

Kingswood Elementary School



Calling all Parents, Guardians, Grandparents & Community Members

Dear Parents,

Our school could always use a few more volunteer lunchtime monitors. We have had a hard time hiring our total allocation of lunch monitors, so there are times when volunteers would really be appreciated. We still have some paid positions available, so if this is something that might interest you, we would love to hear from you. Below, there is some information about the lunch time volunteer program. Please take a peek at it and see if this is something that may interest you. Thanks!

What is involved?

Lunchtime volunteering is from 11:40 am – 12:55 pm (75 minutes) and generally involves the following;

- Classroom monitoring: ensuring the children eat their lunch, clean up after themselves etc.
- Playground monitoring: ensuring safe outdoor play.

How do I become a volunteer?

HRSB's Student Protection Policy states that anyone wishing to volunteer is required to have:

- A valid Criminal Records Check (CRC) completed in the three months preceding volunteering. This check must be updated every three years.
- A completed Department of Community Services Form B2 – Consent to Disclosure of Information which is included in this package and can also be found at <http://gov.ns.ca/coms/families/abuse/ChildAbuseRegister.html>. This search must be updated every three years.

Is there a cost to request a CRC and where can I get the required forms?

The cost of the CRC when applying in person at an HRM police station is \$30. You may also apply on-line through myBackCheck at a cost of \$50. There is no cost to complete the Consent to Disclosure of Information form and it can be returned to the school office once completed. The KES-Parent School Association (PSA) is pleased to contribute \$15 toward the cost of a Criminal Records Check. Those wishing to take advantage of this offer are to bring their completed CRC and receipt to the school office for reimbursement. CRC application forms and Consent forms can be obtained by visiting the school office, website or by contacting your lunchtime volunteer coordinators (contact information below). For more information on obtaining a CRC please visit the HRM Police website at: <https://www.halifax.ca/police/CriminalRecordCheck.html>

October 25, 2012

I would like to volunteer, but I work full-time and don't always know my schedule. Are there a minimum number of days that I would have to commit to volunteering? And, do I have to give advance notice that I plan to volunteer?

There are no minimum number of days required to volunteer at lunchtime. Whether you are able to volunteer once a week, once a month or a few days a year, any days that you are able to come in are greatly appreciated. Also, you do not need to give advance notice that you plan to volunteer. As long as you have a valid Criminal Records Check and completed the Child Abuse Registry form, you are able to come in on any days you are available. Simply sign in at the school office to receive your volunteer pass.

I would like to volunteer, but only if I can do so in my child's class. Can I request a specific classroom?

You can request to be placed in a specific classroom or grade level, however depending on the number of monitors/volunteers available that day, you may be asked to volunteer in a different classroom during the meal portion of the lunch break. Keep in mind that you may still be able to see your child during outdoor play.

I am interested in one of the paid Lunch Monitor positions. Where can I get more information or how do I apply?

To apply or to get more information on becoming a HRSB Lunch Monitor including a detailed job description, please contact the school at 832-5522 or visit the Halifax Regional School Board website:

<https://www.myhrsb.ca/functions/hr/jobs/resume/jobpostings/jobs.aspx?id=486>

I still have questions. Who should I contact?

Your Lunchtime Volunteer Coordinators Blaise MacIsaac at blaisemacissac@hotmail.com or Michelle Daigle at mdaigle88@yahoo.ca would be pleased to answer any questions you may have. You can also contact the school directly at 832-5522 or check out the KES website to obtain volunteering information and forms on-line.

Also...Lunchtime Clubs...

We are currently looking into the possibility of running weekly lunchtime clubs for students. Ideas for clubs include gymnastics, lego, art, chess/board games, French café (activities in French) and yoga. If you have any ideas for clubs or would be interested in volunteering to facilitate/supervise a particular club please contact Blaise MacIsaac at blaisemacissac@hotmail.com or Michelle Daigle at mdaigle88@yahoo.ca