

Volunteers for After School Programs

Duties:

1. Please arrive by 3:15 PM, sign in at the front office, and meet the instructor in the cafeteria or gym.
2. Help children during arrival process to put backpacks in appropriate area, use restroom, get water, and be seated.
3. Verify that students that attend SACC went to SACC before coming to the afterschool program.
4. Assist vendor with attendance. Any absences should be verified with the office. If a student misses the program but was not absent and did not communicate to school or vendor that the student would miss the program, please call the parent (the vendor should have contact information and/or this will be provided by the PTA afterschool coordinator).
5. Assist vendor during class as requested: pass out material, make sure students get to and from the restroom or water breaks safely. They should take a buddy to the restroom – the volunteer should not enter the restroom.
6. Assist with dismissal. Have parents sign students out. The PTA policy is to check ID only by parent request.

Thank you so much for giving your time to make the after school programs run smoothly!