



Early Care & Education Volunteer Application

On behalf of Early Care & Education at ESD 112, we would like to thank you for your willingness to volunteer your time and services to our programs! We greatly appreciate your support as we seek to provide equitable and high-quality learning opportunities for children and families in our community.

Date: _____

First Name: _____ Last Name: _____ D.O.B _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email: _____

How did you find this volunteer opportunity? _____

Are you a family member of a child in our child care program? YES (which?) _____ NO

Do you speak any languages besides English? YES (which?) _____ NO

When would you like to begin volunteering? How often would you like to volunteer? _____

Where are you located? _____

Please briefly describe your experience working with young children and their families:

Please describe why you would like to volunteer in an early learning program:

Please describe what support you need as a volunteer:

Are there tasks you would like to do as a volunteer?

Which age group of children are you most comfortable working with? (Birth to 3, 3 to 5 years, Kindergarten –12)

Educational and Professional Training

- Do you have a high school diploma? **YES** **NO**
 - Are you currently a High School Student? **YES** **NO**
 If yes, where? _____
 - Do you currently hold, or have you ever held, licensure as a teacher, administrator, or Educational Staff Assistant (ESA)? **YES** **NO**
 If so, please list state, dates valid, and certificate number.

 - Have you completed courses in Early Childhood Education, Human Development or a related field?

YES **NO**

 If Yes, which _____
 - Do you have an associates or college degree? **YES** **NO**
 If yes, Name of School, Degree/ Major (s) _____
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Requirements

Persons who volunteer on a weekly or more frequent basis must complete the following:

- ◆ TB Test & Health Examination (*form provided to give to a doctor or physician*)
- ◆ Complete ECE MMR Immunization Form or show Proof of Immunity
- ◆ Complete a Portable Background Check and fingerprint appointment (*online and provided by ESD 112 if needed*)
- ◆ Complete quick and free online trainings: *Mandatory Reporting, Blood Borne Pathogen Prevention, FERPA/School Volunteer Confidentiality, Shaken Baby Syndrome and Safe Sleep*

- Will you be able to complete these requirements to volunteer? **YES** **NO**
- Do you need any of these materials in a language other than English? **YES** **NO**
- Do you have access to internet? **YES** **NO**

When complete, please return application to samantha.stevens@esd112.org or your designated Center Director

ECE Volunteer Program Standards & Codes of Conduct Policies

Volunteer Restrictions

The program ensures volunteers are **never** left alone with children or unsupervised and will not perform the following duties:

- Diapering or toileting
 - No cellphone use– must be stored and made inaccessible to children
- Hot coffee or caffeinated beverages that are inappropriate for children to drink should be kept inaccessible (water is okay)
 - Food handling/meal service (unless the volunteer has a current food handlers permit)
 - Filling out health and safety incident reports, beyond being a witness
 - Parent communication regarding individual child information or program details
 - Discipline or behavior guidance unless under the direction of lead classroom staff

Requirements

Persons who volunteer on a weekly or more frequent basis with children must:

- Obtain a criminal history background clearance
- Obtain a TB test
- The program ensures regular volunteers have been screened for appropriate communicable diseases in accordance with state, tribal or local laws
- Show proof of Measles, Mumps, and Rubella vaccination/immunity
- Complete training on preventing, identifying, and reporting child abuse and neglect
- Complete training on universal precautions/blood borne pathogens
- Complete training on school volunteering-FERPA and confidentiality
- Complete training on Shaken Baby Syndrome and Safe Sleep Practices

Contractors must ensure that persons who volunteer with children are directly supervised by program staff at all times.

Contractors must plan and implement training for all volunteers on their roles and responsibilities Relevant ECEAP, EHS & CC Performance Standards and program policies .

Adult-Child Interactions

- Staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior.
- Staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition.
- Staff, consultants, contractors, and volunteers are required to comply with program confidentiality policies concerning personally identifiable information (PII) about children, families, and other staff members in accordance 1303.20-1303.24 and applicable federal, state, local, and tribal laws.
- No child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under program care.

- Staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children.

