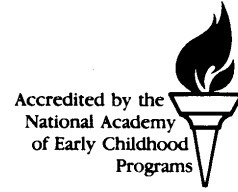




Academy Child Development Center
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VOLUNTEER POLICY

Thank you for volunteering your expertise and services to our programs. In order to maintain a successful volunteer program we offer orientation in June/ July and August/September each year and cover the following topics:

Confidentiality- Our families and staff expect and are entitled to confidentiality and security. All information and observations stay within the boundaries of the school and are not shared with other parents, staff or outside community.

Proper Supervision- Child-staff (adult) ratio and group size must be maintained and volunteers must remain under the direct supervision of a qualified staff at all times. Cell phones must be turned off when entering the building and may not be used in the presence of children. Parents should not remove their own children from group without notifying teacher.

Health and Safety-

- Sign in at the main office and wear a name tag
- Wash hands before entering the classroom.
- Volunteers 18 years and older must have a Medical clearance Report and a notarized Release of Information to examine records of abuse and neglect. The Release of Information will be submitted to the Office of Child Care. Parents volunteering in their own child’s program are exempt. *Montgomery County Public School community service student volunteers and CIT’s (students under 18 years of age) have additional documentation and application requirements.*
- Food service- follow handwashing procedures as per posted instructions, use food service gloves when preparing and serving, must check special needs board(s) for allergy awareness and special dietary restrictions. Only serve food approved by the center. Do not bring in food for children unless requested.
- Do not open the outside doors or fence gates for any unauthorized person.

Injuries- Seek help immediately so that staff with CPR/first aid can respond.

Behavior Management- Please do not interfere with the discipline or behavior management policy of the program. Encourage children to follow the posted classroom rules. Notify the teacher of a problem so that the teacher can follow the appropriate protocol. Only interfere if a possible dangerous situation is pending. Notify the staff of what happened and the action taken. Children have different learning styles and may have special needs which require different behavior management approaches. Ask the staff for clarification as questions arise.

Dress- appropriately for interacting with children. T-shirts with adult sayings are not permitted. Flip Flop/open toed shoes or high heels are inappropriate and unsafe.

Field Trips- Children may not ride in a non-Academy vehicle unless parents have given written permission. All volunteer parent drivers must submit a copy of their current driver’s license.

If you have questions or concerns about your volunteer experience, please discuss it with the teacher and/or the center director as appropriate.

 Authorized Academy Staff

 Date

 Volunteer

 Date