

Dear Centennial Lane Elementary School Parents,

Thank you for your support as a classroom volunteer. The classroom volunteer schedule for your child's class is attached. It is a 4-week schedule that begins on Monday, October 3rd. Please find attached a calendar with each week of the school year numbered 1, 2, 3 or 4. Please refer to this calendar to determine which dates you are assigned to volunteer. For example, if you are listed on the classroom schedule for Weeks 1 and 3 then please refer to the calendar to find which weeks of the school year are numbered 1 and 3. *Please note that some months have five weeks*, therefore, Week 1 of the rotation does not always coincide with the first week of the month. In addition, your classroom volunteer time may be in your child's classroom or the team common area.

Here are a few guidelines for volunteers to follow:

- ❑ **Always sign in and out at the front office and obtain a visitor's identification sticker.** Security procedures require that every visitor to the school wear visitor identification. Please be sure to sign out when leaving.
- ❑ **Please try to find a substitute if you cannot report on your assigned day.** If you cannot find a substitute or if no one can come in, please call the office so that they can let the teacher know. Please call early enough to allow the teacher to make any adjustments.
- ❑ **Sometimes your volunteer day may fall on a school holiday.** There are no make-ups when this occurs. It counts as your volunteer day even if the schools are closed.
- ❑ **Confidentiality is a must.** Please keep your observations of the children to yourself unless there is something you feel needs to be discussed with the teacher.
- ❑ **Do not bring other children to school with you.**
- ❑ Everyone who is in contact with children has a responsibility to report any instances of child abuse or neglect that they may suspect. School volunteers must make an oral report of suspected cases of abuse to the Howard County Department of Social Services on business days, the Howard County Police on non-business days or after hours and the school principal or superintendent.

Thank you for volunteering your time and talents. We have done our best to accommodate everyone's requests. If you need to make a change to your scheduled volunteer time for any reason ***please contact your child's teacher directly***. Other questions or comments can be directed to the committee.

Sincerely,

The Parent Volunteer Committee

Chairs:	Amanda Carpenter	410-750-0548	5carpenter@comcast.net
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Kindergarten:	Shenaz Oomigar-Sabnis	410-461-5663	shenazos@verizon.net
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