



STUDENT/VOLUNTEER/PTA

We welcome volunteers, Montessori and ECE interns and high school students needing community service hours. We support not only the community involvement but the shared learning opportunities.

- ❖ Students/volunteers will provide:
 - Current Criminal/Vulnerable Sector Reference Check/Offense Declaration
 - Health Assessment & Immunization Form
 - Valid certification in standard First Aid, including infant and child CPR (C and/or B) issued by a training agency recognized by WSIB (as required).
 - Proof of Identity - Picture ID (Driver's License, Passport etc. - new employees)
 - Proof of WHMIS Training
 - Resume
 - Letters of Reference

We expect all non-employees to be respectful and compliant with our policies and recognize the direction of any teacher/mentor.

- ❖ No one of the above may be alone with a child or have unsupervised access to students but will be assigned to a classroom or group and mentored by the teacher(s) there. MLCP employees will support and encourage the positive interactions of students/volunteers and report to the office any concerns they may have.
- ❖ All on site must sign off that they have read, understood and will comply with the following and understand that it is their responsibility to adhere to the Policies and Procedures mandated by MLCP and will review such Policies and Procedures annually and as notified of any changes. MLCP will bring to their attention those Policies and Procedures which are the most vital to be re-read and understood in their entirety each year:
 - Allergic/Anaphylactic Reaction Policy (CCEYA)
 - Bullying/Safe Schools Incident Reporting Policy
 - Compliance & Contravention Of Policies & Procedures (CCEYA)



- Criminal Reference Waiver (CCEYA)
 - Emergency Management Policy (CCEYA)
 - Employment Standards Act Poster
 - Enrichment Seminars / Training Policy (CCEYA)
 - Fire Drill Procedures & Evacuations Policy (CCEYA)
 - Health & Safety at Work Poster
 - Health & Safety Policy
 - Medication Policy / IP for a Child with Medical Needs (CCEYA)
 - Notice with Respect to the Collection of Personal Information (sign and return to office keeping a copy for your own records)
 - Outbreak Policy
 - Parental Issues & Concerns Policy (CCEYA)
 - Playground Safety & Supervision Policy (CCEYA)
 - Program Statement & Implementation Policy/ Annual Mini Evaluation as specific to the MLCP PROGRAM STATEMENT (CCEYA)
 - Prohibited Practices Policy
 - Sanitary Practices Policy (CCEYA)
 - Serious Occurrences and Accidents Policy (CCEYA)
 - Sleep Room Policy (CCEYA)
 - Student/Volunteer/PTA Policy (CCEYA)
 - Suspected & Diagnosed Concussion Policy
 - Wait List Policy (CCEYA)
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- ❖ Volunteers will not be counted in staffing ratios
 - ❖ If in contradiction of any policy, the prohibited behaviour will be documented in an incident report and discussed
 - ❖ Students/Volunteers must sign off that they acknowledge they understand and will comply with keeping the confidentiality of staff, parent and student information as it is of utmost importance and may not be shared outside of MLCP
 - ❖ Volunteers/students shall be closely monitored and supported for compliance to best practices
 - ❖ Depending upon the severity of the occurrence or with repeated occurrences of the same nature, MLCP reserves the right to terminate the relationship with the volunteer/student



Specific to Volunteers

Additional responsibilities and expectations:

- ❖ Volunteers are required to maintain direct contact with MLCP staff when on trips.
- ❖ Volunteers on trips may not purchase or offer things to students in their care.
- ❖ Volunteers will be asked to read and sign the Behaviour Management Policy before interaction with student begins. (See Basic Behaviour Philosophy Policy)
- ❖ Annual reference checks are required. Proof of immunizations may be required.
- ❖ Volunteers and interns may be required to offer support in instances of working with materials, assisting in the playground/lunchroom/nap room and reading. Other involvement will be discussed and agreed upon with mutual consent.

Specific to Field Trip/Student Volunteers

Additional responsibilities and expectations:

- ❖ will only be immediate family of a student attending MLCP or former MLCP students and as such required documentation is waived.

Specific to Students/Interns

Additional responsibilities and expectations:

- ❖ Each intern will be formally assigned to a supervisory head teacher who will monitor their daily interactions.
- ❖ Student is responsible for ensuring that all pertinent paperwork is submitted to MLCP
- ❖ Student is responsible for notifying MLCP with reasonable notice of observations or visits from course supervisors
- ❖ Student is responsible for ensuring the participation of all requirements needed for placement
- ❖ Student will not have direct contact with parents without the supervisory head teacher consent
- ❖ Interns and co-op students must provide current validation of Standard First Aid and CPR certification



All volunteers and students will review and sign off on these requirements prior to engaging with students and annually thereafter.

Parent-Teacher Association

On any year that parents wish to be involved in a Parent-Teacher Association, MLCP supports the time and effort extended. Parent-Teacher Association volunteers are much appreciated. Their contribution to the school is valuable.

