

**HAMPSTEAD ACADEMY  
GUIDELINES FOR VOLUNTEERS  
2018-2019**

**VOLUNTEERING IN THE SCHOOL**

1. Classroom or homeroom teachers will assign you a day and time for volunteering. Please call the school (329-4406) as soon as possible if you are unable to volunteer at your scheduled time.
2. All volunteers must submit an emergency contact information form at orientation. This form can be found on the Hampstead Academy website by clicking on "the Paper Clip", and then "Downloads & Documents".
3. Please **do not** bring preschool children or other siblings to your volunteering assignment.
4. **Upon arrival**
  - **Parking-** Volunteers should park only in the spaces marked "Visitor".
  - Please **sign-in** at the Reception Area and put on a Volunteer Label.
  - Please **refrain from** bringing food or drink to your volunteering assignment.
  - If you are in a classroom and you have a cell phone, the ringer should be in "vibrate" mode.
  - You may be asked to help out in other areas of the school (not just in your child's classroom).
  - Ask questions if you aren't sure about your assignment.
  - Check each room you are in for the nearest fire escape route and meeting place. This information is usually prominently displayed at entrances to classrooms.
  - Set an example by being enthusiastically involved, neat, and observing classroom rules.
  - Be aware of the location of the various copy machines in the school. You will be shown how to use them.
5. If helping out in a classroom with students, please notify the teacher immediately if a behavior problem arises and relate the situation to her/him so that the teacher can resolve the matter. Volunteers are not to discipline, but to encourage polite, appropriate behavior.
6. Volunteers are asked **not** to discuss individual children's academic status or behavior with anyone else, including the teacher. This is a **privacy issue** and will be treated as such. Likewise, this is also not the time to discuss concerns or your child's progress with the teacher or associate teacher.
7. Keep an open mind about situations you may observe between teachers and students. If something disturbs you, please share it with the **teacher** or **coordinator** at an appropriate time.

8. When your assigned volunteer time is over, please leave the building via the Reception Desk, where you should “**sign-out**” and remove your Volunteer Label.

### VOLUNTEERING FOR FIELD TRIPS

1. If you have volunteered to be a field trip chaperone, you may be assigned one or more children to supervise, besides your own child. Therefore, please **do not** bring preschool or other siblings with you.
2. Arrive a few minutes before departure to receive directions and special instructions.
3. Become familiar with the students you will be chaperoning.
4. If you are asked to be a **DRIVER** for a field trip:
  - Please make sure you have enough gas for the trip prior to arriving to chaperone.
  - Drivers must be licensed, cars registered and inspected, with working seatbelts.
  - You must provide proof of current insurance(\$100,000/300,000).
  - Obey all traffic rules.
  - Drive directly to the field trip destination.
  - Do not use cell phones while driving.
  - Do not seat children in the front passenger seat if the car has a passenger side airbag.
  - Children must be in **seatbelts** that have been securely fastened.
  - When the field trip ends, please **return directly to school**. **NO STOPS** unless designated by the field trip notice or teacher.
  - When you arrive back at school, park your vehicle and escort the children to the classroom. Please remain with them until the teacher arrives.
5. The majority of field trips will involve a Hampstead Academy bus. You will be asked to meet the bus and students at the Park & Ride in Hampstead (intersection of Rt. 121 & Rt. 111).
6. If a **BUS** is used for a field trip, chaperones may accompany students on the bus if there are enough seats. Otherwise, you will be asked to drive yourself to the destination and meet the class there.
7. At the destination
  - Keep children together in a group. **Do not** let them run around or ahead of you.
  - If possible, have children walk on sidewalks, never on the road or low walls.

- **NEVER LEAVE CHILDREN UNATTENDED OR SEND THEM ANYWHERE ALONE** (i.e. bathroom, back to car, etc.).
  - Please follow rules set by teacher and guides at the destination.
  - **Be involved with students during the field trip.** Please **do not** congregate or have lengthy conversations with other parents.
8. Unless specified by the teacher, as a general rule, students **will not visit gift shops** during field trips. We appreciate your cooperation in observing this rule.
  9. If the students and chaperones have been taken to the destination on the **bus**, they will be dropped off at the Park & Ride in Hampstead.

**Hampstead Academy**  
**Volunteer Opportunities 2017 - 2018**

**PTO Sponsored Opportunities**

This information can be found on the Hampstead Academy website.

**Class Trips**

Upper School day trips & overnight (chaperone)  
5th grade - Mystic Trip (chaperone)  
8th grade Class Trip (fundraising & chaperone)

**Classrooms/Specials Volunteers**

Clerical (copy, cut, glue, binding)  
Material preparation (home)  
Field trips  
Classroom book orders (Primary, Lower Schools)  
Library (filing, sorting)  
Cooking projects  
Activity period (Upper School)  
Classroom celebrations (holidays, etc.)  
Guest readers  
Special projects  
Organizing closets  
Parents in PE  
Performing Arts (sewing, props, costumes)  
Art contests/exhibitions (clerical assistance)  
Student Holiday Store (Grades 1 & 2) - wrapping  
Sharing expertise

**Other School Events**

Hampstead Holiday Parade (float committee)

Field Day BBQ

Community Service Projects

**Extracurricular Activities**

Destination Imagination (Coach)

Lego League (Coach)

Upper School Athletics (Coach/Assist)

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Please indicate your volunteer interests by circling one or more of the opportunities from the above list.

\_\_\_\_\_ I am interested in volunteering for the items circled above. I have read, I understand, and I agree to observe the "Guidelines for the Volunteer Program" at HA. As required, I have completed the **Criminal Records Check** process and the CORI is on file at Hampstead Academy.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Child's Name \_\_\_\_\_ Classroom \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_