



Children's Campus at SF State

GUIDELINES FOR VOLUNTEERS IN THE CLASSROOM

- All volunteers must provide a copy of a negative TB test, proof of current TDap vaccination, proof of MMR vaccination, proof of influenza vaccination (waiver available, talk to Operations Manager for flu shot waiver) and a Statement of Good Health before beginning to volunteer in the classroom and may spend a maximum of 16 hours per week in the classroom.
- Volunteers *must* check-in and sign-out through Procure at the front desk and wear a Name tag at all times when at the center.
- All personal items must be stored in the baskets below the benches in the hallway or on a hook in one of the observation rooms. Cell phones must be turned off while in the building.
- Check in with the Head Teacher when entering the classroom and provide the following information: your name and that you are a volunteer. The Head Teacher will tell you what they would like you to do for the duration of your participation.
- Wash hands upon entering the classroom and as necessary throughout your visit.
- Make arrangements with the Operations Manager if you have forms or an assignment that needs to be completed with the children or families *prior to volunteering in the classroom*. If you need a time sheet signed please ask the Front Desk Staff to do this, NOT the Head Teacher.
- Guidelines for interacting with the children:
 - Remain on the children's eye level while in the classroom and/or outside.
 - Respect the children's play. Observe the children before joining in the play as to not interrupt it. Give children space to play, adults should be close to children to ensure safety and engage in meaningful conversations but not so close that children can't move freely.
 - If you have questions about the children or the classroom, please speak with the HT at a time when she is available to talk. Please ask when would be a good time to speak with her briefly.
 - Confirm with a teacher in the classroom about rules before enforcing them.
 - Use the children's names when speaking to them, do not use nicknames or terms of endearments such as "honey" or "sweetie."
 - Use positive statements when speaking to the children. Watch and listen to the teachers in the classroom who are modeling proper language.
 - Do not react visibly to the children's behaviors. Doing so may make them self-conscious and alter the nature of their play.
- Your observations at Children's Campus are confidential. It is your professional responsibility, as well as school policy, not to discuss in public the behaviors of children and their parents. Do not use children's real names on any notes or papers – however you may use the child's correct birth date (ask the Front Desk staff if you need to know a child's birthday; do NOT ask the Head Teacher for this information).
- Photos or Videotaping of Children: You must ask the Head Teacher for permission before taking photographs or videotaping children to ensure families have provided permission for this. You may only take pictures of these children! These photographs may **ONLY** be used for purposes of the class and may not be posted on the internet or on your telephone

Dismissal for Disruptive Behavior: The Children's Campus Director or Operations Manager has the authority at any time to dismiss any student from volunteering, observing or participating at the center if, in her/his judgment, the presence of the student is disruptive to the center or inappropriate in any way. The Director will notify the instructor of the course of action taken.