

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, provides emergency numbers, and signs out per Guidelines.
Making sure that no food, drink, chewing gum, running, roughhousing, loud conversations or any other disruptive behavior is occurring in the hallway.
Making sure there are no unattended children 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.
Assisting students with questions, if necessary and possible, when teacher is helping another student.
Grading papers, if necessary, during the class hour.

Clean-up Crew responsibilities include:

Vacuuming and/or sweeping classrooms, wiping down tables/desks, dumping trash cans and replacing trash bags, and wiping down bathroom. (This is a 30-minute commitment once a week after the last class or before the first class of the day.)

CERC will honor requests on a first-come, first-serve basis. Please designate your choice(s) on the Student Enrollment form. If you would like to volunteer for more than 1-2 months, please state which months you would like to volunteer. You may volunteer for each hour that your student is in a class. Each volunteer will need to sign-in 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: _____