

Sign-in Table Volunteers

Morning 7:45 a.m. to 11:30 a.m.

Afternoon 11:30 a.m. to 3:30 p.m.

What to do:

- Sign in and get your volunteer ID and name tag
- Greet parents and children as they arrive and leave.
- Make sure parents sign their children in and out on the student sign-in sheets.
- Welcome other volunteers and make sure they sign in on the volunteer sign-in sheets and get a volunteer name tag and lanyard ID.
- Contact the Director or Site Coordinator to assist parents who need to pick up children before dismissal time.
- Collect any forms or notes that parents bring.
- Be sure that there is someone at the sign-in table at all times.

