

Parent Volunteer Orientation

Michaëlle Jean P.S.

**Welcome
and Thank you**



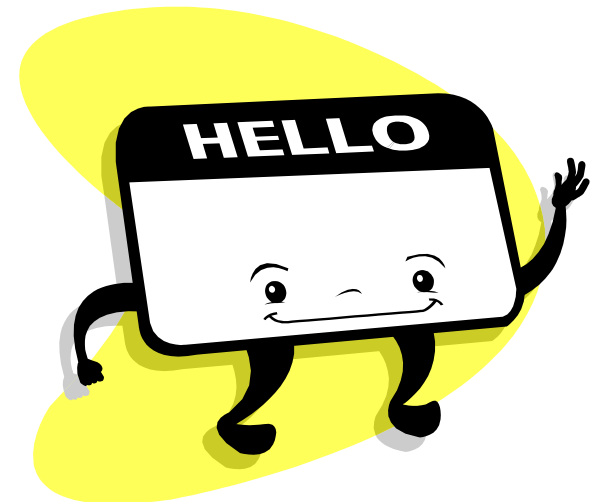
legislated responsibilities

- ▶ Vulnerable sector screening/check (first year)
(Not a criminal record check)
- ▶ No more than 6 months old
- ▶ Acquire a letter from Administration to reduce costs
- ▶ Offense declaration (subsequent years)
- ▶ York Region Police website- download form
- ▶ <https://www.yrp.ca/en/services/vulnerable-sector-check.asp>




When you come to volunteer....

- ▶ Please sign in at the office
- ▶ Always ensure that you have a visitor sticker
- ▶ Meet the Volunteer Coordinator in the Parent Room(for lunch programs)
- ▶ Check with teacher where to meet the class for field trips



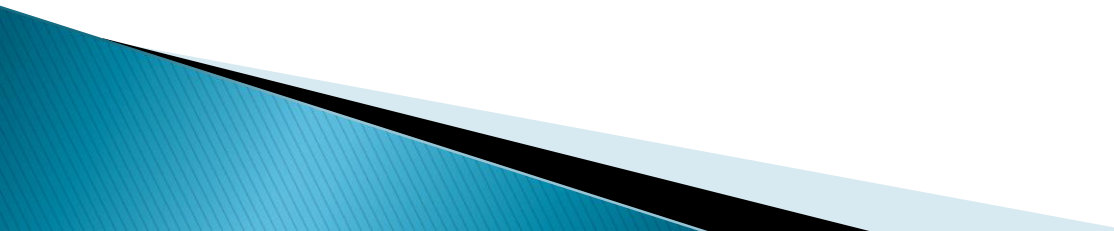
Safety concerns

- ▶ If you witness a dispute between students, please report this to a member of the staff for assistance.
 - ▶ Fire drill procedures: **EVERYONE** must exit the building in an orderly manner. Students report to office staff at playground with attendance.
 - ▶ Lockdown procedures: Report to the nearest classroom and stay with the students away from windows until an “All Clear” is announced.
 - ▶ If you observe any school area that is unsafe and is in need of repair, please advise a member of the school administration.
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Allergy awareness

Definition of Anaphylaxis:

An immediate over-reaction of the immune system following the administration of a drug or other agent, in an individual who has been previously exposed to the agent and who has produced antibodies against it. Anaphylactic shock is a potentially fatal form of hypersensitivity. It may be characterized by nausea, lowered blood pressure, irregular heart beats, vomiting, and/or difficulty in breathing due to a swelling of the larynx. It may lead to coma and death if emergency treatment, including epinephrine injections, is not given immediately.



Signs and Symptoms of Anaphylaxis

MOUTH

- Tingling and itchiness in mouth (possible early sign)
- Swelling in tongue and lips

SKIN

- Hives, itching of body
- Flushing of the face and body
- Swelling of the face and eyes

THROAT

- Throat tightness or itchiness
- Difficulty swallowing
- Change in voice, choking

LUNGS

- Difficulty breathing, wheezing, coughing
- Chest tightness
- Shortness of breath

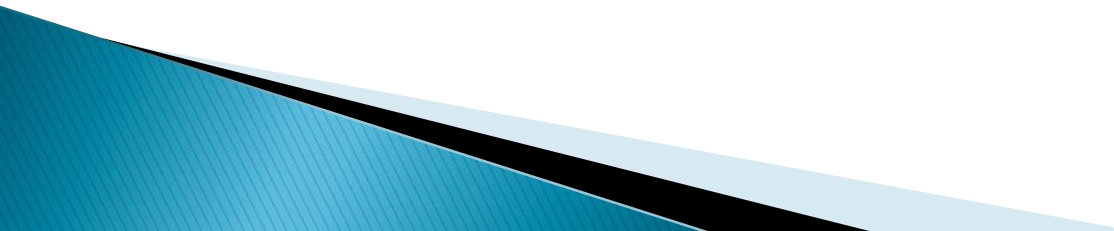
STOMACH

- Nausea or vomiting
- Stomach cramping or diarrhea

HEART/BRAIN

- Sense of fear, doom or panic
- Weakness, unsteadiness and dizziness
- Feeling faint
- Cold clammy skin
- Coma

