



Volunteer Policy

Family Members, students and others may request an opportunity to volunteer in the program.

Volunteers should formally request this by sending a written request to the site director

Volunteers will not be considered in "ratio" for childcare purposes

Volunteers will never be left alone with a child/children

If volunteers require documentation of their participation, forms, etc should be given to the site director in advance of the visit

Volunteers will plan and implement program activities in conjunction with program staff

Volunteers 16 and older that volunteer more than 12 times are required to have all paperwork required by a staff member.

Volunteers ages 13-15:

- No more than two at a time in the center

- Will have an orientation

- Will be trained on our policies and procedures

- Will be supervised at all times

- Will have emergency contact information on file

- Will have an evaluation at completion of volunteer services

Any misconduct or failure to follow the policies will result in termination of volunteer privileges

- Who volunteer more than 12 times will have a medical form on file