



WILLIAMSBURG CHRISTIAN ACADEMY

Teaching Them to Fly

Deut. 32:11

Volunteer Handbook

A Guide to Service at WCA

Our school depends on the various gifts which the Lord has distributed among His people. As volunteers you play a vital role in the success of our education team. **IN THIS HANDBOOK** you will be made aware of the expectations we have of our volunteers and find some helpful tips and guidelines to aid you as a volunteer. We thank you for your willingness to serve at WCA!

"Serve the Lord with gladness; Come before Him with joyful singing." Psalm 100:2

Volunteering

- All volunteers and visitors must check in with the office before going to the classroom.
- Always be prompt. Teachers work on schedules.
- Make clear to the teacher whether you prefer clerical tasks, working with students, or both. We want to be aware of your interests.
- Make arrangements with the teacher prior to working in the classroom.
- Younger children should not accompany you in the classroom unless pre-arranged with the teacher.
- Be a Godly example to others in your Christian walk.
- Avoid gossip and encourage scriptural resolutions to conflict.
- Your child loves having you in his or her classroom! However, if he or she becomes distracted while you are present, the teacher reserves the right to change or discontinue your duties for the overall educational effectiveness of the class.

Dress Code

- When volunteering in the classroom dress professionally. Remember the key is to dress modestly and conservatively. (No short shorts, mini skirts, spaghetti straps, tank tops, or bare midriff tops).
- Dress should be appropriate for the activity.

Room Moms & Dads

- Pray for your teachers, students and each other.
- Communicate with your teachers and department coordinators to find out their needs.
- Assemble a class phone tree to use as needed for prayer requests and communications.
- Arrange parent volunteers to organize class parties, classroom activities and field trips.
- Remember the goal is not to do everything yourself. Encourage other parents to be involved and give them the opportunity to serve.
- Help with school-wide fundraisers as needed.

"Remember me for this, O my God, and do not blot out what I have so faithfully done for the house of my God and its services."
Nehemiah 13:14

**Thanks for being a volunteer at WCA.
We truly appreciate your help!**

Additional Instructions for Driver Chaperones

- Please allow the teacher to make vehicle assignments. If you have a suggestion or preference, please let the teacher know ahead of time so this can be taken into consideration. Teachers sometimes have special reasons that they may not be free to explain for assigning specific seating arrangements. You will be provided with a list of the names of the children being transported in your vehicle.
- Please arrive at school at least ten minutes before departure time. Schedules are sometimes tight.
- Copies of the Emergency Medical Release Forms for all students will be with the teacher in a binder.
- Please be sure that you understand the route to be taken. A map and/or directions will be provided by the teacher. Do not take a “better” way or stop for snacks unless this is part of the teacher’s plan.
- Drivers are not to take side trips, do family or personal business en route, or deviate from the planned trip route.
- It is expected that you will obey all traffic laws including maintaining acceptable speed limits.
- Please call the school right away if you experience car trouble or become lost. If someone has been hurt or is ill, and the teacher is not readily available for consultation, please call the school for instructions (do not administer medication).
- Children must not be left unattended in a vehicle.
- If the driver should return to school before the teacher, please keep your assigned students with your group until the teacher returns. This will prevent unsupervised students from running into the school and disrupting other classes.
- Seatbelts must be worn at all times. Please avoid putting younger children in the front seat if you have airbags. Only one child is permitted per working seat belt.

Field Trips - Driver and Chaperone Instructions

- Please complete a Volunteer Driver Application Form (available in the school office).
- Receive bus training if applicable.
- If you have a cellular telephone, please bring it with you on the trip for safety reasons. Avoid using your cell phone for personal calls.
- It is important for volunteers to realize that they are acting as Christian role models for our students. Please be an example by demonstrating maturity in actions, attitudes, and dress.
- Make sure you have clear directions and guidelines from the teacher beforehand.
- Only those parents who have signed up in advance as drivers or chaperones may attend (no last minute sign-ups).
- Only children enrolled in the class or activity may go. Under no circumstances may guests or siblings attend a field trip unless pre-arranged with the teacher.
- Chaperones are responsible for the behavior and supervision of their assigned group of students. Do not allow rowdiness, disrespect, inappropriate voices, etc. Do not allow dangerous or potentially dangerous behavior on the trip. If you are experiencing difficulties, please report the problem immediately to the teacher.
- While every adult is responsible to observe the behavior of every student, students will often be divided into groups under the direction and supervision of individual chaperones. Chaperones should make it a special point to remain with and keep count of the students for whom they are responsible. The students’ safety and security are our number one priority. Socializing with other parents and staff is secondary.
- Know exactly how many students are in your group and count, count, count, all day! Keep a roll if necessary. Be sure that all are present before moving from one place to another (especially when heading home) .
- An adult is to always escort, not send, a preschool or elementary child to a public restroom. If an escort is not possible at least one adult is to stay within a reasonable distance outside the door, carefully watching for the student’s safe return. If a child has a prolonged stay in the restroom, do not linger; investigate immediately.
- Students are to return with the same person and vehicle that transported them for this event. Exceptions to this can only be made by an administrator or the sponsoring teacher. In addition, exceptions are reserved for emergency situations only.
- If you have questions about any aspect of the field trip, expectations of drivers/chaperones, or expectations for student behavior, please ask for assistance from the teacher or other person in charge.