

Things To Know Before You Come

- **Arrive at Shaffer** and report to the main office to check in **between 8:30am -8:40am**. Substitute teachers and sick child calls come in starting at 8:45am so please try to get there before then.
- We prefer you stay until 3:45pm. If you need to leave earlier, you can sign up for a shift that ends at 1:00pm - - we want to accommodate busy dads too!
- Bring your driver's license! If you have not yet registered with the school as a volunteer then the office is required to register you in the security system using your driver's license.
- The first time you volunteer at Shaffer each year in any capacity you will be asked to sign a **Confidentiality Agreement**. You can find this on our website at www.shafferpta.org with our Watch DOGS information. Feel free to print it and sign it and bring it in with you. Extras will be available at the Watch DOGS desk in the Shaffer office.
- Every time you volunteer to be a Watch DOG you will need to sign the **Watch DOGS Responsibility Pledge**. It is part of this packet. It is also its own form on our website at www.shafferpta.org with our Watch DOGS information. Feel free to print it and sign it and bring it in with you. Extras will be available at the Watch DOGS desk in the Shaffer office.
- When you check in you will be given a walkie talkie and keys to help patrol the grounds.
- You will be asked to introduce yourself in our morning announcements on our school's PA system.
- You will have a desk to share with the other Watch DOGS in the back corner of the Shaffer office where you can plug in a laptop to stay connected to work and check and return emails. Just be aware that the office will interrupt you as needed for patrols, deliveries, and other school responsibilities for Watch DOGS.
- Any time during the day you can stop in at the office to take a break see if they need anything and check your laptop.
- You can have a free hot lunch in the cafeteria when you serve as a Watch DOG. Remember that this is kid's food, so you can put food you bring from home in the refrigerator in the mail room or the staff lounge. You can access it any time you need a food break.
- The staff lounge has a K-Cups coffee dispenser that you are welcome to use. You can bring your own k-cups. The PTA will try to stock extra k-cups **ONLY** for Watch DOGS on the Watch DOGS desk in the office.
- When you arrive with your student(s) at the Shaffer office, a photo will be taken of all of you and posted on the wall at Shaffer and in our FaceBook photo gallery.
- If you want to help in the classrooms, please email your child's teacher ahead of time and let him/her know you will be a Watch DOG and arrange what you can help with so that student and teacher's school time is focused and helpful. ** Make sure you check the Watch DOGS schedule to ensure it is a time you are open to help in the classrooms!
- Be understanding if the teacher does not have anything needed in the classroom. As the students move up in grades the parent involvement needed in the classroom is minimal. Please remember that the teachers run their classrooms and it is not appropriate for Watch DOGS to sit in the back of the classroom just to observe. Shaffer focuses on minimal interruptions to the classrooms and students lose focus whenever a new person – especially a fun dad – is sitting in their classroom.
- Before you come or first thing in the morning, determine when & where your students will meet you at the end of the school day. They can sit in office until you are done. If you forget to do this you can catch up with them at lunch.
- Check the Crossing Guard schedule so you know who will be there and if no one is signed up you can sign up for that slot.
- Shaffer's goal is to have two Watch DOGS each day, and when the class parties occur their goal is to have three or four dads to help manage the crowds of parents.
- These three classroom parties when extra Watch DOGS are needed are: Halloween Parties on Halloween, Winter Parties on the last day of school in December and Valentine's Day Parties on Valentine's Day. The classroom parties only last one hour during the day. This is why Watch DOGS still have a valuable role to play during the day and ending with ensuring all visitors sign in and out for the classroom parties.
- Relax and enjoy being a Watch DOG today! We appreciate you being here with us!
- Don't forget – your kids are thrilled that you are here as a Watch DOG!
- Feel free to wear your green Watch DOGS t-shirt to Shaffer events. We want our community to know and recognize the good work you are doing!

