



ELEMENTARY
STATE PRESCHOOL

Volunteer Handbook

DENAIR ELEMENTARY STATE PRESCHOOL

Welcome to our Program!

Thank you for volunteering/substituting to help us provide a safe, caring, educational atmosphere for our children. We appreciate your presence in our classroom.

In order to make the day as effective and positive as possible, we are offering you some guidelines to use, as you become part of our team.

There will always be a teacher just a few feet away to give you guidance or answer questions. Please feel free to ask when you're not sure.

First things first!

You must have a Tuberculosis Clearance before you can start in the classroom. Your child's teacher can give you information on how to get this clearance.

As you come into the classroom it is important to keep in mind that you are dealing with the lives of real children. The way they act, what you hear them say, is confidential. This must be left at school. A good motto for showing professionalism is:

What you see here,
What you do here,
When you leave here,
Let it stay here.

Work can be more enjoyable for everyone when a spirit of friendliness and cooperation are the foundation of what you do.

Appearance at school

It is vital that you remember, to these children, you are the teacher. Dress in comfortable, modest, clean, **washable** clothing. Examples of inappropriate clothing would be; halter-tops, tube tops, T-shirts with bad words or pictures, short shorts.

Guides To Speech

1. Listen to the children. Hear what they are saying. Let them finish; don't interrupt without a good reason.
2. Get down to their level. Squat or sit so you are at their level. Look at them so they know they have your full attention.
3. Use the child's name. Refer to other children by name.
4. Waiting for a child to finish his/her thought is necessary. Respect the speed of the speaker. When it's your turn, speak slowly and clearly.
5. Use a quiet, friendly inside voice. Just as you expect the children to use restraint, you need to remember... don't shout!
6. Give clear directions, using "I" statements. "I need help picking up now."
7. Be sure to give positive directions instead of negative. Say, "We are walking on the sidewalk" instead of "Don't walk on the grass."
8. Give a choice only when you are really offering a choice! If you ask a child if he/she wants to put something away and they say "no", you have no recourse. He/She was offered a choice. You should say, "It's clean up time. I need you to put _____ away."
9. Avoid using labeling for behavior as naughty, bad, mean, selfish, etc. Do not shame the child to get the desired behavior.
10. Do not make comparisons between children.

Guides In Action

1. Avoid making models for children to copy.
2. Give a child the help he needs but give him/her the opportunity to do whatever he/she is able before giving help. Give the least amount of help so each child may experience the greatest amount of growth and success in everything he/she does.
3. Plan to foresee and prevent problems to keep things running smoothly and problem free. It is easier to avoid a situation rather than clean up afterwards.
4. Clearly define and state all necessary limits. Be sure to consistently maintain these limits.

5. Be aware of all activities and the location of all children. Position yourself strategically to be certain all children are supervised.
6. The health and well being of the children are a major concern at all times.

Examples of ways to speak to children

“I know it hurts.”

“Let’s get some dry clothes.”

“We need to ride the bikes where there’s more room.”

“You try to do it all by yourself.”

“Does it feel good to pound that play-dough?”

“Certainly you may have a turn. When _____ is finished, you may have a turn.”

“I need some friends to help clean up.”

“When you paint (play in the water table, etc.) be sure to wear a smock.”

“ It Look’s like spilt milk. Let’s get some towels to clean it up.”

“I like the way you are turning the pages so carefully.”

“I can see you worked hard on that.”

BE SURE NOT TO SAY...

“You’re too big to cry.”

“That’s bad! I’m ashamed of you. ”

“You’re getting in the way. ”

“You’re too big to need help. ”

“What did you make? It doesn’t look like anything to me. ”

“You’re old enough to wait. ”

“Come on! It’s your job to clean up. ”

“Don’t get paint your on your clothes. ”

“Don’t spill it.... I’ll do it! ”

“Watch it! You are going to tear the pages. ”

“Your painting is pretty. ”

Basic Classroom Rules

1. Walk Inside

When reminding a child to walk, have them go back and walk or go back and walk with them.

2. Tables, Counters and Chairs

In the classroom, we use tables and counters for eating and working. Remember not to sit on tables and remind children tables are for eating and working. Chairs are for sitting.

3. Block Area

Build no higher than the child's shoulder.

4. Only adults operate electrical equipment.

5. Unsafe areas for children

Children may not enter storage areas or the office area.

6. Voice Levels in the classroom

Children and adults should talk quietly in the classroom. It's O.K. to say "Use your inside voice!"

7. Library

The book area is a quiet area. Children may look at books, tell stories, or listen to music.

8. Clean up

It's a group effort to clean up after activities. All children should be encouraged to clean up in order to move on to the next activity. Adults should direct and help if necessary to clean up.

9. Supervising Children Indoors/Outdoors

It is in a spirit of cooperation, consideration and safety, that one adult not be left alone with a large group of children. Do not leave an area unless there is adequate supervision. Outside time is not a time to let your guard down. There are many opportunities for children to get injured if not being properly supervised.

10. Children's Cubbies

Each child has a cubby where he/she may store personal belongings i.e., jacket, artwork, etc. Other children's' cubbies are off limits.

11. Meals

Meals are served family style. Children will be encouraged to serve themselves, pour their milk, etc.

