

Notice to Parent Volunteers

- Parents must sign into the computer file or report their duty to the leader of the volunteer team at the Resource Centre on the fifth floor before volunteering. For statistical purposes, please sign out in the same way after the volunteer hours are completed. The volunteer hours will be announced regularly on the website of the Parent-Teacher Association.
- Parents will be asked to provide their child's class number, school number and name when signing in. For the answer to any questions when signing into the computer file at the Resource Centre, please check with the members of the Resource Centre. For contact information of Resource Centre members, kindly visit the website of our Parent-Teacher Association.
- Volunteer hours are calculated on a one-child per-family basis family basis. If a parent has more than one child enrolled in our kindergarten, please be aware of this when signing in as a volunteer. Unless otherwise specified by parents, volunteer hours will be recorded, based only on the oldest child's family unit.
- **To avoid interrupting the children in the classroom, parents are asked not to take photos or videos.**

Resource Centre Volunteers:

- 1) Volunteer work includes preparing classroom artwork or other teaching materials for children. In order for children to follow the curriculum and learn at their own pace, parent volunteers should not take pictures of the materials or share them with other adults and children in advance.
- 2) We will provide all necessary materials and utensils for volunteers. Please take care of the resources and use them sparingly. Do not waste them. After the work is finished, please put the tools back to their original place according to the category, and tidy them up. Especially for scissors, penknives and sharp pencils, make sure that they are replaced in the same direction in order to avoid accidents.
- 3) We will recycle any leftover materials and supplies from the project when necessary. Do not take away any materials without permission.
- 4) If you are unable to attend on time for any reason whatsoever, please notify the school office or call the PTA hotline; if you fail to complete the assigned work for that day, you are requested to inform the responsible volunteer team leader.

Activity Volunteers:

- A) Activity volunteers have the opportunity to serve in the classroom. For the sake of classroom order, parent volunteers are respectfully requested not to take photos or share anything with the children or other parents at any time or place.
- B) Due to the limited quota, volunteers will be allocated according to time slots so that all enthusiastic parents can have the opportunity to participate. Even if parents apply for full-time volunteer service, they may be allocated only one time slot. If the number of applicants exceeds the quota, they will be allocated by drawing lots. If necessary, please contact members of the Resource Centre. For contact information of Resource Centre, please visit the website of our Parent-Teacher Association.
- C) Except for the regular duty day setup (or "schedule") of the Resource Centre, volunteer opportunities for other activities are limited. If parents fail to attend or complete the assigned work on time due, to any business, please inform the volunteer team leader as soon as possible, so that alternative arrangements can be made.

"Code on Access to Information"

According to the **Sample Code of Conduct for Managers and Staff of Kindergartens** issued by the Corruption Prevention Department of the Hong Kong Independent Commission Against Corruption in **2016**, parent volunteers are reminded to pay attention to and observe the following two items:

Guidelines on "Management of Voluntary Service"- Excerpts

Article 43 - Parents are encouraged to provide voluntary assistance in the preparation and conduct of school activities for the benefit of students. Apart from appreciating the parents' enthusiasm for caring for the students, the staff should make it clear to parents that they are volunteering solely out of their own volition and enthusiasm to serve the students. It should not be understood or perceived that the Kindergarten will give preferential treatment to their children or favour them in any way in return. In addition, staff should not exert any pressure to make parents feel obliged to provide voluntary service for the Kindergarten.

Article 44 - Parent volunteers should be reminded that any information they come to know about the kindergarten, students or their families during the course of their voluntary service, should be kept strictly confidential. The relevant information may only be used for the work assigned by the Kindergarten and may not be used for any other purpose (e.g. private use or provided to others).

Note: The Kindergarten and PTA would like to thank all parents for their enthusiastic participation in volunteer service. As a token of our gratitude, certificates of appreciation will be presented to parents who have completed certain volunteer hours.