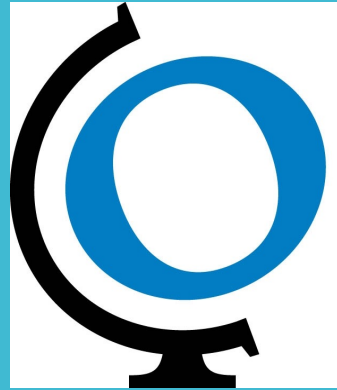


# Omni Montessori Volunteer Training

2024-25



# 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
  1. Complete Volunteer Training
  2. Read the [Volunteer Handbook](#)
    - Sign Volunteer Handbook Acknowledgement (link on last slide)
  3. Complete a background check *every 6 years (2 years for drivers)*
    - A consent form will be e-mailed to you only if needed
- 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 has a red backpack which contains medical supplies, emergency contact information and medicine. 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](https://om-nc.client.renweb.com). The browser's address bar and tabs are visible. The page features the Omni Montessori School logo and the tagline "Education for Life". A navigation menu includes "Calendar - September 2...", "Primary mtg 9.11.18 - Go...", "Freedom of Choice in the...", "RenWeb Student Informa...", "ParentsWeb", and "Family Information". The main content area is titled "Family Information" and contains a sidebar with "Welcome: Holli Andrews", "Log Out", "English", "School Information", "Student Information", and "Family Information". The "Family Information" section lists family members: "Holli Andrews (Parent)", "Jesse Andrews (Parent)", "Kilian Andrews (Child)", "Leonard Andrews (Child)", and "Pam Boryta(Grandparent)". The "Contact Info" section displays 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 if necessary
  - Please indicate when returning the form (in person or via e-mail, [omni.montessori@omni-montessori.org](mailto: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.