

# Children's Center

## PARENT VOLUNTEER GUIDELINES

The Cal Poly Pomona Children's Center maintains a high level of professionalism and a quality preschool program. As a parent volunteer you will be expected to follow some very important guidelines.

### Guidelines for volunteering:

1. You must have a TB Clearance on file.
2. You must wear a Parent Volunteer name tag and apron while you are on the premises volunteering.
3. At no time should you be alone with a child.
4. You are not permitted to assist a child while they use the bathroom.
5. Under no circumstances are you permitted to raise your voice, physically restrain, punish or discipline a child.
6. When interacting with the children, our policy is to give the child a choice, not directives unless it is an emergency or you are requested to by a staff member.
7. You will be expected to follow the Children's Center dress code which is:
  - No rubber flip-flops (shower shoes) or high heels over 2 inches
  - No low-cut shirts or blouses.
  - No clothing that shows your full back, midriff, bra straps or underwear.
  - No torn or ripped blue jeans or pants.
  - No short-shorts or mini-skirts.
  - No clothing that shows pictures or wording that would be offensive to our children, their families and staff.
  - No food or drinks in the classroom or in the play yard. (bottled water is okay)
8. Gossip or sharing information with others about our children, their families or our staff is not permitted. Confidentiality must be maintained by everyone involved with our families.
9. Remember that you are under the direction of the teacher or teachers in the classroom. Please observe the teachers, the way they interact, direct and speak with the children. We would like you to emulate them.
10. Drugs and alcohol are prohibited on the Children's Center grounds.
11. No using cell phones while working with children.

We hope that you enjoy your volunteer experience here.

Thank you.

Your signature below indicates that you agree to the volunteer guidelines as stated above.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date