



## **VOLUNTEER MANUAL**

We are delighted that you have chosen to volunteer at Orlando Day Nursery. We want you to enjoy yourself, so we have created the below volunteer process. State law requires that you read and sign the Affidavit of Good Moral Character and Child Abuse and Neglect Reporting Requirements. We request that you fill out our volunteer sign-up sheet every time you volunteer, so we can track volunteer hours. Please read the below guidelines carefully.

Please submit your volunteer application to Amy Schipper at [a.schipper@orlandoday.org](mailto:a.schipper@orlandoday.org)

### **HOW CAN YOU HELP?**

Read to the kids  
Help keep the nursery clean  
Play with the kids  
Help with garden upkeep  
Host a parent's betterment event  
Plan and put on an activity event with the children

### **INSTRUCTIONS**

- Please read attached documents.
- Sign the Child Abuse & Neglect Reporting Requirements. Reports should be made immediately to the centralized Florida Abuse Hotline Information System at: 1-800-96-ABUSE (1-800-962-2873).
- Sign Photo Permission and Release.
- Sign Attestation and Good Moral Character.

## **RULES FOR VOLUNTEERS**

Volunteers will be assigned to a teacher and/or classroom. They will stay with that teacher and class at Orlando Day Nursery. If you need documentation for school or any other purpose, we will gladly accommodate after you have fulfilled volunteer hours.

### Volunteers must:

1. Be 16 years old or above without guardian
2. Check in and out at the front desk
3. Not exceed 15 hours in any calendar week or 40 hours in a calendar month
4. Notify the teacher if they are leaving the class for any reason
5. Not take children out of classroom or away from teachers for any reason.
6. Adhere to cell phone free zones!
7. Refrain from having any food or drink or candy/gum in the classroom

### Dress Code:

1. Dress in suitable for school and outdoors
2. Not wear revealing or tight clothing or clothing that has suggested phrases or lettering
3. Must wear shoes that are closed-toed, such as tennis shoes

### Food/Drink Policy:

1. Eat meals and snack with the children
2. Only eat what the children are eating, when the children are eating
3. Sign out and eat other food in the plaza, dining area or off-site.
4. Not give any food or drinks to the children without the expressed permission of the program director or the executive director.
5. May not enter the kitchen at any time. This is a Health Department Rule!

### Hand Washing:

- Before starting your volunteer service.
- Before helping to set the table.
- Before and after handling food.
- After using the restroom.
- When coming in from outside, after wiping a nose.

### Safety:

For your safety and that of children, please:

- Do not pick up children
- Do not hold children on your lap
- Do not assist with toileting or help children dress/undress
- Do not climb or stand on items not intended for climbing, such as chairs, tables, and poles to the building

- Do not provide any first aid
- Notify the teacher of anything you believe that is a safety hazard
- Follow the directions and guidance of the teacher
- If you have any questions, ask before you act!

#### Questions:

If parents ask you questions about the center, always refer them to the teacher. If the children ask permission to do something, use something or to leave the classroom; refer them to the teacher.

#### Injury:

Report all injuries (self or children) to the classroom teacher immediately. Calmly describe injury and explain what you observed.

#### Fire Alarm:

Whenever it goes off, always evacuate the building. Help the teacher by escorting the children outside. Children are to line up as far away from the building as possible.

#### Classroom Interaction:

At Orlando Day Nursery we commit to ensure that:

- Children will be self-directed activities guided by the observant teacher
- Children's needs comes first – they are important enough to gain the attention just by their presence, not by having to ask or use inappropriate behavior.
- Children must be encouraged for what they do. Our guidance should revolve around building a child's self-esteem while teaching others self-discipline.

#### Discipline:

We believe that children learn best in an environment that encourages play, exploration and choices. It is most productive when each child is valued and respected by the adults and the other children in their lives. In order to provide that environment, we must have reasonable rules as a framework for the child. These rules must have natural consequences when not followed. We need to allow the child to be responsible for his own actions as the child gains the ability.

Teachers are responsible for all discipline in the classrooms. If a child is doing something that you, as a volunteer, do not like. Talk with the child. Offer the child other options. For example, If a child is trying to brush your hair and you wish them to stop say, "I don't want to brush my hair but we could play a game or do a puzzle. What would you like to do?" If the child continues or becomes upset, call on the teacher to talk with the child.

### **Orlando Day Nursery – VOLUNTEER REGISTRATION**

Date of Application:

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Date of Birth:

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Name:

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Phone #:

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Home Address:

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E-mail Address:

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Emergency Name and Number:

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How did you hear about our agency?

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What type of volunteer work would you like to do?

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What days and hours can you volunteer?

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Do you have previous volunteer experience? (If so, please list where and what you did)

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**Volunteer's Signature**

**Date**

Guardian Signature (if applicable) \_\_\_\_\_ Date: \_\_\_\_\_

Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Director