



VOLUNTEER HANDBOOK



2023-2024



TABLE OF CONTENTS

In this handbook, we will cover....

- Who can volunteer?
- Volunteer Opportunities
- Background Check & Food Handlers Card
- Your first time as a volunteer
- Classroom Ratios
- Licensing Rules
- Behavior Management
- Helping children problem solve
- Giving choices
- Tone of Voice
- Confidentiality

THANK YOU!

Dear Parents/Guardians/Grandparents,

Thank you for volunteering at Valley Christian Preschool! Classroom volunteers have always played a vital role in our preschool program and we're so excited to bring it back after these last few years! We greatly appreciate your willingness to share your time and talent with us.

This handbook is designed to assist you during your classroom experience. Please refer to it often and don't hesitate to ask questions to your child's teacher or the admin team!

Preschool is such a wonderful time in yours and your child's lives. The children's excitement is contagious! May you catch this excitement and have so much fun in the process.

Have a joy-filled year!

Kylie





WHO CAN VOLUNTEER?

At Valley Christian Preschool, we encourage current and alumni parents, guardians, and grandparents to volunteer in their child's classroom. Volunteering is NOT required, but very appreciated! We have many options for volunteering both in and out of the classroom.

All volunteers must go through the Central Background Registry as required by our licensing agency (DELIC, the Department of Learning and Care).

All in-class volunteers must attend a volunteer training/orientation with the Director prior to volunteering.

VOLUNTEER OPPORTUNITIES

SNACK PREP

Snack prep volunteers stay for 30-45 minutes after drop-off to prepare (wash, cut, and deliver) snack for each classroom. This is so helpful to our admin staff! (Does require food handlers card)

PLAYDOUGH WIZARD

**Play dough wizards volunteer to make play dough for their child's class. Each teacher's preferred recipe would be provided to you.
(9 volunteers per class needed - one per month)**

ASSIST IN SMALL GROUPS (4's & Kinder)

**Volunteers would assist with leading a small group of kids in a learning game, activities, project, etc with direction from Ms.Laura & Ms.Shelby.
(Does require CBR Registration and Volunteer training - Thurs. 9/14 at 7pm)**

CLASSROOMAIDE

**Would you like to help in the classroom? Or prepare materials?
Having extra hands in the classroom is always helpful!
(Does require CBR Registration and Volunteer training - Thurs. 9/14 at 7pm)**

FIELD TRIPS / SPECIAL EVENTS & ACTIVITIES

**Volunteer during field trips (Kinder), class parties, or special activities!
(Does require CBR Registration and Volunteer training - Thurs. 9/14 at 7pm)**

BACKGROUND CHECK

Central Background Registry

Application & Fingerprinting

There are two ways to enroll in the Central Background Registry. Apply online OR print, complete and mail application.

To apply online, you must meet the following criteria:

1. You must be the individual applying for enrollment.
2. You must be 18 years of age or within six weeks of turning 18 to apply online. To ensure your application is fully processed before your 18th birthday, you may submit your application 90 days prior to your 18th birthday by completing the [print application](#) and mailing it in.
3. You must have a Social Security Number to apply online. If you do not have a Social Security Number, please complete an application form, a [Statement of No Social Security Number](#) form, and mail it in.

The information you will need to complete the application online:

- If you have a driver's license or DMV-issued ID number, please include it on your application.
- If you are currently working for a licensed child care facility or Head Start program, the following information is required:
 - a. facility license number
 - b. facility name
 - c. facility address
 - d. facility phone number
- If you have any convictions or have been cited for a crime that has not been resolved, you will need the following information to complete the online application:
 - e. date of the crime (month and year)
 - f. what the crime was
 - g. circumstances surrounding crime
 - h. information about legal or court proceedings
 - i. description of any personal changes you have made to address the issues that led to the crime

When completing the online application, select "I am employed, volunteering, or associated with a licensed child care facility"

To access the online application, visit:

<https://www.oregon.gov/delc/providers/pages/cbr.aspx>

BACKGROUND CHECK & FOOD HANDLERS

Central Background Registry

Application & Fingerprinting

Once you submit your application, you will receive an email and letter confirmation. You'll also be invited to complete a LiveScan fingerprinting taken at a local "Fieldprint Office". The letter will include a Fieldprint code, Billing Code, and OCA Code. These codes are unique to you. Please do not share them. You will need them to schedule your fingerprinting appointment.



