

College Park School  
**Parent Volunteer and Visitor Guidelines**

We are delighted to have parents and volunteers on our campus. Parents are a child's first teachers and are vital to the success of students throughout their education. These guidelines are to assist parents in knowing how to help not only their child but all the children at College Park.

1. School hours are 8:13 a.m. to 2:45 p.m. If you come on campus between those times you must sign in at the office and wear a visitor badge. This is for the safety of all students.
2. Non-College Park children are not permitted on campus during the school day. Babies and toddlers need to stay home during volunteer time and for school events.
3. Parents are asked NOT to speak to the teacher after the 8:13 bell rings. The teacher is to be focused on the students to get learning started immediately. If you have an emergency, please go to the office and someone will assist you.
4. Our office staff has a full day of work and it is difficult for them to find time to send messages or delivery late lunches/homework. If students forget snacks or lunches, they will be able to purchase food at the cafeteria. Forgotten homework/forms may be returned the following day but may include some classroom consequence. For an emergency situation, please contact the school principal.
5. **Parents must email the teacher to get their consent first before your visit or volunteering** in the classroom for a specific weekly time with the classroom teacher. This way the teacher is prepared for you and can give you their undivided attention.
6. Many teachers are available for a quick question after school. If the classroom door is open, feel free to step in. If your question will take longer than a minute or so, it is best to make an appointment. Many teachers have meetings right after school and they are required to be on time.
7. Parents on campus may use the restrooms in the gym. **By state law, NO adults are allowed in a student restroom**, not even to accompany their own child.



8. On Wednesdays, parents are asked to wait until the 12:35 dismissal bell rings before entering the campus or taking their students home. The playground is closed until 6pm every day.