



OV Homework Hub Volunteer Package

Thank you for participating in the Oakwood Vaughan (OV) Homework Hub. Volunteers are the heart of this program. The benefits that students gain from extra support could not be achieved without volunteer involvement.

As a teacher and parent, I have valued being part of the Oakwood Vaughan community for more than 30 years. I want to give back by creating a Homework Hub where all children can access free academic support in a nurturing environment.

In this package you will find:

- [General Homework Hub Information](#)
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General Information:

Oakwood Vaughan Community Organization (OVCO) is pleased to provide space for a free after-school homework drop-in program for students in grades 3-8 on Wednesdays between **3:45-5:45 pm** throughout the school year. The program provides support with homework, reading, writing, math, test preparation, and organizational skills.

All students must be pre-registered for the program with specific parental permission for drop-off and pick-up. Students and parents/guardians must also sign a Code of Conduct form in order to participate.

The program is held at the former Vaughan Road Academy, 529 Vaughan Rd. Enter at door #9 on Winona Dr. and ring the bell for Healthy Aging.

You will find us in Room 113.

Free parking is available in the teacher parking lot on Winona Dr., which is a one-way street running north from Vaughan Rd.

Volunteer Expectations:

As a volunteer, you will be expected to arrive at the Homework Hub at your designated time. Three shift options are available:

First shift → 3:45 – 5:00 pm

Second shift → 4:45 – 6:00 pm

Whole shift → 3:45 – 6:00 pm

In order to participate, volunteers must:

- fill out a one time registration form
- complete a Police Reference Check (free of charge)
- indicate availability for shifts through weekly email

On-Site Responsibilities include:

- getting matched with students according to areas of expertise
- finding a suitable work space
- reviewing students' homework/academic needs and providing support
- consulting with On-Site Program Coordinator if questions arise beyond your scope of practice

An On-Site Coordinator will be available to deal with issues that arise during the hours of the OV Homework Hub. At other times, contact Ellen Kelner at:

ovhomeworkhub@gmail.com.

Application:

Please complete the following information on this [form](#).

Criminal Record/Police Check:

All volunteers must have a Criminal Record Check within the last 12 months. If you do not have a valid Level 1 Check or Clearance Letter, apply online at [Police Record Check - Toronto Police Service](#) and choose option #1. There is no cost if you include this [letter](#) with your application.

Confidentiality:

Each volunteer must use their utmost discretion relating to information about students and other volunteers who participate in the Homework Hub activities, both within and outside the Homework Hub.

All knowledge and information about students and other volunteers associated with the Homework Hub is considered privileged and confidential, and is not to be disclosed to any third party. This includes:

- Names, addresses or contact information of students attending the Homework Hub
- Any other personal information pertaining to any student at the Homework Hub, such as their school, their academic standing or abilities, their teachers, the type of service received at the Homework Hub
- Any information disclosed by a student about their own lives or the lives of others (friends' names, siblings names, life stories etc.)
- Names and contact information of parents, guardians or persons who pick up the student.

Any disclosure to a third party of any of the above information, whether intentional or unintentional, will subject the Volunteer to disciplinary action and potential dismissal by the Program Coordinator.

If any personal information is disclosed by the student that is potentially harmful or concerning, contact the Program Coordinator at [ovhomeworkhub@gmail.com](#).

OV Homework Hub - 529 Vaughan Rd, Door #9 - Rm. 113
ovhomeworkhub@gmail.com