

Parent Helper Handbook



**Our Mother of Perpetual Help School
330 Church Avenue
Ephrata, PA 17522**

Revised January 2007

Welcome to Our Mother of Perpetual Help School. As a parent helper you are an important and valued member of our staff. To provide a quality Catholic education for our children, we rely on your help and assistance. We appreciate your gift of time, treasure, and talent in the service of this school community. Contained in this booklet are general guidelines to assist you in your role as a parent helper. We ask that you read the booklet and if there are any questions, please direct them to the principal for clarification.

Mission Statement

The mission of Our Mother of Perpetual Help School is to teach the whole child, emphasizing Catholic values and moral teachings, thus enabling students to take an active role in our church and as citizens of the United States of America and the world community.

Statement of Beliefs

We believe . . .

- that our faith is a way of life not a subject to be learned
- that OMPH School shares the mission of the Catholic Church, which is to pass on the gospel values to its students
- that students should be taught to recognize their strengths and weaknesses, and how to deal constructively with this knowledge in relationships with others
- that students must be challenged and guided to work to their potential
- that service to others ought to be a focus of the school's outreach to community
- that frequent communication with parents as partnership supports our efforts of education

We strive . . .

- to provide for individual differences through various methods of instruction and support
- to create a "community of faith" in which students learn and experience their faith in a living Jesus

Application Policies

Applications for parent helper positions are available in the school office. Applicants must have the necessary clearances.

Legal Responsibilities of Parent Helpers

Clearances:

All parent helpers who work with children are required by the Diocese of Harrisburg to have on file in the school the following clearances: child abuse and criminal record. Parent Helpers must also complete the Diocesan Disclosure Statement (Youth Protection Program). Beginning in April 2007, all new employees/volunteers will need the additional FBI clearance (fingerprinting).

Corporal Punishment:

Corporal punishment of any type is absolutely forbidden. We ask that all adults working with students correct children in a respectful and calm manner. The following actions may cause difficulty for you:

- Inappropriate physical contact
- Direct or indirect humiliating comments to or about a child, either to the child directly, other children, parents, or teachers
- Using inappropriate language to or in the presence of a child

Reference Diocesan Policy # 4107

Supervision of Students:

At no time are students who are your responsibility to be left unsupervised. Always notify another adult when and if you must leave the children. Parent helpers should not be engaged in conversation with one another or direct their attention away from the children during supervision. Such activities, unrelated to the supervisory function, could be problematic if a student is injured and it can be demonstrated that the supervising parent's attention was not on the students.

Parent Helper Activities

Parent helpers assist with the following activities at OMPH:

Morning Recess: Parents are on duty before school to monitor the children's activities on the playground. During inclement or cold weather parents monitor the children's activities in the classroom.

Cafeteria Program: Parents assist the cafeteria manager with the preparation, serving, and sale of food. They are also responsible for washing tables, trash removal, sweeping the floor and wet mopping sticky areas following the lunch period.

First Aide Nurse: Parent cares for students who are injured on the playground and assists students with use of the microwave during the first lunch.

Lunch Recess: Parents are on duty during lunch periods to lead lines from the cafeteria and monitor the children's activities on the playground. During inclement or cold weather parents monitor the children's activities in the classroom.

After School Program: Parents provide a supervised program including a snack, playtime and homework time from the end of the school day until students are picked up by working parents.

Parent Helper Rights

As a valued member of our school community we affirm the right and dignity of your position.

- You have the right to be treated with the respect due any adult staff member.
- You have the right to worship with us.
- You have the right to the tools and information necessary to perform the tasks to which you are assigned.
- You have the right to ask questions.

Parent Helper Duties

Routine Procedures:

Sign In

All parent helpers are asked to sign in at the Main Office before they begin their activities in the school. Please request from the secretary the appropriate badge to designate your assigned duty.

Absence

If you are unable to fulfill your commitment please call the Main Office at least 24 hours in advance so that a substitute may be scheduled.