They do not:

- a) Use corporal punishment
- b) Use isolation to discipline a child
- c) Bind or tie a child to restrict movement or tape a child's mouth
- d) Use or withhold food as a punishment or reward
- e) Use toilet learning/training methods that punish, demean, or humiliate a child
- f) Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child
- g) Physically abuse a child
- h) Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family
- i) Use physical activity or outdoor time as a punishment or reward

Handwashing & Hygiene

The program maintains standards for personal hygiene. Hand washing signs are posted near all handwashing sinks (kitchen, classroom, restrooms) in accordance with Washington Department of Health.

Staff and volunteers also wash their hands with soap and running water:

- Before and after administering medication, first aid or completing a medical procedure.
- Before and after treating or bandaging a wound (nonporous gloves should be worn if there is contact with blood or blood-containing body fluids)
- After taking off disposable gloves
- When arriving at work
- After toileting or diapering a child (volunteers do not do this)
- After personal toileting
- After attending to an ill child
- Before and after preparing, serving, or eating food
- After handling, feeding or cleaning up after animals
- After being outdoors or involved in outdoor play
- Any other time as needed

Please take your time reading the following Codes of Conduct

Emergency Drills

If you are present during a drill or an emergency, please remain with the group and follow the lead of the staff.

Child Abuse/Neglect & Mandatory Reporting

Any employee and volunteer working with children who has reasonable cause to believe that a child has suffered abuse or neglect is required to report such abuse or neglect directly to the proper law enforcement agency or the Department of Social and Health Services, Child Protection Division. The report will be made at the first opportunity, but in no case longer than 48 hours after there is reasonable cause to believe that the child has suffered from abuse or neglect.

Asking for Assistance

If you are ever in need of assistance, have questions, or concerns, please connect with the Center Director or Volunteer Coordinator

Confidentiality

We keep information about the children and families in our program in strict confidence. As a classroom volunteer, we ask that you do not share private information about the children and families in our program with others outside of our own agency.

Please view U.S. Department of Education video on the Family Educational Rights and Privacy Act (FERPA) and the protection of personally identifiable information from unauthorized disclosure.

<https://studentprivacy.ed.gov/training/school-volunteers-and-ferpa>

Volunteer Log

We are required to maintain records of volunteer hours. Please be sure to complete your Volunteer Log each time you are in program. The log must remain on site. A copy can be made available to you at any time.

Violation of Program Standards & Codes of Conduct

For volunteers, violation of any or all portions listed herein will result in the immediate termination of voluntary service.

Thank you for your interest in volunteering in our Early Care & Education programs. We value family connections and community partnerships and are excited to have you as part of the classroom.

⇒ **Volunteer signature to have read and understood Program Standards & Codes of Conduct**

Name _____ Date _____

A full version copy of the Head Start Performance Standards can be made available to you at any time or be accessed at:

<https://eclkc.ohs.acf.hhs.gov/sites/default/files/pdf/hspss-appendix.pdf>

A full version copy of the 2018-19 ECEAP Performance Standards can be made available to you at any time or can be accessed at: [https://](https://del.wa.gov/sites/default/files/public/ECEAP/2018-19_ECEAP_Performance_Standards.pdf)

del.wa.gov/sites/default/files/public/ECEAP/2018-19_ECEAP_Performance_Standards.pdf

Orientation Checklist & Handbook

To be completed with Volunteer Coordinator

Name: _____ Center & Program _____
 Phone & Email: _____ Start Date: _____

<u>Requirements</u>	Volunteer Initials	Staff Initials	Date	Notes / Follow-Up needed
Portable Background Check (ECEAP & School-age Volunteers only)				
WSP Criminal History– WATCH Form				
TB Test and Health Exam (Birth to 5 volunteers only)				
MMR Immunization Records or proof of immunity				
Training Acknowledgement Form				
<u>Required Trainings</u>				
Universal Precautions & Blood Borne Pathogens				
School Volunteers & FERPA/Confidentiality				
Mandated Reporter-Recognizing & Reporting Child Abuse				
Shaken Baby + Safe Sleep (EHS volunteers only)				
Read ECE Program Standards & Codes of Conduct Policies (completed during orientation)				
Volunteer Restrictions				
Background Check				
Adult-Child Interactions				
Handwashing & Hygiene				
Emergency Drills				
Child Abuse/Neglect & Mandatory Reporting				
Asking for Assistance				
Confidentiality				
Volunteer Hours Log				
Violation of Program Standards & Codes of Conduct				