



# OLYMPIC VIEW ELEMENTARY SCHOOL

## Volunteer/Chaperone Emergency Information



NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE # \_\_\_\_\_

CELL PHONE \_\_\_\_\_

NAME OF SPOUSE/SIGNIFICANT OTHER \_\_\_\_\_

SPOUSE/SIGNIFICANT OTHER DAYTIME PHONE # \_\_\_\_\_

LIST ANY HEALTH PROBLEMS \_\_\_\_\_

LIST ANY MEDICATION TAKEN ON A REGULAR BASIS \_\_\_\_\_

DOCTOR'S NAME \_\_\_\_\_ TEL. PHONE \_\_\_\_\_

DOCTOR'S ADDRESS \_\_\_\_\_

HEALTH INSURANCE CARRIER \_\_\_\_\_ POLICY/GROUP NO. \_\_\_\_\_

PERSONS OTHER THAN SPOUSE/SIGNIFICANT OTHER WHO SHOULD BE NOTIFIED IN CASE OF AN EMERGENCY AT WORK:

1. \_\_\_\_\_ DAY PHONE \_\_\_\_\_

2. \_\_\_\_\_ DAY PHONE \_\_\_\_\_

PLEASE LIST BELOW INFORMATION ABOUT THE VEHICLE YOU DRIVE:

Make	Model	Year	Color	License #
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COMPLETE THE INFORMATION BELOW FOR ALL CHILDREN WHO LIVE WITH YOU AND WHOM YOU ARE RESPONSIBLE FOR:

Child's Name	Current Grade	School of Attendance
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LIST ANY OTHER INFORMATION YOU FEEL WOULD BE IMPORTANT FOR AUTHORITIES TO KNOW IN CASE OF AN EMERGENCY DURING THE WORKDAY:

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# OLYMPIC VIEW ELEMENTARY

1220 South Greensview Dr., Chula Vista, CA 91915 (619)656-2030 FAX: (619)656-8752

Mrs. Lisa Lines, Principal

[www.olympicviewgoldeneagles.org](http://www.olympicviewgoldeneagles.org)

*"Inspired by the Relentless Pursuit of Excellence for ALL"*



## Volunteers and Visitors General Information

Welcome to Olympic View Elementary School Home of the Golden Eagles. Please take note of the following information regarding our campus:

- All visitors and volunteers must be logged in the computer in the school office and wearing a badge while on campus.
- Please silence your cell phones when entering the school office, classrooms or anywhere on campus. If you need to make or answer a phone call, please do so in the courtyard in front of the school office or off campus.
- Please do not peek in windows and/or disrupt the classroom teacher while he/she is instructing students.
- If using the machines in the volunteer room, please let Olympic View staff have priority and observe the hours posted on the door.
- Please notify the school office if a copier or other equipment breaks or jams.
- Please note that we are an elementary school. Please dress appropriately and pay attention to the wearing of conservative clothing while on campus. Please keep body parts covered properly.
- **SIBLINGS: Due to liability visitors and volunteers may not bring younger siblings with them while they are on campus during school hours.** Older siblings may do community service but must first complete High School Student Volunteer form and sign in as a volunteer.
- Please refrain from using bad language. **CURSING AND SWEARING ARE NOT ALLOWED.** Inappropriate jokes and humor are not permitted.
- Please **DO NOT GIVE STUDENTS CANDY or FOOD** for any reason.
- Volunteers must maintain strict Confidentiality.
- Volunteers DO NOT discipline students, nor should they touch a student in any way that is aggressive.
- Gum chewing is **NOT ALLOWED** on campus.
- Please follow instructions of staff and/or the announcements during a lockdown, earthquake, or disaster drill.
- In the event of an evacuation drill or a real evacuation, please proceed to the blacktop area. In the event of an evacuation off the campus we will exit the front of the school and proceed Eastlake High School. There are emergency red backpacks located in all classrooms that must be taken out during evacuations.
- Selling things and passing out flyers of any kind must be approved by district and school.
- If you have concerns or need help with anything while on campus, please notify the school office or principal.
- **SMILE.**

Thank you for supporting our Golden Eagles!

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_