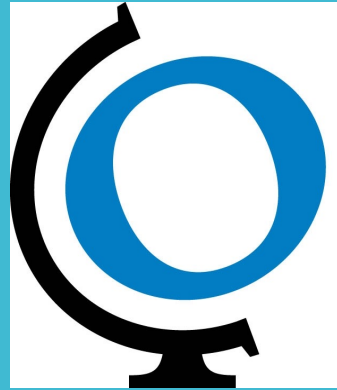


Omni Montessori Volunteer Training

2023-24



Characteristics of a Volunteer

- Respect for the child
- Integrity
- Accepting of feedback
- Appreciate Montessori principles
- Role model

Steps to becoming a volunteer

- For all volunteers
 - Complete Volunteer Training
 - Read [Volunteer Handbook](#)
 - Sign Volunteer Handbook Acknowledgement and email to omni.montessori@omni-montessori.org
 - Background check: a consent form will be e-mailed to you
 - This only needs to be done every 6 years
- For drivers
 - Motor vehicle record check
 - Minimum Insurance requirements
 - \$100k/\$300k for Bodily Injury Liability
 - \$100k for Property Damage Liability

Arrival and Supervision

- Check in with front office when you arrive
 - Receive visitor/volunteer tag
- Supervision
 - Primary children must be with an adult at all times
 - Elementary children may be without an adult, with permission from guide and a minimum of two children
 - No child may leave campus without an adult
 - 2:1 ratio
 - Never be alone with a child...at least two children should always be present

Emergency and Medical

- Emergency Procedures
 - Familiarize yourself with fire drill exits and evacuation locations, as well as tornado drill safe location
- Medical
 - Cabinet with + contains medication and emergency contact information, as well as allergy information
 - Each classroom also has a red backpack which contains medical supplies. This should be taken to the playground and/or trips off campus.
 - Only volunteers with epi pen administration training may work with anaphylactic students without staff member present

Epi Pen Administration



Departure and Volunteer Hours

- After you volunteer, please:
 - Check out at the office when you leave
 - Record volunteer hours on ParentsWeb/Family Portal
 - Family Information
 - Service Hours tab on right (beside "Contacts")
 - Add Service Hours
 - Enter date, activity, and hours
 - Save
 - <https://om-nc.client.renweb.com/pw/family/>

The screenshot shows a web browser window with the URL om-nc.client.renweb.com. The browser's address bar and tabs are visible. The main content area features the Omni Montessori School logo and the tagline "Education for Life". A navigation menu on the left includes "Welcome: Holli Andrews", "Log Out", "English", "School Information", "Student Information", and "Family Information". The "Family Information" section is expanded, showing a list of family members: "Holli Andrews (Parent)", "Jesse Andrews (Parent)", "Kilian Andrews (Child)", "Leonard Andrews (Child)", and "Pam Boryta(Grandparent)". To the right of this list is a "Contact Info" tab, which is active, displaying contact details for Holli Andrews: Name: Holli Andrews (Parent), Address: 11442 Delores Ferguson Lane, Charlotte, NC 28277, Home: 919-444-1377, Cell: 919-444-1377, and Work: 704-541-1326.

Transportation of Children

- Must be an approved driver
- Guide or assistant will notify office to let them know of students and drivers on “going out” or trip
- All children under 8 years old or less than 80 pounds must be in a weight-appropriate child seat or booster seat, and all passengers must be safely buckled
- You must take emergency information from classroom (red binder and red backpack), as well as any medication
 - Please keep this with you at all times while with the children
- Current car insurance should be in car
- Not permitted
 - Cell phone use of any type while transporting children
 - Firearms or weapons in vehicle or on person
 - Stops other than destination
 - DVD players, handheld games, MP3 players, cell phones, etc.
- Upon arrival at Omni, please notify office and give emergency binder to guide or assistant

Respect and Confidentiality

- Respect for the Child
- Respect for the Staff, Administration and Board of Trustees
- Confidentiality
 - Anything observed or discussed during your time on campus should be treated as confidential
 - If a student confides in you, please keep the conversation confidential unless you feel the guide should be made aware

Next steps

- Please read the [Volunteer Training Handbook](#) and complete the [Volunteer Acknowledgement Form](#)
- After receiving your paperwork, we will send you an authorization form to complete a background check
 - Please indicate when returning the form (in person or via e-mail, omni.montessori@omni-montessori.org) whether you wish to be an approved driver as well as an approved volunteer.
 - If you would like to be a volunteer, a background check must be completed every 6 years
 - If you would like to be a driver, a background check must be completed every 2 years. You will also need to submit the declaration page of your insurance coverage.
- You will receive an e-mail indicating your volunteer status once your background check is complete.