

# Cottage Volunteer Brochure



The Cottage Street School welcomes parent volunteers and understands our school community is much stronger with involved families. We hope that adults involved with the lives of our children are able to find a meaningful way to support our school. The intent of this brochure is to provide families with information on what we expect from our volunteers so that your time at Cottage can be positive, safe, and enriching not only for yourselves but for the students and staff as well. Any parent or adult planning to volunteer at Cottage should read through this brochure before coming to the school.

## School Safety

The safety of our students, staff, families and visitors is a priority for the Cottage Street School. Please be aware of the following points when you volunteer at the school.

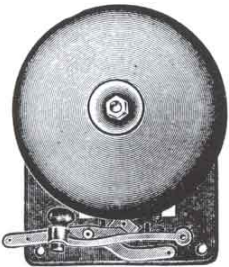
- All guests must enter through the main door and sign in at the office.
- Visitors must wear a visitor's sticker during their visit.
- Volunteers should only be in areas they had originally planned to help with. (Don't sign on to help in the gym and then decide to visit your child's class.) This is helpful should there ever be a fire drill during your visit.
- Never prop doors open or let anyone in the building through an alternate door.

# What I need to know about volunteering at Cottage?...



## Confidentiality

We take student/family confidentiality seriously here at Cottage. Volunteers at the school may see or hear something about a specific child. This information should not be shared or discussed with other parents or individuals. Adult conversations should be held away from students while volunteering in the school. (We all know that little ears hear everything.)



## Fire Drills/ALICE Drills/Evacuations

A volunteer may find themselves in the building during a fire drill, ALICE drill, or evacuation.

Fire Drill- Go with the class outside. If you are not with a class go to the closest exit and report to an adult once outside.

ALICE Drill-An announcement will be made with details on what is happening. The adult in charge decides on the safest next steps- do I/we stay where we are or go outside. If going out of the building is the safest option, proceed to the closest exit and get away from the building.

Evacuation- This is similar to an ALICE Drill where information will be shared in an announcement on the next steps.

## COTTAGE STREET SCHOOL VALUES

Excellence

Safety

Honesty

Responsibility

Teamwork



Respect

Fun

Kindness

Acceptance

## School Values

We try to instill the school values into our students every day and in every possible way. Our expectation is that adults model the values in all of interactions.