- ❖ The PTA will meet once per month (except December, March and June).
- ❖ The PTA will hold a maximum of 2 independent fundraisers per year.
- ❖ The PTA commits to leaving approximately \$1000.00 (carry forward) in its independent account each year. The account, in an area bank, should be managed by the treasurer and consist of at least 2 signing authorities (1 parent and a school administrator).
- ❖ Monies raised will be spent in support of the programmes of the students in that current year.
- ❖ The Treasurer of the committee shall maintain updated, current financial records.
- ❖ Monthly minutes and documentation will be maintained and filed for future references.
- ❖ The committee should consist, in some form, of a chairperson, secretary, treasurer, and fund-raiser co-ordinator.
- ❖ PTA members will sign a confidentiality agreement prior to the October meeting. (See Attached MLCP Parent Teacher Association Policy/Confidentiality Agreement)
- ❖ PTA leader volunteers need to keep administration aware of all activities and plans that impact the school, staff, teachers or other parents in any way



MLCP PARENT TEACHER ASSOCIATION POLICY/CONFIDENTIALITY AGREEMENT

SCHOOL YEAR _____

Name:	Telephone (h):
Address:	Telephone (c):
	Email:

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- ❖ Monies raised will be spent in support of the programmes of the students in that current year.
- ❖ The Treasurer of the committee shall maintain updated, current financial records.
- ❖ Monthly minutes & documentation will be maintained & filed for future references.
- ❖ The committee should consist, in some form, of a chairperson, secretary, treasurer, & fund-raiser co-ordinator.
- ❖ By signing this Agreement, applicable PTA members acknowledge they understand & will comply with keeping any & all staff, parent & student information confidential as it is of utmost importance that this information is not to be shared outside of MLCP. All such information, including the telephone numbers & email addresses acquired through the PTA will only be used for PTA designated purposes approved by the chairperson/MLCP Principal. As well, any information gained through PTA activities pertaining to staff or family situations will remain confidential & any information acquired for use in distribution, collection & amalgamation must be destroyed once your direct involvement in the PTA ceases.
- ❖ Any financial or administrative information acquired will only be used for the purposes of the betterment of the school in its entirety.
- ❖ PTA leader volunteers need to keep administration aware of all activities & plans that impact the school, staff, teachers or other parents in any way.

By signing below, I acknowledge I have read, understood & will comply that it is my responsibility to adhere to the Policies & Procedures as mandated by MLCP & will review such documentation annually & as notified of any changes.

PTA Participant's Name (print)	PTA Participant's Name (signature)	Date
For MLCP (print)	For MLCP (signature)	Date



STUDENT/VOLUNTEER REGISTRATION FORM
SCHOOL YEAR _____

Name:	Telephone (h):
Address:	Telephone (c):
	Email:
Emergency Contact:	Telephone (c):

Please provide:

<input type="checkbox"/> Criminal/Vulnerable Sector Reference Check/Offense Declaration	<input type="checkbox"/> Valid certification in standard First Aid, including infant and child CPR (C and/or B) issued by a training agency recognized by WSIB (as required).	<input type="checkbox"/> Resume
<input type="checkbox"/> Health Assessment & Immunization Form	<input type="checkbox"/> Proof of Identity – Picture ID (Driver’s License, Passport etc. – new employees)	<input type="checkbox"/> Proof of WHMIS Training
		<input type="checkbox"/> Letters of Reference

General Questions

Where did you hear about MLCP?

What are the attributes you have to offer MLCP?

By signing below, I acknowledge I have read, understood & will comply with the following & understand that it is my responsibility to adhere to the Policies & Procedures and Employee Handbook as mandated by MLCP & will review such documentation annually & as notified of any changes. By signing below, I further acknowledge that I understand & will comply with keeping the confidentiality of staff, parent & student information as it is of utmost importance & may not be shared outside of MLCP. MLCP brings to your attention those Policies & Procedures which are the most vital to be re-read and understood in their entirety each year:

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|--|--|---|
| <input type="checkbox"/> Allergic/Anaphylactic Reaction Policy (CCEYA) | <input type="checkbox"/> Health & Safety Policy | <input type="checkbox"/> Prohibited Practices Policy |
| <input type="checkbox"/> Bullying/Safe Schools Incident Reporting Policy | <input type="checkbox"/> Medication Policy / IP for a Child with Medical Needs (CCEYA) | <input type="checkbox"/> Right to Disconnect Policy |
| <input type="checkbox"/> Compliance & Contravention Of Policies & Procedures (CCEYA) | <input type="checkbox"/> Notice with Respect to the Collection of Personal Information (sign and return to office keeping a copy for your own records) | <input type="checkbox"/> Sanitary Practices Policy (CCEYA) |
| <input type="checkbox"/> Criminal Reference Waiver (CCEYA) | <input type="checkbox"/> Outbreak Policy | <input type="checkbox"/> Serious Occurrences and Accidents Policy (CCEYA) |
| <input type="checkbox"/> Emergency Management Policy (CCEYA) | <input type="checkbox"/> Parental Issues & Concerns Policy (CCEYA) | <input type="checkbox"/> Sleep Room Policy (CCEYA) |
| <input type="checkbox"/> Employment Standards Act Poster | <input type="checkbox"/> Playground Safety & Supervision Policy (CCEYA) | <input type="checkbox"/> Student/Volunteer/PTA Policy (CCEYA) |
| <input type="checkbox"/> Enrichment Seminars / Training Policy (CCEYA) | <input type="checkbox"/> Program Statement & Implementation Policy/ Annual Mini Evaluation as specific to the MLCP PROGRAM STATEMENT (CCEYA) | <input type="checkbox"/> Suspected & Diagnosed Concussion Policy |
| <input type="checkbox"/> Fire Drill Procedures & Evacuations Policy (CCEYA) | | <input type="checkbox"/> Wait List Policy (CCEYA) |
| <input type="checkbox"/> Health & Safety at Work Poster | | |

Student/Volunteer Name (print)	Student/Volunteer Name (signature)	Date
For MLCP (print)	For MLCP (signature)	Date