

# MENTOR CHECKLIST FOR GUILFORD LAKES ELEMENTARY SCHOOL

## PARKING

~The main entrance to the school is on Maupas Rd. There may be a few parking spots in the lot just across from the main entrance, but otherwise, use the parking lot to the left of the school. You will need to push the security button on the left just inside the main door and the secretary (Carol Denissoff) in the office will push the buzzer to unlock the inner door. This will allow you to open the door and enter.

## BUILDING ROUTINE

~Mentors should sign in and out of the building in the Visitor's Journal at the main office just to the left when you enter main door. If mentors leave the building with their student for an outdoor activity, they should sign out and then back in; in the Faculty/Student sign-out binder (also in the front office).

~Mentors should wear their mentoring badges or visitor ID at all times.

~Mentor's mailbox is located in the main office.

~Mentor's may go to their student's room to pick up the child.

## MENTORING LOCATIONS AND RESOURCES

~Mentoring locations: Upon arrival, feel free to check on any unusual availability of rooms, but in general, the following areas are available: library, music room, gymnasium and cafeteria. Also, the art room and unoccupied staff rooms may be used if they are empty. Guilford Lakes staff are very accommodating and will allow additional rooms to be used if they are free.

~Mentoring games and supplies are located in the main office in a cabinet on the opposite side of the sign in desk.

~Mentors and students may use the campus outside Guilford Lakes School as long as they remain on school grounds. You can use the playground and take supplies from the Supply Closet near the gym if you return them. Mentors and students may not go on trails or into the woods behind the school.

~Please let Liz Mancini know if you need any specific supplies or are having difficulty finding a place to spend with your mentee.

## GUILFORD LAKES MENTORING STAFF

~Liz Mancini, Social Worker, coordinates program. You can reach her at 203-453-5201, ext 537 or at [mancinie@guilford.k12.ct.us](mailto:mancinie@guilford.k12.ct.us).

~Carol Dennissoff, Secretary. Please contact Carol (203-453-5201) if you are unable to come in to mentor. She will contact your student for you.

~Karen Anderson, Office Paraprofessional. She also works in the main office along with Carol.

~Mentors may also keep in contact with their student's teacher via email or phone to let them know if they are unable to mentor on a certain day. Arrangements to make an alternate plan to mentor during the week can be done quite easily; students very much look forward to the time with their mentors!

## EMERGENCY PROCEDURES

~If student is bleeding or injured, please take him/her immediately to the health office, which is down the hall to the left of the main office.

~If there is a fire drill, please exit the building immediately and find a teacher with a walkie talkie so that they can account for you. For this reason, please also go to a teacher if you are already outside with your mentee.

~If there is a lock down drill while you are with your mentee, you will probably have advance warning from the school. Here is a brief outline of what to do:

- If you are in the Main Office and the office staff asks you to leave, please do so immediately.
- From the main office, or if you are in the hallway, go to the nearest classroom and let the teacher know that you are a mentor.
- The teacher in that classroom will instruct you on how to proceed from there.
- If you are outside please go to the golf course, which is where the custodian will be stationed. You can take shelter there.

~Lakes also has "reverse evacuation" drills. It is an alarm that alerts the school folks to come in – for things like hazardous waste spills or a suspicious person on the school grounds. These are usually done at recess, so just move inside as quickly and calmly as possible with the rest of the group