



Volunteer Parent, Volunteer and Student Policy

Interview

Before a student or volunteer is introduced to the program at the Waterloo Co-operative Preschool, a brief interview to determine the viability of the placement will be conducted. Goals and planned outcomes will be discussed and if deemed appropriate, the Supervisor will initiate the following procedure prior to placement commencement.

Requirements

All volunteers including High school (over the age of 18), University and College Students, Adult Volunteers and Classroom Volunteers (Volunteer Parents): *Criminal Reference Check including Vulnerable Sector Check* and a completed *Pre-employment Health Form* is required for everyone having direct access to children.

Orientation

Full orientation will be delivered to all Volunteer Parents, Volunteers and Students using the training video created. All volunteers will complete the [orientation questionnaire](#) to show their understanding of the materials covered. This will be completed on an individual basis. The Supervisor will be responsible for this orientation being completed before the volunteer begins working in the classroom. Volunteer Parents, Volunteers and Students will be supervised at all times by the Supervisor and will not be left alone with children. Any student assignments will respect the privacy of children and only the use of initials will be used, not names.

Policy and Procedure Review

- All Policies and Procedures on our website (www.waterloopreschool.org) and other documents are reviewed with all Volunteer Parents, Volunteers and Students who will be providing care or guidance in the program before they begin providing that care or guidance, any time they need to reference a policy, annually, and whenever a policy is changed thereafter: policy and procedure review includes but is not limited to:
 - o Parent's Handbook,
 - o Program Statement,
 - o Prohibited Practices,
 - o Child Guidance Policy,
 - o Child Guidance Implementation Record
 - o Serious Occurrence Policy,
 - o Anaphylaxis Policy,

- o Snack Policy
- o Personal care routines
- o Sanitary practices and procedures
- o Volunteer Parent, Volunteer and Student Policy
- o Playground Policy
- o Washroom Escort and Class Supervision Plan and Procedure
- o Transitions, Safety and Supervision of Routines Procedure
- o Emergency Plans and Procedures including fire procedures, lock down etc.
- o Individual support plans, Allergies and emergency plans
- All Policy reviews, ISP and emergency medical plans will be followed by written sign off of understanding by each Volunteer Parent, Volunteer and Student.
- A Child Guidance Review and Program statement implementation record will be completed for every Volunteer Parent, Student and Volunteer. This will be done annually by the Supervisor with goals or areas of improvement/non compliance outlined.

Placement/Volunteer Hours – Program Interaction/Expectations

All students/volunteers will be actively involved in interactions with the children and staff. Course requirements for students will be completed at the convenience of the programs and will not interfere with the quality or value of play and programming the children receive. Assessment and evaluation of the placement will be done by the Supervisor on a weekly basis and careful consideration will be given to the observations documented to determine the continuance of a placement or interactions with the programs. A brief overview will be noted in the observation report regarding the placement progress. The Supervisor will have overall supervision responsibility for the duration of the volunteer/ student placement.

Child Care Supervision Policy

- Every child in attendance shall be under the supervision of an adult at all times.
- No child is supervised by a person less than 18 years of age.
- Direct unsupervised access to children is only permitted for staff of the Waterloo Co-operative Preschool.
- Volunteers and Students will not be left alone with a child
- Volunteers and Students may not be counted in the staffing ratios
- Students will not do diaper changes or administering of medication
- Students and volunteers are not financially compensated for their time

Role of Volunteers and Placement Students

Volunteers and placement students will be encouraged to participate to the level of their comfort but always under the supervision of staff.

All volunteers and placement students need to complete the following before permitting to help in the childcare program:

1. Read the Parent Handbook and all policies on our website www.waterloopreschool.org and sign off on the orientation sheet in the orientation binder.

2. After viewing the training video, volunteers will be given a physical tour of the facility by the Supervisor who will answer any questions concerning the self-orientation
3. Must read and sign Child Guidance Policy, Outdoor and Gym Safety Policies, Washroom Escort and Class Supervision Plan and Procedure, Anaphylaxis Policy and Snack Policy, along with all other policies, ISPs and emergency plans.
4. Must complete a Volunteer/Student form that includes contact information
5. Must read all emergency policies (eg. Fire drill) and know that the Waterloo Library is our emergency evacuation location.
6. All volunteers must have a valid Vulnerable Sector Check and appropriate, up to date immunizations
7. It is the responsibility of the volunteers and placement students to report any injuries or concerns to themselves or children they are working with to the Supervisor as soon as possible
8. No volunteer or placement student will have direct unsupervised access to children at the school at any time

Volunteer Parent Expectations

- A full orientation, all paperwork (VSC, Immunizations) and policy review must be completed prior to your first shift
- You should familiarize yourself with best practices by viewing the orientation video as often as needed.
- Volunteer parents are required to arrive at the beginning of class. Try to actively be involved with at least 3 children during your shift.
- If you take a child to the washroom, please let the educator know, leave the blue door open so an educator can supervise from the classroom. [See Washroom Escort and Class Supervision Plan and Procedure.](#)
- Toddlers: 5:1 ratio
- Preschool: 8:1 ratio
- The educator should remain in the class or on the playground during diaper changes/washroom use. Please leave the door open to ensure staff can properly supervise volunteers who are in the hall with children.
- Volunteer parents are often required to do diapering and dishes. Children cannot accompany parents in the kitchen or clean up rooms.
- Should a volunteer leave the classroom (other than the washroom) they should take a walkie talkie with them.
- Please be sure to spread out and supervise different areas of the program within separate quadrants of other adults. Prevention of accidents and adult intervention to assist with positive peer relations is a priority
- In the classroom, try to keep your back to the wall to enable supervision of the entire room
- Upon arrival, please wash your hands and wear indoor shoes
- Check the list on the kitchen counter for Volunteer Parent To-Do list that you check off as each chore is completed
- Please review any policies and procedures that you may be uncertain of. If you are unsure,

just ask.

- Please check the posted daily activity flow, curriculum sheet, allergy chart, ISPs, and emergency plans so you are familiar with how the day will unfold.
- The educators will help you throughout your shift. Relax and have fun!

*Revised: November 2023 by Tracey Marques (Supervisor), Patty Fallis-Robbins (Assistant Supervisor) and Britney Stewart (Administrator)
Approved By: Diana Dragusin (Vice-President) on November 21, 2023
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