

Yarragon Early

LEARNING

CENTRE



Parent/Carers Volunteers checklist

Volunteering in our Early Learning Centre (ELC) is a wonderful experience and a privilege for both the ELC and the volunteer. It is designed to promote and maintain a supportive relationship with the children, educators, and parent/carers.

Please help keep our program running smoothly by following these guidelines:

- * Sign in at the book which is located front entrance area in the ELC when you arrive
- * Sign out in the book which is located front entrance area when you leave

As a volunteer, please:

- * Respect confidences of children, staff and other volunteers
- * Follow the guidelines established by the ELC such as values and all regulations, rules, and policies stated for employees and volunteers.
- * Use reasonable judgment in making decisions, then as soon as possible, consult with the Educators for future guidance.
- * Be considerate, respect and work as a member of the team with the staff and children. Realise that you do not have instructional, evaluation, decision-making or teaching responsibilities for children, but are expected to enrich and extend learning opportunities for children and promote educational excellence within the Early Learning Centre.

The effective volunteer:

- * is cooperative with all children.
- * is sincerely concerned about all children.
- * is willing to be discreet, sincere, dedicated and punctual.
- * recognises the individuality of each child.
- * respects the Educator's ultimate responsibility for the health, welfare and education of each child.

- * cooperates, coordinates and communicates continually with Educators.
- * provides the Educators with the satisfaction of knowing that the child's needs are being met and that quality education is being promoted, extended and enriched.
- * receives the sincere gratitude of the total Early Learning Centre community.

Guidelines for working with children

- * Encourage children to do their own thinking.
- * Accept children as they are. You must not feel responsible for judging children's abilities, progress or behaviours.
- * Respect children's privacy. If a child or Educator reveals personal information, regard it as a confidence.
- * Help build children' self-confidence and keep a positive attitude. Remember, effort and attentiveness is as important as performance.

What a volunteer can expect from Early Learning Centre Educators

Educators will:

- * provide specific instructions to the volunteer.
- * provide space for the volunteer to do their work.
- * provide necessary materials and equipment.
- * communicate with the volunteer as needed.
- * provide advance notice when special events interfere with the volunteer time.

What Educators Can Expect from Volunteers

Confidentiality: When volunteering, please remember that the behaviours and abilities of children and Educators are never appropriate topics for discussions outside of the Early Learning Centre. Respect confidences of children and Early Learning Centre personnel. Be alert to the need for confidentiality.

Dependability: The Educators you work with will depend on you to be present at your scheduled time. Their tasks are planned with your help in mind. Therefore, if you will not be able to volunteer on a particular day, please notify the Early Learning Centre or school office immediately and leave a message for the staff member.

Early Learning Centre program

- Follow instructions set by the Educators
- Work with groups or individual children
- Respect all children
- Expect to be respected in return. Notify the Educator in charge if you are not.

Excursions

- Manage group of children as stated by the Educator in charge
- Ensure your group is accounted for at all times
- Keep a checklist of your group
- Respect all children
- Expect to be respected in return. Notify the Educator in charge if you are not.
- Ensure your group follows instructions and is respectful at all times. Please see Educator if they are not.
- Follow Educator instructions when it comes time to get on/off transport
- Follow Educator instructions when it comes to toilet breaks
- Follow Educator instructions for any children needing to change clothes including change room situations

At all times the Educator in charge is the person who is responsible. At **no stage ever is a parent/carer volunteer ever held responsible while volunteering at Yarragon Early Learning Centre.*