



Welcome! Thank you for being a volunteer. You can be sure your help is needed and valued!

Preschool children are learning so much and changing so fast! It's exciting and rewarding to be involved in their rapid development, helping them to learn and grow!

This letter will tell you things that will help you to be a successful volunteer. The staff is ready to suggest ways that you can be actively involved either in the classroom or at home.

Volunteering is fun! Enjoy yourself and the children!

### **HOW CHILDREN LEARN**

Children learn by:

- ❖ Doing
- ❖ Asking questions and by searching for answers to their questions
- ❖ Discovery
- ❖ Using all their senses
- ❖ Experimenting
- ❖ Sorting and combining objects
- ❖ Repeating experiences
- ❖ Building confidence in themselves



### **PLEASE AVOID**

1. Visiting with other volunteers and with staff while children are present
2. Talking about a child when any children can hear you
3. Comparing children. Each one is different and needs every chance to be successful!
4. Scolding a child. It is the role of the staff to provide guidance and support.

### **SPECIAL CONSIDERATIONS**

1. Please stay home if you are ill. It is impossible to prevent the spreading of germs in a classroom situation.
2. Children learn by example, so we ask that you act as a model by using good health habits while in the classroom.
3. If your child is in the classroom, prepare him/her before you come to class.
4. Leave younger or older children at home when you volunteer in the classroom.



5. Bradford-Tioga Head Start, Inc. is a Tobacco Free program that does not allow any tobacco products in, on or around any Bradford-Tioga Head Start, Inc. grounds/facilities and/or program vehicle. If you must smoke, you must leave the premises.

#### **HOW YOU CAN HELP WITH THE CHILDREN**

1. Be friendly; listen and talk
2. Ask questions that encourage conversation
3. Encourage to do things on own
4. Join in. Keep yourself busy!
5. Sit with the children.
6. Engage the children in a positive discussion. Be a good role model.
7. Be sympathetic
8. Be Kind
9. Offer praise and encouragement
10. Remain neutral (staff will support children)
11. Wear comfortable clothes
12. Be ready to follow directions from the teacher willingly; the teacher is in charge!
13. Find out about classroom routines
14. Know what to do in emergencies
15. Keep everything you see and hear CONFIDENTIAL.

#### **PHOTOGRAPHS AND VIDEOS**

Many of our parents and families are members of Facebook and other Social Media websites (My Space, etc.) Bradford-Tioga Head Start, Inc. recognizes that this can be a fun and easy way to share information with family and friends. However, there are times when the need exists to exercise caution, including when it involves photos and/or videos of children and staff.

- Only cameras provided by Bradford-Tioga Head Start, Inc. are allowed to be used for taking pictures of children; personal cameras (including cell phone cameras) are not allowed.
- The parent or guardian will sign the Permission to Photograph statement on the blanket permission form when his/her child is enrolled.
- The parent /guardian will respect and understand that taking photos or videos could jeopardize a child or families wishes to be photographed or videoed.

**To ensure your child's safety, a staff member will be the only one ever left alone with children and will be the only one to open secured entry doors into the classroom**