

## **MusicBox Children's Charity** **Volunteer Guidelines and Expectations**

### **1. Commitment**

Classes are held on one weekday and private lessons are scheduled between yourself and the child, from September to April.

Any three unexplained absences are grounds to be asked to leave the MusicBox Children's Charity.

Please let your project-coordinator at least 3 days in advance if you will not be able to attend your classes.

### **2. Dress Code**

Inappropriate dress:

- slogans/logos not appropriate for a child care facility
- tank tops, spaghetti strap tops, halter tops or external lingerie
- Dresses/ shorts/ skirts that are shorter than mid-thigh
- pants / shorts with holes
- sweat pants / track pants / gym attire

We ask that you maintain a respectful attire while teaching your classes. Remember that you are acting as a mentor to your students.

### **3. Child Safety and Behaviour**

All volunteers must comply with the Provincial Human Rights Policy. As a volunteer, you too are protected from any discrimination under this policy.

If a volunteer at any time feels discriminated against or harassed, please inform your project coordinator immediately. Your project coordinator will address this with the executive of the MusicBox Children's Charity.

### **4. Responsibilities**

**Some of the following responsibilities were extracted from the Toronto District School Board Code of Conduct.**

As a project co-ordinator, your responsibilities are:

- attend all classes at your centre and come prepared with your materials
- take attendance of all teachers and teachers' assistants
- create attendance sheets for all classes: hand out to teachers and collect at end of class
- be accessible to all classes at the centre at all times: prepare to take role as chief liaison between teacher, parents and MusicBox
- demonstrate respect for all students, school and MusicBox personnel and parents of your students
- maintain consistent standards of behaviour for all students
- keep an up-to-date record of every event, report to MusicBox executive

