



**Wyoming Area Catholic School**

1690 Wyoming Avenue

Exeter, PA 18643

570-654-7982

**Volunteer Guidelines**

**To All Volunteers:** Please read the guidelines below, then sign and date

Volunteers play an integral part in the day-to-day operation of our school and their time and efforts are very much appreciated. In order to maintain secure conditions and an environment that is organized and meets the needs of our students, as well as follow policies on insurance coverage, all volunteers are required to adhere to the following:

1. All volunteers must report to the office, sign in, and take a “volunteer” badge and wear it for the entire time they all in the school building. At the end of their scheduled volunteer time, they must report to the office, sign out, and return the “volunteer” badge.
2. Volunteers are not to arrive more then 10 minutes before their scheduled time and must leave the building immediately after their scheduled time is over;
3. Volunteers may not wait for their children *inside* the building and may not take their children out of class early on a regular basis;
4. Volunteers must keep all student information, either seen or heard, confidential at all times;
5. The library *must be vacated* every day no later than 2:30 pm for Aftercare. Parents, and children not in Aftercare, will not be allowed in the library after that time.
6. Volunteers may not visit classrooms during the school day, including both before classes in the morning and at dismissal time, unless instructed by the office.

In order to volunteer in the school, I have read and agree to the above guidelines which benefit all the students.

Volunteer Name : \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_