

Volunteering at Schoolhouse Montessori Academy

We are looking forward to getting to know you and your children. We have so many requests to help out in the classrooms that we hope this will be of assistance to all of our families.

Here are just a few of the ways you can help at the school:

- Chaperoning for field trips
- Helping with cooking projects in the classroom
- Presenting to the class on a hobby, culture, or your career
- Making supplies for the classroom at the volunteer events
- Assisting with school book fairs
- Assisting with holiday parties
- Providing snacks or party treats

Our goal is to create a Schoolhouse Community, where everyone feels that they have a stake in creating the best atmosphere that we can. Schoolhouse Montessori Academy organizes special events, family events, parent volunteers, field trips and much more for our schools. In addition, we can also organize carpooling for families that are interested. We hope we can assist our parents in becoming more connected to the school and with other families as well. We always appreciate any suggestions or feedback you have to offer.

All volunteers are required to fill out an I-CHAT Authorization form prior to the activity. Please fill out the form below and return to the School Director. If you have any questions or concerns, please contact the School Director.

Please fill out the parent interest survey and return to the school so we can get you involved!!

Places where you can also find out what is going on:

- Monthly calendar sent home at the beginning of each month
- School website under “current families”
- Facebook: www.facebook.com/SchoolhouseMontessoriAcademy

Volunteer Guidelines & ICHAT Authorization Form

VOLUNTEER GUIDELINES

Volunteers of Schoolhouse Montessori Academy may be used on a temporary basis to give support to a classroom, program, or for a field trip. The following guidelines are to be used as volunteers are assigned to classrooms or programs:

- Volunteers are appreciated but not to be a distraction to the school environment.
- If a volunteer will be with students for a significant length of time without a SMA employee present, or will be with the students on a regular basis, the volunteer will be required to have a Michigan State Police Internet Criminal History Access Tool (I-CHAT) screening annually. The results of the I-CHAT criminal background check will remain confidential and will only be used by school administration to determine if you have been convicted of an offense that would otherwise prohibit you from working in our schools.

I-CHAT AUTHORIZATION

School Year: _____

First Name: _____ MI: _____ Last Name : _____

Phone Number: _____ Birth Date: (mm/dd/yyyy) _____ Gender: _____

Reason for Background Check:

Classroom Volunteer Field Trip Volunteer Other Volunteer

My signature below is representative of my approval for Schoolhouse Montessori Academy Human Resources Department to conduct a criminal background check against my records using the Michigan State Police ICHAT system.

Applicant Signature: _____ Date: _____

Human Resource Rep Signature: _____ Date: _____

(For Office Use Only)

Approved Not Approved

Please return form to the School Director of Schoolhouse Montessori Academy for submission to the Human Resources Department at 29230 W. Twelve Mile Road, Farmington Hills, MI 48334