Sign Out

At the end of your work time please sign out in the Main Office and return your badge to the secretary.

Morning Recess Supervision:

Parent Helpers are responsible for the following:

- Arrive by 7:30 AM and remain until the bell rings at 8:00 AM

- Provide supervision for the students while they are playing. Your attention MUST be on the students at ALL TIMES. Parents are to circulate around the playground area. Please, separate yourselves from one another to assure that your attention is on the children and not conversation with one another.
- After departing from the bus or car students are to enter the building from the main doors and proceed directly to the playground. They may not go to the classrooms unsupervised.
- Students are to remain on the school grounds at all times.
- Students may not enter the building unless there is an injury. At such times they must be escorted to the Health Room where you will find first aid supplies to care for minor injuries. Universal Precautions Policy must be followed at all times. This is available in the Main Office and in the Health Room.
- In the event of a more serious injury notify the Main Office immediately. Playground supervisors should be observant of one another and their needs to assist when needed. Universal Precautions are to be followed at all times.
- Students are to act in a Christian manner. Should there be a problem you are asked to:
 1. Place the students on the bench and supervise them for an appropriate time in that area.
 2. For serious offenses place the students on the bench for the entire play period and report discipline concern to the teacher.
 3. For consistent discipline concerns and misbehavior see the administrator.
 4. It is requested that you DO NOT send the student into the building UNSUPERVISED. Students involved in fights are to be brought to the administrator immediately.
- Inappropriate behavior may include pushing, shoving, violent or rough games, foul or abusive language, disobedience, and other actions deemed inappropriate by the administration.
- Playground supervisors may not dismiss students to their parents or another adult. All dismissals are made from the office.
- Should strangers or unknown persons come onto the school property, please, ask them to report to the Main Office. If they refuse, or you are uncomfortable with their presence, please send another adult to the Main Office for the administrator. Playground supervisors should be aware of their surroundings and of one another so they can assist on such an occasion.
- When the bell rings students are to line up on the play ground at their designated area. The teacher will meet them on the playground.

Inclement Weather:

Playground Supervisors are asked to:

- Direct students to walk quietly on the hallway as they move to their classroom.
- Supervise students in the classroom as requested by the teacher. A list of acceptable activities is posted in each classroom.
- Students must remain in the classroom unless given permission by the parent supervisors to leave the room for a specific reason.

Parking Lot Attendant:

Parent Helper is responsible for the following:

- Secure the safety of all children
- Children use the crosswalk
- Keep the vehicles moving
- Be attentive to buses entering near the crosswalk

Cafeteria Aides:

- Arrive at 10:45 and remain until 12:30. Hairnets must be worn at all times along with the security badge. Gloves must be worn when handling food.

Duties of Cashier/Milk Aide:

- Before lunch set up munch bunch table, put out microwave, trays and napkins, rotate stock, set out milk, fill cereal, set up computer.
- During lunch record sales, organize tickets; restock milk and trays, return trays to dishwasher.
- After lunch put away milk and microwaves, place drink orders, close out the computer, assist with dishes.
- Weekly duties include cleaning the microwaves and defrosting the drink refrigerator.
- Order milk on Tuesday, Thursday, and Friday. Also order what is needed for kitchen and milk and ice tea for the faculty room.
- Maintain student accounts. Run weekly reminder when a student balance falls below \$5.00. Credit accounts when payments are received. Manually track student food bills when account is low and the computer can not accept data.
- Run monthly report of total milk sold for federal milk program. Submit to Mrs. Shirker.
- Run monthly report of total lunches sold. Submit to Mrs. Luciano.
- Monthly update the menu on the computer.

