

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

### **1. Commitment**

Classes are held 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 teacher, your responsibilities are:

- attending all of your classes on time and teaching your students
- come prepared to your classes: bring your lesson plan and books
- report to the project coordinator at the beginning and end of your classes
- take attendance at the beginning of class and initial your attendance sheet. Submit this to your project coordinator.
- demonstrate respect for all students, school and MusicBox personnel and parents of your students
- maintain consistent standards of behaviour for all students
- help your students achieve their full potential and develop-self worth
- attend mandatory training sessions and undergo teacher evaluations

