**Thank you for volunteering with Knottwood Montessori Daycare & OSC!**

**POLICY**

1. All volunteers must read the Volunteer Policy and sign the Volunteer Agreement.
2. A criminal record check is required for volunteers who come into the center on a regular basis. Parents or other family members who volunteer periodically do not need to provide a criminal check.
3. Any individuals participating in a work experience program must provide a criminal record check prior to the start date of the work experience.
4. Volunteers should notify the Director or supervisor if they will be absent on any days they informed the center that he/she will volunteer.
5. Notify the Director or Supervisor in advance of the days and times you plan to   
   volunteer and notify us as soon as possible if there are and changes.
6. Volunteers will never be left alone with children.
7. All phone calls or parent inquiries should be directed to the staff. Only staff members will answer the phone.
8. Volunteers will not bring food into the center to share with the children without prior approval from the Director or Supervisor.
9. Volunteers should communicate with the Director or supervisor if they have any concerns.
10. Any medication brought to the center must be given directly to the staff by parents   
    or guardians and must not be accepted by volunteers. Only staff members will administer first aid and medications.
11. Volunteers must direct verbal or written messages from parents or visitors to a staff member.
12. Volunteers will never release children or sign them out.
13. Volunteers must wash their hands with soap and water after using the bathroom, before preparing or serving food and at all other times outlined in our Hand Washing Policy (attached).
14. Volunteers will notify a staff member if a child's behavior is inappropriate. The staff   
    is responsible for discipline.
15. Create and wear a nametag that states you are a volunteer.
16. Except for provisions in the Alberta Child Welfare Act, confidentiality must be   
    maintained regarding information about the children, families and the staff.

**Volunteer Agreement**

I have read and agree to comply with conditions outlined in the Volunteer Agreement.

I agree to maintain confidentiality concerning the Knottwood Montessori Daycare & OSC children, families and staff.

Volunteer Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VOLUNTEERS ARE WELCOME TO:**

1. Greet children, parents, and staff members.
2. Engage in play and learning with the children – read stories, provide materials to extend learning, record stories children tell you about their work, replenish supplies when required (i.e. more glue, new paper on art easel, help children find a bucket for sand play, facilitate self-serving at meal & snack times, dance with the children, etc.)
3. Share creativity and with the staff and children. Activities may be planned by   
   volunteers but must be discussed in advance with the Director, Supervisor or Educators.
4. Notify the staff in advance of the supplies needed for the activities being planned, especially if items need to be collected or purchased.
5. Help staff create or maintain bulletin board displays.
6. Help with room clean up during and at the end of the day, involving the children whenever possible.
7. Feel free to make any suggestions that you believe would be beneficial for the children or the program. Your input is welcome!
8. Ask the staff if you have any questions.

**HAND WASHING**

Regular and thorough hand washing using soap and water is the most effective way to control the spread of germs and diseases. The more often everyone's hands are washed throughout the day, the less likely it is that staff and children will become ill or pass illness along to others. Teachers play an important in encouraging the habit of hand washing with children by role modeling and teaching good practices. Teaching children to wash their hands regularly is required of caregivers and will benefit the health and wellness of everyone in the child care setting.

* Steps to Effective Hand Washing (see below) are to be followed.
* Hands should be washed vigorously with soap and warm water for no less than 15 seconds each time.
* Regular liquid soap is used, not antibacterial soaps.
* Use of hand sanitizers is discouraged and will be used only when no water and soap is available.
* Disposable hand towels are used and disposed of after each use.

**Staff Hand Washing**

**The staff is** required to practice thorough hand-washing routines, using warm water and soap as follows.

* Upon arrival at the center
* Immediately before preparing, serving or eating food or drinks (including bottles)
* Immediately before feeding a baby or small child
* Before and after giving medication
* After using the toilet
* After helping a child use the toilet or changing a diaper (even when wearing gloves).
* After applying sunscreen to each child
* After being outdoors with the children
* After handling pets, animals & insects
* After handling garbage
* After contact with anything that might be a source of germs. For example, after wiping your nose or a child’s nose, coughing into your hand, contact with blood, cleaning up messes. Staff are expected to cough/sneeze into bend of arm and to teach children this as well.

**Children’s Hand Washing**

Children are taught by caregivers to sneeze and cough not into their hands, but into the inside of their upper arm. With this method, children and caregivers can lessen the chance of infecting others with their germs.

**Children** must practice thorough hand-washing routines using warm water and soap as follows.

* Before and after eating an any involvement with food preparation and handling
* After diapering and toileting
* After playing in the sand
* Before water play
* After wiping noses, sneezing or coughing into hands
* After outdoor play
* After handling pets, animals & insects
* After contact with anything that might be a source of germs

**Steps to Effective Hand Washing**

1. Turn on warm water to a comfortable temperature.
2. Wet hand and apply liquid soap.
3. Rub hands together vigorously for no less than 15 seconds, covering all areas of the hands and wrists including the palms, between fingers, backs of hands, fingertips and nails. Be sure to wash the palms, between the fingers, backs, wrists, thumbs and fingertips and nails.
4. Rinse hands under warm water until soap and dirt are rinsed away. Leave the water running while you dry your hands.
5. Dry hands with a disposable paper towel and turn water off using a paper towel instead of your bare hands.