



## **Volunteers, Visitors, and other Procedures**

Visitors to events at Our lady of Fatima are always welcome and our volunteers play a very important role in enhancing the life of our school community. Here are a few reminders of procedures to follow in order to adhere to our Safe School Policy.

All visitors are to report to the main office upon entering the building. Office staff will give direction on how to proceed depending on the purpose of the visit. Often visitors to sporting events and assemblies do not require a sign in and will be directed to the location of these events. If after the assembly, for whatever reason, parents or guardians want to take their child/children home, they must go to the main office and sign out the child/children. **Please do not accompany the student through the school as they go back to their classroom to assemble their belongings but rather wait in the office or lobby until they return ready to leave.**

All volunteers are to report to the main office upon entering the building. Please sign in with details of the activity that is taking place (e.g. pizza lunch, library helper, reading program, etc.), the destination, and the time entering the building. When the activity is completed, please return to the office to sign out. In keeping with our Safe School Policy, it is imperative that volunteers adhere to the purpose of the visit and **avoid the temptation to walk through the school to 'visit' with their child/children.** Aside from breaking procedure, this causes a disruption in classroom learning and may have adverse reactions with younger students who want to spend time with mom/dad. **Volunteers are also asked not to have their child 'shadow' them during their visit.** It is important that students remain in class and not miss instructional time which may lead to lower academic success.

Our goal is to minimize disruptions to student learning. Calling/texting your child is against policy. Please call the office and leave a message with office staff if you need to provide dismissal instructions, checking in on your child's health, etc. Staff will then relay the message through the classroom teacher to the child. **No calls will be put through to the classroom so that parents can speak to the child directly and students will not be sent down to the office to receive an incoming call from a parent.** Again, this would cause the student to miss instructional time as well as disrupt the learning of the other students in the classroom.

Thank you to all the volunteers who make OLOF a wonderful school community as well as all the visitors who show their support for school events. We appreciate all you do and thank you for following our Safe Schools Procedure that help create a safe environment for our children.

Our Lady of Fatima Staff