

Palm Springs Unified School District
Early Childhood Education



HANDBOOK

Volunteering is essential to all our Early Childhood Education programs. The success of our programs comes from the active participation of parents and others in our community. Your knowledge, time and talent can all contribute to this effort. By Volunteering, you will become acquainted with our Early Childhood Education program, by seeing its strengths and goals, and at the same time help staff make it a fun learning experience for all the children. There are many ways that volunteers can contribute and each volunteer comes to the program with different experiences, skills, and talents. Each volunteer has a unique contribution to make!

Volunteers of all ages, ethnic groups, interests and talents are welcome and needed in every component of our Early Childhood Programs.

Volunteer Orientation

In order to assist you in your role as a volunteer, an orientation meeting will be scheduled. All volunteers **MUST** attend an orientation meeting prior to volunteering in classroom activities. The orientation will be fun and informative and are a requirement for anyone wanting to volunteer frequently or regularly in the classroom.

Confidentiality

Records of children enrolled in the program are kept confidential. Health findings, educational needs, etc. are only reviewed by those persons needing such information in order to work with the child and their families in which to meet their needs. Children's files are kept in a locked cabinet in order to insure confidentiality. Health histories are made available to the professionals working with the children in the program only with parent's permission.

Smoke Free Environment

Federal law requires that there is no smoking in any of our facilities or at any function where children or parents are in attendance. We would appreciate your cooperation in adhering to this policy.

Emergency and First Aid Procedures

In the centers, there are maps of exit routes in case of an emergency. You can check with your teacher and she can explain the routes to you and the procedures used for emergencies. All staff is certified in First Aid and CPR at every center in case an emergency occurs.

Volunteer Standards of Conduct

Volunteers will:

- Respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
- Follow program confidentiality policies concerning information about children, families, and staff members.
- Not leave a child alone or unsupervised while under their care.
- Use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation.
- Not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.
- Not solicit or accept personal gratuities, favors, or anything of significant monetary value from any outside source.

When you visit the classroom, please remember:

- To sign the in-kind sheet (Head Start Programs Only)
- To sign the visitor's log
- To dress appropriate, such as comfortable clothes and shoes
- To leave your other children at home
- To come often, we need your help to make our programs successful!



Volunteer Acknowledgement

1. I have received the Volunteer Handbook, and I have conducted an orientation with an ECE staff member.
2. I agree to adhere to the rules and regulations that were outlined to me in the orientation, as well as to commit to participate in the classroom as a volunteer to further the goals of the program.

Volunteer's Signature: _____

Date: _____

Center: _____