12. Modeling Behavior

When children are present, adults must model positive behavior: kind words, gentle touches, cooperation, as well as good eating habits, good manners and quiet conversations with the children at your table. Children see this behavior and in turn model it.

13. Serving sizes

Children are encouraged to taste all foods during snack as well as mealtime. Encourage and model by taking an appropriate amount of food so there is enough for everyone. Food may not be used as a punishment.

Discipline

During your time in the classroom you may experience problems with children you may not know how to deal with. Let the teacher know about any problems and then she/he will make a decision about how to deal with it.

Use these guidelines:

1. Always speak in positive terms. "We don't climb on tables, but outside you can climb on the structure."
2. Never strike a child. Do not make threats. Corporal punishment is not allowed!
3. Treat all children with respect.
4. Do not use sarcasm.
5. Try to foresee and prevent inappropriate behavior before it becomes a problem.
6. It is necessary to be fair and consistent.
7. Be sure to keep the teacher informed.
8. When speaking to a child, look directly at him/her.

Please do....

- Speak in a calm, kind voice and maintain pleasant facial expressions
- Make requests in a positive way
- Get down to the child's level when listening and/or speaking to him/her
- Let the children know you enjoy their company
- Learn and follow basic classroom rules

Please don't....

- Make fun of any child
- Make comparisons between children
- Belittle a child by saying, "You act like a baby."
- Pull, push or shove a child to get him/her to cooperate, offer you hand as assistance to get him/her to come with you

Guidelines for Cleaning Our Room

In order to give the children a clean, orderly room we expect you to follow these guidelines.

Snack or mealtime

Clear and clean tables with disinfectant. Return disinfectant to the "safe" cupboard. Store extra food in sealed bags or containers and wash dishes. Return cart/dishes to cafeteria.

Art Area

Before, during and after art, the area should be kept clean and orderly so children can find what they need. As children finish their projects, direct them to put it in the drying area or their cubby.

Library

It is important to model proper care of books. When in this area place books in shelves with the spine facing out. During clean up we will remind children how to properly store books. Books in need of repair should be given to the teacher.

Dramatic Play

In the dramatic play area, there will be indicators as to how many children may be in the area at a time. There are labels to show the children where to place items. We can all be part of this "sorting" activity at clean up. Encourage children to put the food together, the dishes together, etc.

Manipulative

During play, children are encouraged to keep items off the floor. The number of chairs placed at the tables determines the number of children who can play. Clean up is simply sorting all items into the proper bins.

Block Area

The number of children who can use this area at one time is also limited. To clean up in this area, children should be encouraged to place blocks in an orderly manner in the proper area.

Outside

During outside play, equipment will be brought out of storage. Equipment that is not in use or being misused should be put away. At the end of playtime, items will be placed back in storage in an orderly fashion. Children will help clean up but should not enter the storage area. Any items that are broken or unsafe should be stored and brought to the attention of the teacher. The playground should be free of debris.

Other important items

- 1. Only teachers** should discuss behavior with parents.
- 2.** Lunch is provided for subs and one volunteer daily. Food must be eaten only during mealtime or snack time. Make sure all children are served before adults.
- 3.** Please let the teacher know when you are leaving.
- 4.** Remember the phone is not for personal phone calls.
- 5.** If you are unable to make your scheduled work/volunteer time, call the teacher as soon as possible.
- 6.** Even though every attempt is made to keep our school safe and accident free, sometimes children do get hurt. **LET THE TEACHER KNOW OF ANY ACCIDENT OR INJURY!** The teacher will then decide a course of action.

YOU CAN HELP BY...

As an aide, substitute or volunteer you can help by:

- Being faithful and prompt
- Being patient
- Asking for help when you don't understand something
- Being a good example in behavior and speech
- Listening attentively to children
- Informing the teacher of discipline problems
- Learning the name of each child
- Consulting the teacher with any thing you consider "questionable"
- Involving yourself in activities as one of the group
- Assisting with clean-up
- Accepting and respecting each child
- Dressing in an appropriate fashion
- Coming to school neat and clean
- Letting the teacher know if you are unable to report for work at your scheduled time
- Treating everyone with kindness and respect

MORE WAYS TO HELP

LUNCH

Help serve lunch
Supervise hand washing
Direct children to their seats
Sit at the table with the children
Help children serve themselves
Encourage good manners

LUNCH CLEAN-UP

Clear and clean tables and chairs
Check floor for debris
Wipe off counters, refrigerator and oven

OUTDOORS

Escort children to restroom
Play games with children

SNACK

Prepare snack
Set and clean tables

OTHER THINGS TO DO

- Prepare art materials
- Fill soap
- Water Plants
- Cut paper
- Clean out refrigerator
- Clean oven
- Clean cupboards
- Straighten drawers
- Feed/care for animals
- Straighten playhouse
- Pick up debris in class and on playground
- Supervise playground
- Supervise children lining up when time to come in

LEARNING ACTIVITIES

- Read to children
- Supervise interest areas
- Supervise activity areas
- Assist teacher in circle time
- Play games
- Supervise art projects
- Encourage language exchange
- Direct children to place their work in cubbies
- Anything you can think to keep our room clean and pleasant

THINGS TO DO AT THE END OF DAY

- Clean tables
- Place chairs on tables
- Make sure areas are neat and clean for the next class