

MISSION STATEMENT: Reach Dane changes the lives of underserchildren and families in our communities through education and supportive services.

Classroom Volunteer Orientation Checklist

Checklist must be completed prior to volunteering in the classroom.

Indicate NA if does not apply. Do not leave blank.

Volunteer: _____ Supervisor: _____ Program: _____
Please Print Please Print

Start Date: _____ Site Orientation Start Date: _____

IMPORTANT: SIDS POLICY review must be completed prior to working with children if the site is licensed for children less than one year of age.

Building Tour	
<ul style="list-style-type: none"> <input type="checkbox"/> Break room, personal storage, adult bathroom <input type="checkbox"/> Parent and Employee bulletin boards <input type="checkbox"/> Keys, parking, windows, security, safety, office equipment (fax, computer and copier) <input type="checkbox"/> Personal phone calls/cell phone policies <input type="checkbox"/> Posted schedule of site director 	<ul style="list-style-type: none"> <input type="checkbox"/> Performance Standards, Blue Book, Licensing Regulations, <input type="checkbox"/> Smoke Free Environment (Where smokers must go) <input type="checkbox"/> Communication Systems (phone, voicemail, mail system, fax, e-mail and agency newsletter)
General Health and Safety Practices	
<ul style="list-style-type: none"> <input type="checkbox"/> Close supervision within sight and sound of children at all times <input type="checkbox"/> Location of child emergency cards <input type="checkbox"/> Accident/injury First Aid procedure/volunteer <input type="checkbox"/> All chemicals/dangerous substances discussed <input type="checkbox"/> Hand washing procedures/Sanitation <input type="checkbox"/> Fire Extinguisher location and operation <input type="checkbox"/> Emergency exits/evacuation route <input type="checkbox"/> Location and use of first aid and universal precautions kit <input type="checkbox"/> Tooth brushing procedures 	<ul style="list-style-type: none"> <input type="checkbox"/> Dress code/footwear policy <input type="checkbox"/> Evacuation backpack <input type="checkbox"/> Emergency procedures/fire & tornado drills <input type="checkbox"/> Diapering and toileting procedures (Must be done by employees: never by volunteers) <input type="checkbox"/> Bus Curriculum (part day only) <input type="checkbox"/> Telephones with posted emergency numbers <input type="checkbox"/> Fire alarms/smoke detectors <input type="checkbox"/> Kitchen & classroom partnerships/meal or snack prep and dishwashing

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Review of the Daily Schedule	
<input type="checkbox"/> Accreditation/Young Star <input type="checkbox"/> Daily schedule for classroom including: arrival and departure time, meal and snack times, activity period components, clean up, outdoor play/inclement weather, rest periods etc.	<input type="checkbox"/> Agency calendar/trainings/site specific dates <input type="checkbox"/> Clear/respectful communication/confidentiality <input type="checkbox"/> Being a cooperative team player within classroom and site <input type="checkbox"/> Working with parents/families/ <input type="checkbox"/> Monthly In-Kind <input type="checkbox"/> Team meeting
Responsibilities of the Volunteer	
<input type="checkbox"/> Developmentally appropriate lesson plans/diversity <input type="checkbox"/> I/T "My Day" sheets <input type="checkbox"/> Daily classroom task responsibilities <input type="checkbox"/> Transitions <input type="checkbox"/> Meal times/nutrition curriculum <input type="checkbox"/> Integrating bus/nutrition/parents/classroom <input type="checkbox"/> DPI Production Records/Attendance Meal Count <input type="checkbox"/> Confidentiality	<input type="checkbox"/> Nap time procedures/quiet time, if applicable <input type="checkbox"/> Interest centers/facilitating play <input type="checkbox"/> Outdoor play: interactions, supervision, safety <input type="checkbox"/> Field trip procedures <input type="checkbox"/> Special needs of children (including IEP / IFSP) <input type="checkbox"/> Specific strategies for individual children <input type="checkbox"/> Roles of team members in classroom management <input type="checkbox"/> Chain of Command <input type="checkbox"/> Names of children who will have contact with the volunteer
General Child Supervision Techniques	
<input type="checkbox"/> Respect/Kindness/patience <input type="checkbox"/> Positive Guidance policy <input type="checkbox"/> Acknowledging feelings <input type="checkbox"/> Welcoming children and parents <input type="checkbox"/> Providing appropriate choices <input type="checkbox"/> Encouraging self help skills <input type="checkbox"/> Facilitating child to child interactions <input type="checkbox"/> Child abuse/neglect reporting procedure; SCAN	<input type="checkbox"/> Expectations for children to succeed <input type="checkbox"/> Getting down on child's level <input type="checkbox"/> Calm, soft voice. Importance of Smiling☺ <input type="checkbox"/> Open ended questions and expanding language <input type="checkbox"/> Modeling appropriate words and actions <input type="checkbox"/> Authentic conversations with children <input type="checkbox"/> Child Attendance/tracking procedures/No child left unattended in agency vehicles
Other Information Specific to this Site	

Volunteer Signature _____ Date _____

Supervisor Signature _____ Date _____