You can schedule your fingerprinting appointment online at <https://www.fieldprintoregon.com/>

You will need to create an account through field print Oregon prior to scheduling.

Once your fingerprinting is complete, it should take 3-8 weeks to process. If you've lived out of Oregon within the last 5 years, processing may take longer as they have to request records from another state.

Once approved, you will receive a letter with your Central Background Registry (CBR) Number. Your enrollment is current for 5 years! Please provide a printed or emailed copy of your enrollment letter to Kylie or Tiffany.



Food Handlers Card

Required if helping in the classroom

Getting your Food Handlers card online is quick and easy! You can complete a quick training online (\$10) that will prepare you on how to handle, serve, and prepare foods safely.

All staff and volunteers are required to obtain their food handlers card as we'll be serving snack and assisting with lunch at VCP. Visit: <https://www.orfoodhandlers.com/>

YOUR FIRST TIME VOLUNTEERING

OBSERVE & LEARN



It is important when you volunteer, especially for the first time to observe the happenings in the classroom. This is a time for you to notice how the classroom runs and operates. Observing and taking note of the following will help familiarize yourself with our classes at VCP. Your first day in the classroom is an excellent time to gain as much knowledge as possible by watching the teachers at work.

- What are the usual procedures?
- What is the daily routine?
- How do the teachers interact with the children?
- How do the children respond to the teachers?
- As the children play, what are they learning?
- How do the teachers handle conflict?

You may also be given some responsibilities during your first time in class. This may include prep work for future art projects and activities, bulletin board creations, attending to a particular activity center or project.

Please be open with your child's teacher about which tasks you are most comfortable with. All tasks and happenings both large and small are very important. The little things can make the biggest difference in a class running smoothly and greatly contribute to positive learning experiences.

WHAT TIME SHOULD I ARRIVE?

It's best to arrive approximately 5 minutes before the beginning of class so the teacher has time to brief you on any items of importance or give instructions.





CLASSROOM RATIOS



FIREFLIES : 2'S CLASS

24 MONTHS +

8 STUDENTS MAXIMUM WITH 2 TEACHERS



LADYBUGS: 2.5'S CLASS

30 MONTHS +

10 STUDENTS MAXIMUM WITH 2 TEACHERS



BUMBLEBEES: 3'S CLASS

3 YEARS +

16 STUDENTS MAXIMUM WITH 2 TEACHERS



CATERPILLARS: 4'S CLASS

4 YEARS +

18 STUDENTS MAXIMUM WITH 2 TEACHERS



BUTTERFLIES: KINDERGARTEN & TRANSITIONAL KINDER

5ISH YEARS OLD

10 STUDENTS MAXIMUM WITH 1 TEACHER



DELC LICENSING RULES

DISINFECTANT & SANTITIZER

We sanitize and disinfect our classroom and classroom materials periodically throughout the day. Please see the cleaning schedule below. Our cleaning solutions are prepped fresh each day and tested. They are stored inside locked cabinets. Please ask your teacher to show you the exact locations. If you use the cleaners, please ensure to put them back and lock the cabinet.

FOOD PREP/SERVING

Washing hands, wearing gloves, and properly serving food is imperative. Please refer to our food and nutrition guide below.



SAFE STORAGE

All products including chemicals (cleaners, hand sanitizers, borax, detergent, pest control, teacher's bug spray/sunscreen, paint remover, etc) need to be stored in a locked cabinet.

Anything deemed dangerous needs to be locked away as well. This includes sharp items such as adult scissors, knives, screwdrivers, tacs, tools etc.

Any item that has broken with sharp edges needs to be promptly disposed of or removed from the classroom.



HAND WASHING

HAND WASHING AND HAND SANITIZING



When do we wash our hands?

We must wash our hands for at least 20 seconds....

- Before we eat snack or lunch
- After we eat snack or lunch
- After using the restroom

Be sure to use soap and water! A hand washing sink is available in every classroom.

In addition, adults are required to wash their hands before and after prepping and serving food, assisting with the restroom or diapering, and administering medication.

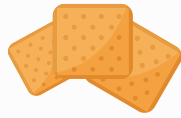
When do we use hand sanitizer?

It is safe to use hand sanitizer....

