

Christian Educators Resource Center

Volunteer Policy

Each family participating in classes, has the opportunity to volunteer for positions during the hours of their student(s) class(es). Commitments for volunteer hours are on a monthly basis and will afford a **\$5 discount** towards tuition per month per class. Failure to keep your commitment will result in the loss of your discount. *If you are not able to fulfill your commitment, please provide a substitute for yourself.*

Positions available are Hallway Monitor, Class Assistant, and Clean-up Crew.

Hallway Monitor responsibilities include:

Making sure each family signs in.

Making sure that no food, drink, chewing gum, running, roughhousing, loud conversations or any other disruptive behavior is occurring in the hallway.

Making sure student is corrected if Student Guidelines are not followed as written. Notify Director of Education immediately if student doesn't respond respectfully to correction.

Making sure there are no unattended children under 11 years of age in the hallway or classrooms.

Monitoring class if the teacher needs to briefly leave the classroom.

Class Assistant responsibilities include:

Assisting teacher with any classroom activities that require more supervision than normal.

Monitoring class if the teacher needs to briefly leave the classroom.

Grading papers, if necessary, during the class hour.

Clean-up Crew responsibilities include:

Wiping down tables, desks, door knobs, light switches, bathroom counter, bathroom sink, toilet, kitchen sink, and kitchen counter with disinfecting wipes or spray.

Vacuuming (if possible) and/or sweeping classrooms, bathroom, and kitchen.

Dumping trash cans and replacing trash bags.

CERC will honor requests on a first-come, first-serve basis. Please designate your choice(s) on the Student Enrollment form. You may volunteer for each hour that your student is in a class. Each volunteer will need to sign-in each day in order to keep track of attendance for each hour he/she serves.

CERC greatly appreciates your assistance and servant's heart in order to ensure a safe and orderly environment in which our children will learn and grow.

I have read, agree with, and will uphold my responsibilities as a volunteer.

Signature: _____ Date: _____

Please initial if you are choosing not to volunteer at this time: _____ Date: _____