

HBCSD Preschool Academy
preschoolacademy@hbcasd.us
Volunteer Guidelines

We want to thank you for your willingness to participate in your child's education by volunteering. Our goal is for you to have a great experience when on campus while maintaining important procedures that will protect the well-being of the children, staff and of the volunteer. The following guidelines will assist you in ensuring a positive experience.

All volunteers are required to submit a completed volunteer form with:

- Results of a negative TB test taken within the last 60 days
- Immunization record verifying **pertussis (whooping cough)** or determination by a licensed physician, in writing, that the volunteer has evidence of current immunity or that immunization is not safe for the volunteer because of the volunteer's physical condition or medical circumstance.
- Immunization record verifying **measles** or determination by a licensed physician, in writing, that the volunteer has evidence of current immunity or that immunization is not safe for the volunteer because of the volunteer's physical condition or medical circumstance.
- Annual **Influenza "Flu"** Vaccination record or a signed declaration that the volunteer has declined the vaccine.

It is important to minimize disruptions and maintain a secure environment while on campus. Please exercise the following considerations:

1. Sign in using your photo ID/driver's license with the Early Childhood Office to obtain a visitor badge when volunteering. We also kindly ask that you return the badge upon leaving in order for us to keep track of who has entered and left campus.
2. Except in cases of emergency, make sure cell phones are powered off while working in the classroom and stowed away. If you need to be on your cell phone, please step outside the classroom.
3. Other arrangements for siblings need to be made while volunteering in the classroom. Siblings are not allowed on campus while you volunteer.
4. For security reasons, please use staff restrooms while on campus. Adults are not allowed to use child restrooms. If you have any concerns about a child issue in the restroom, please contact a staff member immediately. Volunteers should not enter child restrooms.
5. Volunteers may not "discipline" or involve themselves in conflicts that involve children. This is the responsibility of Preschool Academy Staff.
6. Maintain children's privacy. All volunteers, no matter what job they perform, have an obligation to keep in confidence all information that pertains to the children and staff they assist. Information regarding children, staff, and other volunteers is not to be discussed with anyone who is not entitled to such information.
7. In effort to avoid confusion for the students, volunteers must comply with the rules of the Preschool Academy and with the routines of each classroom. Please communicate with Preschool Academy staff should you require support communicating these expectations with students.
8. It is expected that volunteers will serve as good models for all students. Please be mindful of your actions as children will often mirror what they observe (ex: raising your voice will often lead to children raising their voices as well.)

Please contact the Early Childhood Office if you have any questions.