If you suspect an anaphylactic reaction:

- ▶ Contact the office immediately (send a student runner AND use the intercom to dial 0)
 - ▶ Obtain the child's Epipen and inject it as soon as possible
 - ▶ Office staff will ensure that 911 and the child's parents are contacted.
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Using the EpiPen® Auto-Injector

1. Remove the device from the plastic protective container
2. Remove the **GREY** cap from device
3. Press **BLACK** tip to thigh until a loud “click” is heard
4. Hold in place for 10–15 seconds



Using the EpiPen® Auto-Injector

5. Remove the pen from the thigh
6. The needle can now be seen, place auto-injector back in protective case
7. Apply pressure to injection site with a tissue or bandage if there is bleeding

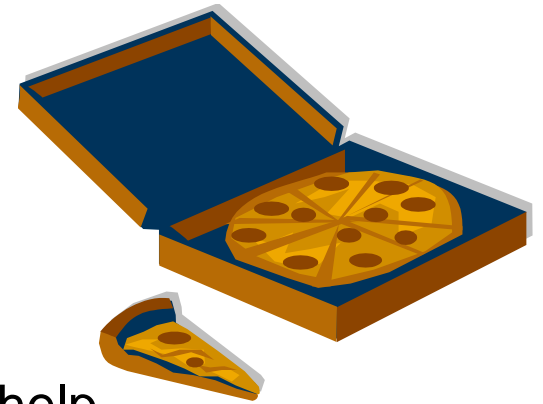


Privacy concerns

- Confidentiality:

- May come into contact with sensitive information regarding academic concerns, behaviours, etc.
- ▶ Safe and supportive schools, workplace harassment policy
- ▶ Communicate concerns with school personnel, not with the general public
- ▶ Please respect the teacher's space and classroom supplies; if you require an item, please ask.
- ▶ Please do not request an interview with the teacher during your volunteer time at the school; if you would like to discuss your child's progress with a teacher, please schedule an appropriate time to do so.

School lunch volunteers

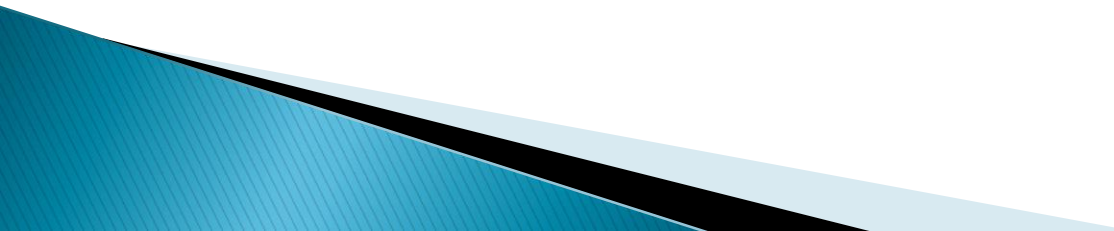


- ▶ Thank you for volunteering!
- ▶ While you are here, we would love a little extra help.
- ▶ Either before or after handing out lunches, we need to prep for the following pizza lunch.
- ▶ Calendar is posted in Parent Room
- ▶ You could help by getting a teacher's bin and filling it with the corresponding amount of drinks and snacks, depending on if it is pizza or lunch.
- ▶ Aren't sure which it is?
- ▶ Look at the baskets near the Parent Room.
- ▶ You simply have to put the basket back over the teacher's name.

School lunch volunteers

SOME THINGS TO REMEMBER WHEN VOLUNTEERING FOR LUNCHES:

- ▶ Come to the parent room to get your child's class list. If you do not see it, it is likely in the hands of the other parent who you are working with that day.
- ▶ Make sure to take gloves with you on pizza days to hand out pizza.
- ▶ Please wait in line in the hall outside the parent room for food to be distributed.
- ▶ Please bring back the big bins to the parent room when you are finished handing out the food. Bring back any leftover snacks or drinks etc.
- ▶ Recycling can be placed into the recycling bins outside the parent room. (i.e. pizza boxes.)
- ▶ Leftover food and napkins go on the bench in the parent room. Students have been working hard learning lunch time routines. Please do not engage them in any games, conversation, etc. We would like them to remain in their seats and focus on eating as their lunches.

- ▶ Please don't stay in the classrooms after lunch has been delivered.
 - ▶ Please note, teachers desks are private. We need to respect their space and privacy.
 - ▶ Lastly, we know that you all come to help in your own child's class and we appreciate that you do. There are times that we will not have enough parents to help in all the classes. We ask for your flexibility and generosity in helping in those classes that don't have as many volunteers as are needed. Flexibility all around is greatly appreciated.
 - ▶ Please remember that the lunch is delivered once the instructional period has ended.
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Merci!

- ▶ Thank you for volunteering at our school! 😊