



Rules of Conduct When Volunteering

- ❖ Volunteers must report to the office to sign in upon arrival and departure and wear a name badge when on the premises.
- ❖ Volunteers may never be left alone with children.
- ❖ Volunteers may not administer first aid, change diapers or assist in toilet training.
- ❖ Respect each child's wishes regarding physical contact.
- ❖ Speak to the children in a calm and friendly manner, and try to be at eye level with them.
- ❖ Always use positive statements. Tell the child what to do rather than what not to do.
- ❖ Interact with the children, talk with them, ask questions and assist them when needed without dominating their play or activities.
- ❖ Help children find a positive substitute for inappropriate behavior. Reinforce positive behavior.
- ❖ When possible, prevent behavior problems by being aware of what is happening at all times.
- ❖ Converse with the children rather than with other volunteers.
- ❖ Volunteers should spread out on the playground so all areas are covered safely. Watch over the children's activities, interact, and be ready to assist when needed.
- ❖ Volunteers are expected to sit with the children at mealtimes and to encourage quiet, relaxed conversation. Children should be encouraged but not forced to try all foods.
- ❖ Children shall not be subjected to discipline which is severe, humiliating or frightening.
- ❖ Discipline shall not be associated with food, rest, or toileting.
- ❖ Physical punishment or emotional abuse is never permitted at any time.