. Remember that "No question is a dumb question". If you are unsure of what is expected of you, what to do when you finish a task or how to use something, please ask for direction.

What to wear

Wearing appropriate, practical and comfortable clothing when volunteering is one way you can be a role model. If you have a question, please ask!

Who is doing the teaching?

You are under the direct supervision of the teacher. Make sure you and the teacher are clear on your responsibilities and that you are comfortable with them. The real value for a teacher in having volunteers is that it frees them to teach and it brings additional resources to the teaching of our curriculum. Expect that the teacher will have a few minutes to chat with you and explain job responsibilities but remember that the teacher's attention remains focused on the classroom. Please try not to interrupt a lesson being given by a teacher if possible.

Language

Just as we expect the children to refrain from using inappropriate language while at school we also expect the same from teachers, staff, and volunteers. Please do not hold a private conversation in front of the children as if they were not present. Most adults realize how easily children pick up on what we say. Keep in mind that harmless slang to you may be offensive to another when repeated at home.

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Our commitment to you

While there are expectations from volunteers to help run things smoothly, we realize that you also have expectations from the school staff. We are committed to working with you to make sure volunteering is rewarding for everyone.

Efficiency

We respect your commitment and your time so we will make every effort to utilize your time efficiently. If you have questions or suggestions, please share them.

Interests and talents

We want to make the best match when getting volunteers into the classroom in terms of your interests and talents. Let the school know how you can best contribute. Your input may lead to the development of additional volunteer opportunities.

Discipline or behavior problems

As a school volunteer you may notice students disobeying school or classroom rules. Your responsibility is to call such matters to the attention of the teacher. Never take corrective measures into your own hands. Many adults find it helpful to read Jane Nelson's book "Positive Discipline" for background information on how discipline is handled in the classroom.

Supervision

Volunteers perform under the direction of the school personnel. If a volunteer assists a student outside the classroom, they should not be taken to any area except that specified by the teacher. In the event of a medical emergency, trained personnel will respond. Your role is to assist the teacher. Under no circumstances give any medication to a student on your own (eg: aspirin, lotion, etc).

Confidentiality

What you hear or observe about students or staff while volunteering is strictly confidential. Even a seemingly harmless comment repeated to another parent or friend can be misunderstood and cause great harm to our school.

Childcare

Parents are not able to bring younger family members with them as the focus needs to be on the students who are enrolled in the school and who are learning the activities. There are ways to volunteer from home if childcare is an issue.

Child neglect and abuse reporting

Volunteers are considered mandatory reporters of suspected child neglect and abuse. If a student discloses that they are in a dangerous situation or if you have reason to suspect, please report this immediately and privately to the classroom teacher.

