



# Volunteer Orientation for Parents & Guardians

Escuela Canyon Meadows School  
2023-2024

School Council

Kathryn Kurash – Chair

Robin Murray – Volunteer Coordinator

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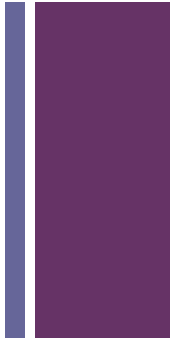
# We Value Our Volunteers!!

Many programs at Escuela Canyon Meadows would be unable to run without the assistance of volunteers.

For example: **Book Fairs, Field trips, Special Lunch – Healthy Hunger, Learning Meadows Garden**

## Benefits of Volunteering:

- helping to develop a child's **understanding and skills**
- sharing an **interest** or area of expertise
- showing children you are interested in and value their education

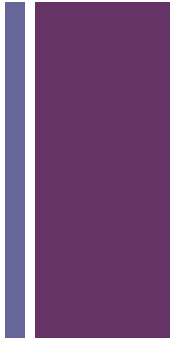


## + Benefits to Students...

- Students receive more **individual attention**, **support** and **encouragement**. This helps them to overcome **obstacles**, increase **motivation** and develop **self-confidence**.



# + Safety...



- Upon arriving at the school to volunteer, please **sign in** using the volunteer book in the office.
- Always wear your volunteer **badge** when working in the school. Please pick your badge when you sign in at the office.
- Please **sign out** when you are leaving the school and always remember to return your volunteer badge. 😊

# + Safety

## Fire drills...

If the fire alarm rings while you are working with a student please **exit the building immediately using the closest exit.**

Deliver the student to his/her classroom teacher outside.

## ■ Evacuation

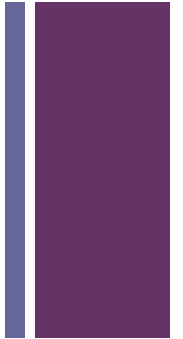
If there is a **need to evacuate** to an alternate site we would go to:

Dr. E.P. Scarlett High School



# Safety

## ■ Lockdown



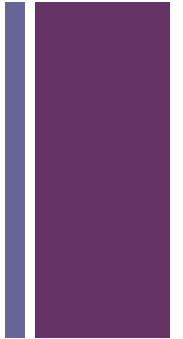
If you hear: “**Lockdown, Lockdown, Lockdown – secure your classrooms immediately.**”, you should...

- Please take any students you may be working with and go into the closest classroom. Sit in the area under the **green** lockdown sign. Listen to any instructions from the classroom teacher.  
**MAINTAIN SILENCE.**
- Please **do not use any telephones** unless there is a severely injured student or staff member – then call 911.
- Wait for the following announcement:  
**“The lockdown is over, please remain in your location until evacuated by the police.”** Do not leave the classroom.

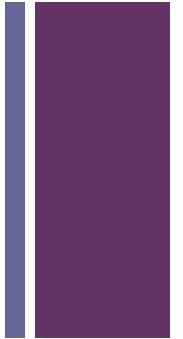


## Did you know?

- Volunteers must **comply** with Calgary Board of Education policies, regulations and any school rules.
- Volunteers cannot **share** with anyone who is not a school employee any information about a student they are working with – we want to maintain a high degree of **confidentiality** please!



# + Confidentiality is critical!

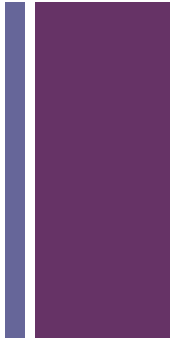


- We want to treat our families with the **utmost care and respect**.
- You may **witness** unexpected behaviours or have children share personal information. Please discuss these situations with the classroom teacher or school administration.





# Be Mindful and Be Present



- Volunteers are requested to have cell phones turned to “**vibrate**” mode while in the school. Please move out of the classroom if cell phone calls need to be sent or received.
- While in the classroom, please allow teachers to use their time for teaching and teacher preparation; **conferences and meetings** with teachers may be scheduled before or after school.



# In the meantime...

- Submit the Annual Volunteer Registration Form and ensure you have a current police information check.
  - [Annual Volunteer Registration Form](#)
  - [Police Information Check](#)
- Contact the school (Miriam or Jen) if you do not have a current police information check

CBE Website:

<https://cbe.ab.ca/get-involved/volunteer/Pages/volunteer.aspx>

# + Thank you so much!

- We **appreciate** the gift of your time and want to use it wisely.
- Please let us know if there is something we can do to help make your volunteer experience better.

Lilien Perera Pérez, Principal

Cecilia Gutiérrez, Assistant Principal