Duties of Dishwasher:

- Before lunch check pH levels, prepare cloths with sanitizer and distribute, prepare wash bin for tray table, line trash cans, place dustpans and brooms, arrange tables and chairs.
- During lunch work condiment table, run dish washer, prepare water for table clean-up, check trash cans.
- After lunch wipe tables, sweep and clean brooms, empty trash, finish washing dishes, wring and place towels, wipe down dish washer and clean strainer and drain.
- Weekly duties include de-lime the dishwasher and clean the cart.

Duties of Snack Cart Aide:

- Before lunch fill snack cart, rotate stock, prepare individual packs as needed, assist with set-up of table and chairs, assist with dishes as needed.
- During lunch assist with serving, sell snacks, monitor the line, assist in returning trays/dishes to the kitchen, and check trash cans.
- After lunch wipe tables, sweep and clean brooms, empty trash, count and record money, put snack cart away, assist dishwasher if needed.
- Weekly duties include cleaning the trash cans and cleaning the microwave in the kitchen.

First Aid Nurse:

- Arrive at 10:45 and remain until 12:30.
- Follow all directives as given by our school nurse.
- Make appropriate notes of all services administered to students.
- Universal Precautions Policy must be followed at all times. This is available in the Main Office and Health Room.
- Notify the Main Office first if you feel it is necessary to dismiss a student. The Main Office will contact the parents.
- Parents must be notified if there is a head or eye injury or serious concern whether the student is to be dismissed or not. If in doubt allow the parent to make the decision.
- No medication may be administered without the proper permission.
- If needed, assist preschoolers during lunch.

Lunch Recess Supervision:

- Arrive by 10:45 AM and remain until the bell rings at 12:30 PM.
- Meet the children in the cafeteria when they finish eating and quietly walk the line to the playground.
- Provide supervision for the students while they are playing. Your attention **MUST** be on the students at ALL TIMES. Parents are to move around the playground area. Please, separate yourselves from one another to assure that your attention is on the children and not in conversation with one another.
- Students are to remain on the school grounds at all times.
- Students may not enter the building unless there is an injury. At such times they must be escorted to the nurse for first aid. Universal Precautions are to be followed at all times.
- In the event of a more serious injury notify the nurse and the Main Office immediately. Playground supervisors should be observant of one another and their needs to assist when needed. Universal Precautions are to be followed at all times.
- Students are to act in a Christian manner. Should there be a problem:
 1. Place the students on the bench, supervise them for an appropriate time in that area and document the incident.

2. For serious offenses, place the students on the bench for the entire play period, document and report the discipline concern to the teacher supervising recess.
 3. For consistent discipline concerns and misbehavior see the administrator.
 4. It is requested that you DO NOT send the student into the building UNSUPERVISED. Students involved in fights are to be brought to the administrator immediately.
- Inappropriate behavior may include pushing, shoving, violent or rough games, foul or abusive language, disobedience, and other actions deemed inappropriate by the administration.
 - Playground supervisors may not dismiss students to their parents or another adult. All dismissals are made from the Main Office.
 - Should strangers or unknown persons come onto the school property, please, ask them to report to the Main Office. If they refuse, or you are uncomfortable with their presence, please call the Main Office for the administrator. Playground supervisors should be aware of their surroundings and of one another so they can assist on such an occasion.
 - When the bell rings students are to line up on the play ground at their designated area. The teacher will meet them on the playground.

Inclement Weather:

Playground Supervisors are asked to:

- Direct students to walk quietly on the hallway as they move to their classrooms.
- Supervise students in the classroom as requested by the teacher. A list of acceptable activities is posted in each classroom.
- Students must remain in the classroom unless given permission by the parent supervisors to leave the room for a specific reason.

