



Non-participating Parents in the Classroom Policy

Under normal circumstances, non-participating parents should not regularly be in the classroom. However, in order to be inclusive and ensure individual needs are met, WCP allows non-participating parents to remain in the classroom in order to aid in their child's adjustment or special needs accommodations.

Regulations are in place to ensure that we implement policies and procedures and expectations while in the classroom. Any non-participating parent who is regularly in the classroom will interact and be part of transitions and so must:

- Have an up to date criminal record check including vulnerable sector checks.
- Have a signed health history form with up to date immunizations as indicated on the form.
- Participate in a full classroom volunteer orientation session including video and questionnaire, reading, understanding and signing off on all the policies participating parents do. This includes our Confidentiality Policy as information learned about children and their families while in the classroom must be kept confidential and not discussed outside of the classroom.
- Review, understand and sign off on Confidentiality, allergies, Individual Support Plans and Individual Needs Plans, Emergency Plans for students in their child's class.
- Read in full, understand and sign off on the WCP Parent Handbook and Program Statement. The Program Statement should be referred to when any misunderstandings or clarifications need to be sought.
- Be familiar with fire and all emergency procedures including any transition policies (ie movement from classroom to any other location) in place.

A Child Guidance and Program Statement Implementation monitoring form must be conducted by the supervisor and ongoing monitoring of compliance documented as expected for any staff or volunteer who is in the classroom. If at any time child guidance practices or inappropriate language or actions occur it must be documented in the daily journal including anything to do with any health or safety concern.

Any parent who is in the classroom on a one-off basis, for example, to do administrative work on the computer, is not bound by the above.

Revised: February 2024 by Britney Stewart (Administrator) and Patty Fallis-Robbins (Assistant Supervisor).

Approved By: Matt McCarney (President) on February 20, 2024

Seconded By: Meg Burns Dolson (Operations Officer) on February 20, 2024