- Coming in from playing outside
- Before and After playing in the gym
- After playing with messy materials
- After coughing or sneezing
- As we leave preschool at the end of the day

In addition, adults are required to use hand sanitizer after wiping a nose, coughing, or sneezing,

FOOD & NUTRITION



PLEASE NOTE:

WE ARE A
NUT FREE
SCHOOL



SNACK TIME PROTOCOL

1. Always wear gloves when washing, preparing, or serving snack. If you touch your face or a non-food/snack item amidst preparing snack, you'll need to throw away and replace your gloves. Please wash your hands before and after putting new gloves on/off.
2. Each child receives their own plate.
3. Snacks are placed on each child's plate by the teacher or volunteer. Family style is not permitted.
4. The children are not allowed to grab more or assist in handing out snack. They can raise their hands to request more if available.
5. Please refer to your teacher for portion sizes if the snack is given in bulk packaging.
6. Children are not to be forced to eat. You can encourage them to try new foods or take a "no-thank-you bite" but they are not required to consume snack.
7. We'd love for all children to sit at the table with us, even if they aren't eating. Each teacher has different preferences on how this is handled. Please refer to them.
8. Allergy lists are posted in each classroom. Please refer to this as needed. Our teachers and admin staff are well versed in allergy needs, accommodations, and action plans.
9. We love teaching independence during snack, especially with cleanup time. Students are expected to dump their garbage and set their plates in the dirty dish bin.
10. If you are assisting in preparing snack for the entire school, all produce must be washed and prepared prior to serving. Grapes must be quartered using our fancy grape-quarter-slicer-thingy-mabob. Apples must be thinly sliced. Oranges must be peeled. Prepared produce shall be stored in an air-tight container ready to be served.
11. Each classroom has its own labeled snack bin. If you are preparing snack, each bin will need plates for the number of students + 2 for the teachers.
12. All items that need to be refrigerated will be stored in the fridge before serving.

CLEANING SCHEDULE



CLEANING GUIDELINES

Our classrooms are cleaned each night by our janitorial service, JanPro. It is each teaching team's responsibility to ensure the classrooms remain clean and safe through out the day.

As a volunteer, the teachers may ask you to assist in wiping down tables, cleaning up spills, disinfecting the bathroom after an accident etc.

We ALWAYS wear gloves when sanitizing, disinfecting, and cleaning spills.

Our cleaning solutions are made fresh each morning and stored in locked cabinets. They CANNOT be accessible to children.

At the end of the class, you may be asked to assist in sanitizing the classroom. All toys, books, soft materials, and classroom materials are sprayed with our sanitizing solution.

CLEANING SCHEDULE

SANITIZED DAILY

- ALL TOYS
- FOOD PREP COUNTERTOPS
- FOOD PREP SINK

SANITIZED BEFORE/AFTER USE

- FOOD PREP SURFACES
- MOUTHED TOYS/DIRTY TOYS
- EATING UTENSILS & DISHES
- SNACK TABLES
- MULTI-USE TABLES

DISINFECTED DAILY

- HIGH TOUCH AREAS: DOORKNOBS, LIGHT SWITCHES, NON-FOOD COUNTER TOPS, HANDLES, PHONES, KEYBOARDS
- VACUUM CARPETED SURFACES
- DIAPER PAILS/GARBAGE CANS
- BATHROOM FLOORS
- BATHROOM COUNTERS
- TOILETS

DISINFECTED AFTER USE

- HANDWASHING SINK & FAUCETS AFTER TOILETING
- CHANGING TABLES
- POTTY CHAIRS

Behavior Management

It is the teacher and assistant's responsibility to guide behavior in the classroom. It is always appropriate for you to ask for help or to let the teacher intervene. When this isn't possible, our behavior management policy should be used as a guideline.

Behavior management (commonly referred to as discipline) at Valley Christian Preschool is viewed as a vehicle through which teachers and staff help to establish a foundation for positive self-esteem in each child. It is the goal of all staff members and volunteers at VCP to help children to make good choices, to be self-directed and to exhibit self-control.

Each teacher will be directly responsible for the behavior management in his/her own classroom. Discipline is NEVER seen as a punishment and any practices that would humiliate, threaten, or shame a child will NEVER be used at VCP. Rather, teachers will closely supervise, gently guide, and positively re-direct behaviors of children that would be hurtful to either themselves or other children. Our ultimate goal is to foster greater self-esteem and respect for others. Behavior management is designed to promote the development of self-direction, self control and socially acceptable behavior.

During any intervention it is imperative that the child is perceiving a positive rather than a negative picture of him/herself as an acceptable person, and that only his/her actions are deemed inappropriate. Children will be given an immediate alternative to the inappropriate behavior in order to empower them to control their own behavior.

