

Above & Beyond
Sherman's Own After-School Enrichment Program

Parent Volunteer Guide

- Please arrive at **3:25** to pick up the ORANGE class folder from the table outside the **office** and help supervise the arrival of your students in the A&B classroom. The location of the class will be noted on the front of the folder and in the school lobby on the PTA bulletin board.
- Using the roster for today's date in the folder, check in each child. **ROSTERS ARE ACCURATE!**
- If a child is missing, **verify that he/she was absent from school.** (Check attendance binder in office. Often times the office will place sticky notes in the A&B folders noting absent children.) If absent from school, write "ABSENT" on A&B check-in sheet.
- If a child is missing from A&B but was **NOT ABSENT** from school:
 1. Check for a note in the Above & Beyond binder (inside pocket) on counter in office.
 2. Go to child's classroom and see if their teacher knows where they might be.
 3. Inquire in the office about any unexplained absences.
 4. If child is a member of Kids' Time, check in the APR (cafeteria) to see if he/she is there.
 5. Call home (phone number in orange folder) to see if they went there by mistake.
 6. If no answer at home, leave a message on machine and call the parent's daytime #. (Additional phone numbers are on the child's original registration form - alphabetized by last name in large 3-ring A&B binder in office.)
 7. Note on the roster whom you spoke to and where the child was.
- Upon dismissal, **remind them to take their backpacks!**
- If 'walk' is indicated on roster, child may be dismissed out classroom door.
- If **PPU** (parent pick-up) is indicated, please have parent/caregiver sign the roster.
- If **KTBS** (Kids' Time by the Sea) is indicated, please walk child to the APR (cafeteria) and sign them in on the KTBS notebook.

Thank you for volunteering your time!