



CLASS CARPOOL VOLUNTEER COORDINATOR DUTIES

- Please obtain a list from the Operations Director, Patricia Plescia as to compliance in your class with the three-fold Safe Environment requirements (signed guidelines, Current VIRTUS certificate, and LiveScan Fingerprint on file) and check for compliance.
- If both parents are out of compliance, 4 weeks ahead of time, please inform both parents that in order to volunteer, they must be compliant with all three requirements and direct them to the latest information on the School or Parish website for information regarding VIRTUS Sessions, and/or LiveScan fingerprinting schedule. Give the family a deadline of one week before the month to be in compliance. If that deadline is not met, reassign their dates to other families and inform the Principal so he/she can address this issue with the family.
- If only one of the two parents is out of compliance, please inform both parents that in order to volunteer, the non-compliant parent must comply and direct them to the latest information on the School's website for information re VIRTUS or LiveScan fingerprinting schedule. If that parent fails to comply, then advise them that they cannot assist at carpool until the school has confirmed their compliance. For example, even if the compliant parent is sick on the day of the carpool duty, they will need to arrange another substitute or just not appear– the non-compliant parent cannot sub in.
- Email class approximately 4 weeks before duty starts to inform them that:
- All families need to volunteer for 3 slots of carpool duty. They do receive a full hour of credit for one half hour of volunteering.
- Assign each family to volunteer for at least 3-morning carpool shifts during each of their child(ren)'s grade(s)' assigned carpool month. (If there are multiple children in the same grade, they only need to work 3 mornings for that grade's assigned carpool month.)
- Inform the parents that if they cannot make their scheduled shift, it is their responsibility to either switch with someone or get someone to cover their day.
- Inform parents that if they enjoy doing carpool to fulfill service hours and would like to work more shifts, please reply all to let the rest of the class know they are available to take additional days.
- Provide them with the attached carpool duties sheet and inform them that it will be in the binder on the ledge near the school office. They must sign in at the notebook at the start of the shift on their day.

- At the beginning of the month, please add to the carpool notebook the schedule and dated pages with 6 lines for each parent to sign when serving in carpool.
- Please read the “Reasons for Carpool Policy” below so that if you get any questions, you can explain the reasons for this policy.
- Thank you for coordinating this critical service!

REASONS FOR CARPOOL POLICY

Each family is asked to work in morning carpool to ensure the safety of our school community. Even though many families may choose to walk their child/children into the school each morning, we still rely on all school families to make our overall morning drop off process work smoothly (and to keep our neighbors happy).

Participating in morning carpool is also an opportunity for families to get to know each other and other students. Saying hello to a student in another class or a quick hello to a parent you may not know is important to developing a deeper appreciation and respect for the other families who are helping to raise our children. In addition, it models community service to your children.

The trigger for this enforcement in carpool policy is due to the steady decline in carpool shift volunteering from all families and its negative effect on all of our children’s safety. Sufficient parent volunteers are needed every morning in order for morning drop off to run smoothly. For this reason, no family is exempt from morning carpool duty. Being a working family, a family who has already fulfilled their volunteer hours requirement, or a family who doesn’t use the morning carpool service provided is not an acceptable excuse from morning carpool duty.

We will provide plenty of lead-time for families to make arrangements and plan ahead for their assigned dates to be factored into their schedules.