The following statements represent the behavior management techniques that will be used at Valley Christian Preschool:

- Children will be encouraged to resolve conflicts through first identifying and then verbally expressing their feelings, wants, needs, and desires. "Use your words" is a phrase that will be used often.
- Children will be reminded of safety and classroom rules in a positive manner. We will tell children what we want them to DO not what we DON'T want them to do. "Susie, please keep the sand in the sensory table", NOT, "Susie, don't throw the sand on the floor!"
- Children will be given alternatives to their behavior. Logical consequences will be explained and followed through. For instance, if a child intentionally pours paint on the floor, a time out would not be appropriate; giving them a towel, and allowing them to assist with the clean-up would provide a logical consequence.
- At times, it may be necessary to remove a child from a situation because of the distress it causes. This should be done only if it is a logical consequence. The child will be allowed to make a choice to return to the activity when he/she has calmed down. Children may need time to relax, but this is not to be used as a punishment.
- Corporal punishment, spanking and physical restraining is never to take place.
- In matters of behavior management, gentle yet firm tones will be used in our classrooms. Yelling or screaming is NEVER permitted. All communication will be in close proximity and at the child's eye level.

We consider all staff at VCP as partners with you, the parents, working together to provide the best possible atmosphere and influence for your children during their time at VCP.

Problem Solving

In the event of “Preschool-scuffles”, two or more children may come to you with an issue. There may be an abundance of emotions, feelings, tears, and frustration. It’s important that as the adult, we remain calm and help the children learn and practice how to express, communicate, advocate, and resolve.

A few tips....

Examine each situation with fairness.

Do not choose sides or insinuate guilt.

Attempt to have each child tell the other child what happened from their viewpoint and perspective.

Concentrate on feelings and encourage empathy.

Acknowledge hurt and anger

Allow children to make suggestions to solve conflict

Make your own suggestions if children cannot verbalize or aren’t able to come up with appropriate alternatives.

If two children reach an appropriate agreement that may not be what you had planned or suggested, DO NOT INTERFERE. Children learn by doing. When we “do” for them, the teachable moment is lost. Acknowledge their agreement, positively affirm their ability to communicate and come to a solution, and move on.

It’s important to not drag on and on and keep these interactions simple, age-appropriate, and not too wordy.

Choices

Giving choices can be a fantastic tool in behavior management if used correctly.

When giving choices, it's important to never imply that a child has a choice if they do not have one.

For example, do not ask children if they'd like to do something if, in the end, they are going to have to do it anyways.

If gym time is over and you need everyone to put the trikes away, don't ask "Would you like to put the bikes away?". Instead, offer a choice of, "We are going to put the trikes away now! Would you like to put your trike away by yourself, or would you like for me to help you?".

In situations where a child is not complying to cleaning up, you can say "It's clean up time now, would you like to clean the dramatic play area? Or would you like to clean up the art table?"

It's important to always be clear about the reasoning behind your requests such as "I need you to come with me so I can make sure you're safe" or "I can't keep you safe if you aren't where I can see you".

Create choices whenever possible!

TONE OF VOICE & WORD CHOICE

Tone of Voice

Please make sure that you're using soft, gentle tones in the classrooms. Never yell at or in front of a child. Working with children can be frustrating at times. If you're frustrated, ask a staff member to help or let them know you need to take a breather.

When setting limits with children, it's important to be in close proximity, low to the ground and at eye level, with a firm, not harsh voice.

If there is an emergency or imminent safety concern, you may need to raise your voice. This is the only exception.

Word Choice

We hold parent volunteers to the same standards as all staff. All conversation occurring within ear shot of a child or fellow parent while in the classroom, hallways, or school grounds must be clean, kind, and appropriate. Violations will not be tolerated and would result in not being asked to return in a volunteer capacity.

Attitudes

Children hear so much more than the words said. It's easy to forget that children are also paying attention to our tone, attitude, body language, gestures, and level of negativity etc.

The teachers strive to make each classroom a warm, welcoming, and positive space for all children. Please try your best to keep a positive attitude in your actions, words, body language etc. Therefore, if there is a day that you are schedule to volunteer but your morning isn't going well and you'd rather reschedule - let us know! We'd rather have you volunteer when you are feeling up to it. :)



Confidentiality

Confidentiality must be respected at all times. Please refrain from discussing any incident which occurs in the classroom in a negative light. It's the teacher's responsibility to discuss behavior with the child's parent. Outside conversations have a detrimental effect on the teacher's ability to effectively handle a situation.