After School Program Supervisors:

- Arrive at 2:40 PM
- Set up snacks in the gym; pull out ball cart located in folding table section
- Take attendance
- Free play but well supervised in gym
- Weather permitting, outside supervised play
- Children report to library at 3:55 PM
- Children work on homework
- Pick up
 - Parents use the Main Entrance for pick up before 4:00 PM
 - Parents use the side door of the library for pick up after 4:00 PM
- Supervisors are to check all doors and lights before leaving including restrooms

Discipline

The school discipline policy is available in the Parent Handbook. It is expected that parent helpers will enforce all school rules and support the authority of teachers and administrator. Failure to do so is considered a serious matter. It is requested that

discipline problems be brought to the attention of the teacher or administrator. Should the need arise telephone calls to the parents concerning discipline matters will be made by the administration or the teacher. Problems, which may arise in school, should not become discussions among neighbors, friends, etc.

Health and Safety

Within the school day the secretary will take care of children who are ill or injured. Only the secretary will dispense necessary medication to those in need. The secretary will document medications that have been dispensed to individuals.

During lunch and recess a parent helper will assist children in need. However, the parent is not permitted to dispense medicine.

Emergency Procedures

Fire Drills:

When entering any area of the building make yourself aware of the fire drill route, the fire extinguishers in the area and the nearest alarm pull box. Should the fire alarm ring proceed immediately out the route described on the fire exit sign displayed in the room or through the nearest exit. The students are to walk silently with the parent helper. The parent helper should be the last person out of the room. If you are monitoring in a classroom take the white emergency bag hanging just inside the door with you. It is not necessary to close windows or turn off lights. Do not at any time go inside the building. If a student is missing ask another adult to supervise your students and report the missing child to the administrator or fire personnel. Fire drill plans are available in each classroom.

Shelter in Place:

All students have been assigned a Shelter in Place. Should the notice be given by the proper authorities that the Shelter in Place is to be out into effect you will be expected to participate and assist the school staff with the students' safety. Ten short rings of the bell system is the signal for students to move directly to their shelter area. Shelter in Place plan is available in each classroom

Site Evacuation:

Should there be an actual emergency and the students cannot remain on school grounds the Site Evacuation procedures will be initiated. You will be expected to participate and assist the school staff with the students' evacuation. Evacuation plans are available in each classroom.

Lock Down:

Should there be a need to enforce a lock down all classrooms doors are to be closed and locked. No one is permitted on the hallway until clearance is issued by the Main Office.

Parent helpers may never use their cell phones to contact parents or anyone during emergency situations. Procedures in the crisis intervention plan are in place for communications during emergency situations.

Child Abuse

Parent helpers are to inform the administration of any reasonable suspicion of child abuse or neglect. The administrator is then responsible to report that suspected case to the appropriate agency. It is always your right to contact CHILDLINE to report suspicion you may have.

Loyalty to OMPH School

Parent helpers do not just give their time to the school; they represent the church and school both to the students and to the community at large. We ask that you support the directions given by the administrator and the staff at all times. Should you disagree with a policy, please, express your concerns with the administrator. As you serve in a Catholic religious education environment you are expected to support the teachings of the Catholic Church and to act in a manner consistent with them. Know your role as a model of behavior, speech, and dress.

Confidentiality

Should a student wish to discuss a home situation, drug concern, suicide, etc. with you, please, be aware of your responsibility to notify the student before the discussion that it may be necessary for you to reveal these facts to the appropriate authorities. The general rule is: any information which, if shared with the administrator, teacher, staff, parents may save a child from harm to themselves or another MUST be shared with the proper authorities.

Any information concerning the student: grades, test scores, behavioral observations, subjective evaluations, developmental ability, achievement, home situation and disciplinary history is protected by confidentiality and may not be discussed with any other adult. Such conversations will be considered a serious breach of confidentiality.

Supervision of Parent Helpers

The principal is responsible for the total school operation; thus, the principal supervises all who serve in any capacity at the school.

School's Right to Amend

The school reserves the right to amend this handbook. Parent helpers will be notified of any changes.

Parent Helper's Signed Commitment/Agreement

I have read the Parent Helper Handbook and understand that I am responsible to follow its guidelines.

Name: _____
(Please Print)

Signature: _____

Date: _____