

MONTGOMERY COUNTY PUBLIC SCHOOLS

Prekindergarten/Head Start Parent/Guardian Volunteer Form

MONTGOMERY COUNTY PUBLIC SCHOOLS
Prekindergarten/Head Start Programs

INSTRUCTIONS

Please complete this form if you are interested in being a volunteer in Montgomery County Public Schools (MCPS). See [MCPS Regulation IRB-RA, Volunteers in Schools](#). Submit the completed form to the Prekindergarten/Head Start office.

Prekindergarten/Head Start Child's Name _____ Date ____/____/____

Parent/Guardian Name _____

Address _____

Telephone Day ____-____-____ Evening ____-____-____ Cell ____-____-____

E-mail address _____

Emergency Contact Name _____ Phone ____-____-____

Hobbies _____

Talents and Interests (cooking, sewing, carpentry, computers, art, music, etc.) _____

What language(s) do you speak/read? *(please specify)* _____

Please note that during designated school hours, all visitors, including volunteers, must sign into schools using the MCPS Visitor Management System (VMS). The VMS scans the visitor's driver's license or state-issued identification card against the state sex offender registry. The VMS also produces a nametag that should be worn at all times while in the school building.

All volunteers who regularly support schools and students and those who attend field trips must complete the Child Abuse and Neglect volunteer training. This training requirement also applies to volunteers who regularly support school-sponsored activities See [MCPS Board Policy JHC, Child Abuse and Neglect](#), and [MCPS Regulation JHC-RA, Child Abuse and Neglect](#). The child abuse training is on-line at www.montgomeryschoolsmd.org/childabuseandneglect. The on-line training is available in English, Spanish, French, Korean, Chinese, Vietnamese, and Amharic. See www.montgomeryschoolsmd.org/departments/student-leadership/volunteer.aspx.

AVAILABILITY

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--|--------|---------|-----------|----------|--------|----------|--------|
| Morning <i>(please specify time)</i> | | | | | | | |
| Afternoon <i>(please specify time)</i> | | | | | | | |
| Evening <i>(please specify time)</i> | | | | | | | |

How often would you like to volunteer? Once a week Once a month Other (please specify) _____

TYPE OF VOLUNTEER WORK PREFERRED

I would like to:

- Assist with lunch
- Read stories to children
- Provide classroom assistance, such as put up the children's work on bulletin boards
- Work with children
- Call other parents/guardians
- Share my special interests with the class
- Help on field trips
- Help with planning class activities
- Other: _____

Also, I would like to:

- Serve on the Policy Council as an advocate for children
- Participate in interview teams
- Help with translation
- Mentor another parent/guardian
- Offer transportation to meetings
- File, prepare, and mail parent/guardian information
- Speak publicly in support of Prekindergarten/Head Start
- Work on special committees
- Other: _____

STATEMENT OF COMMITMENT

As a volunteer working in Montgomery County Public Schools, I agree to—

| | |
|--|---|
| Sign In/Out | Sign in and out of the building using the Visitor Management System (VMS), or as otherwise directed, at the beginning and end of each volunteer activity and wear a volunteer identification name tag at all times. The VMS enables staff to scan a visitor's driver's license or identification card to produce a visitor badge and cross-reference the visitor's information with state and local sex offender registries. |
| Commitment | Honor the commitment to volunteer as scheduled and notify the school in advance if you cannot fulfill the commitment. |
| Confidentiality | Volunteers may not access confidential student or personnel records, and should otherwise respect the confidentiality of students. |
| Student Contact | Volunteers working with students must be within view of others (e.g., either through a window in a door, a door left open, or in a public space). In some programs, such as mentoring, volunteers may be required to spend a brief amount of time one-on-one with a student. Volunteers can manage these situations by avoiding physical contact, only going to authorized destinations, and reporting activities or whereabouts to the principal or supervisor. |
| Discipline | Volunteers may not discipline students, but should report behavioral problems to the supervising staff member. Volunteers should address any concerns about student or school safety to the principal or other appropriate staff member. |
| Board Policies and MCPS Regulations | Volunteers must comply with all Montgomery County Board of Education policies and MCPS regulations and rules. |
| Training | All volunteers who regularly support schools, and school sponsored activities, such as: student teachers and interns; volunteers who regularly help with school dismissal or recess; as well as those who attend field trips, and chaperone outdoor education, must complete the MCPS online Recognizing and Reporting Child Abuse and Neglect volunteer training. All other volunteers are encouraged, but not required, to engage in this important, informative training. For list of volunteers who are not required to complete the MCPS online volunteer training, see MCPS Regulation IRB-RA. Online child abuse and neglect training for volunteers is provided on the MCPS website, in English and the languages most requested by MCPS students and parents/guardians. |
| Frequency of Training | Beginning with the 2017-2018 school year, volunteers will need to complete the child abuse and neglect training at least once every three years to continue volunteering. |
| Criminal Background Checks and Fingerprinting | The following categories of volunteers are required to complete criminal background checks, including fingerprinting— <ul style="list-style-type: none"> • Volunteer coaches; • Grade 6 Outdoor Environmental Education Programs (Outdoor Education) overnight chaperones; • Volunteers on overnight field trips; • Volunteers on other field trips that extend beyond 7:00 p.m. in the evening (e.g. out of area, out of state), and/or trips that require Office of School Support and Improvement (OSSI) approval, as determined by OSSI; • Other volunteers as designated by MCPS. |
| Accidents | Any accident or injury involving a volunteer must be reported consistent with MCPS Regulation EIB-RA , General Liability Insurance . |

I have read, and agree to, the Statement of Commitment above.

I agree that by typing my name and today's date below, and submitting this form by electronic mail, I am intending that the below constitutes and is the equivalent to my personal signature..

Volunteer Signature _____ Date ____/____/____