



## Volunteer Guidelines

In order to make the most of your contribution as a volunteer at Growing Tree, we are providing the following guidelines.

### **Dependability**

- Teachers and other staff members depend on you to do work that is critical to the smooth management of classroom activities and student learning.
- Honor your commitment and arrive on time.

### **Service**

- Positive connections between a child and an adult have a great impact on the child's development.
- You are making a commitment to serve all of our students. You may be tempted to focus on your own child, but please remember that the other students in your care also need and benefit from your help and guidance.

### **Professionalism**

- When you work with students, everything from how you speak to the clothing you wear can make an impression. Keeping a friendly but professional attitude will help to influence students to be more focused on learning.
- Stay focused on the students in your care.
- Cell phone should be silenced.
- Avoid making and receiving phone calls and/or text messages.

### **Confidentiality**

- Confidentiality is the right of all of our students.
- Information about a student's academic or home life should stay confidential. The only exception is if you have reason to believe that a student might be harmed, in which case you should notify a staff member. Keep in mind, as a volunteer you are a mandated reporter. If child abuse is observed or suspected, you are **required** by law to report it to Child Line (1-800-932-0313).

### **Safety and Health**

- You play an important role in maintaining a safe school and a positive school climate. Being alert to student safety is the responsibility of all volunteers.
- Volunteers are not permitted to take children to the restroom alone.
- When you are talking to a child or group of children, be aware of your positioning and keep your eyes open for other situations in which you may be needed.

- All volunteers are expected to monitor their own health, and to stay home if experiencing any illness. You are asked to report any history of exposure to Covid-19 prior to attending.

**Positive Attitude**

- Please respect students as individuals.
- If a student under your supervision is off-task or misbehaving, politely, but firmly, ask the student to take the positive action you would like them to take.
- A good rule of thumb is to try this twice and if the student still does not listen, tell the teacher or staff member in charge.
- Share your enthusiasm with the staff members and volunteers around you and especially with other parents and community members.

We hope this information is helpful to you. Please know that if you have any questions or concerns, you may contact the director. Your commitment to volunteer within our school is key to our continued success. Growing Tree has a rich history of family support and we commend all of those who have played a part in helping our students receive the best education possible!

## VOLUNTEER LETTER OF UNDERSTANDING

I understand and agree that my involvement as a volunteer with Growing Tree Preschool is performed with and under the following provisions:

1. I will follow the code of conduct including, but not limited to:
  - a. serve as a role model
  - b. respect the dignity of students and adults with whom I work
  - c. maintain a high level of integrity
  - d. maintain confidentiality regarding student matters
  - e. avoid any conflict of interest
  - f. maintain appropriate adult/student relationships
2. I will not be paid any salary or stipend for my services.
3. I will not be eligible for or request any benefits for my services.
4. I will assume responsibility for my own personal injuries.
5. I will familiarize myself with and adhere to the Volunteer Guidelines.
6. I will accept direct and indirect supervision of the teacher, director, and/or church staff, as applicable.
7. As a volunteer, I am a mandated reporter by law. If child abuse is observed or suspected, I will report it to Child Line (1-800-932-0313).
8. My services as a volunteer may be terminated by the director at any time without cause.
9. I will abide by the requirements outlined in the Health and Safety Plan and any changes that are made to that plan throughout the school year.

I have carefully read the volunteer guidelines and the letter of understanding. I sign this release as my own free act.

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Center and Class you would like to Volunteer

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Applicant's Signature

Date

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Printed Name