



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

“Olympic View Golden Eagles BELONG, LEARN, and LEAD to SUCCEED!”

Visitors and Volunteers 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 log in the computer in the school office and wear 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 help model the dress code for our students.
- **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 a 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. **WE ARE A GUM FREE CAMPUS.**
- Volunteers and visitors must maintain strict Confidentiality.
- Volunteers MAY NOT discipline students, nor should they touch a student in any way that is aggressive.
- Visitors and volunteers may not be on the playground during recess. If visiting for lunch, visitors must sit at the visiting table with their child. You may not bring outside food for children that are not yours. Please do not take pictures or videos of students.
- If you want to observe a classroom, arrangements must be made with your child's teacher.
- During state and local testing, visitors and volunteers are not allowed in classrooms.
- 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.
- Selling items and passing out flyers of any kind must be approved by district and principal.
- 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: _____