



PARENT/VOLUNTEER AGREEMENT E. H. MOTT LEARNING CENTER

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| PARENT/GUARDIAN/LEGAL REPRESENTATIVE: | LEARNER(S): |
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The purpose of this agreement is to inform all parents and volunteers about the learning center's policies and procedures and to insure a safe environment for our learners, staff, parents, and volunteers. Please read the agreement and sign where indicated. The form must then be returned to the learning center's office. If you have any questions, the teacher or administrator will be happy to help.

1. Volunteers work with and for the teachers and administrator and must follow their directions. Volunteers work at the discretion of E. H. Mott Learning Center, its administrator, and faculty and may be dismissed at any time for any reason.
2. Volunteers must not talk to children about personal family matters nor give advice about those affairs or problems which are normally the responsibility of the family.
3. Volunteers must call 911 in the event of an emergency and inform the teacher or staff member on duty immediately.
4. Volunteers must report suspected child abuse to the administrator and to the child abuse hotline, which is posted near each school telephone.
5. Volunteers must be aware of the rules and procedures for discipline and safety found in the current school handbook and must abide by those rules and procedures and encourage the learners to abide by them also.
6. Volunteers must report non-compliance to the staff member in charge and must not prescribe punishment.
7. Volunteers must not be in the vicinity of the learners or the school if they have any communicable diseases. Food service volunteers, including those preparing and distributing party food, must not work if they have any open cuts or wounds.
8. Drivers for field trips assure the school that their vehicles are mechanically safe and well maintained. Drivers will operate their vehicles only when they are physically and mentally capable of doing so and with proper regard for all traffic laws, signals, markings, and weather conditions, with respect for other drivers and pedestrians, with seat belts worn by all persons in the vehicle, and with insurance limits which meet or exceed those required by law in Florida. Each driver declares that his/her license has never been suspended or revoked and that he/she has no mental or physical limitations or disability which might cause his/her driving to be unsafe.
9. Volunteers must never have been convicted of a felony or be guilty of any indecency with a child. A parent who was convicted more than ten years before for certain felonies may be admitted as a volunteer on a limited basis at the discretion of the administrator if full disclosure of the facts is available; and a level 2 background investigation is passed.

I, the undersigned volunteer, have read and understand and agree to support and abide by the conditions in this agreement. I further certify that I have not been convicted of a felony or indecency with a child.

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| Signature of Parent/Guardian/Legal Representative | Date |
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