



## **ROSEMOUNT CENTER VOLUNTEER HANDBOOK**

The purpose of this handbook is to set forth the expectations for all volunteers at Rosemount Center.

### **ROSEMOUNT CENTER'S MISSION AND PROGRAMS**

*Rosemount Center's mission is to prepare children and families for their future by providing comprehensive early childhood education and family support programs in a bilingual multicultural setting.*

Rosemount Center has offered dual language Infant/Toddler and Preschool Programs for more than 40 years. We believe children learn best when they have the freedom to choose activities within a well-structured multicultural environment. From this child-directed/teacher-supported process, our children emerge bilingual and focused on their natural talents and strengths.

The Infant/Toddler Program serves pregnant women, infants and toddlers (ages 6 weeks to 3 years). The Preschool Program serves preschool children (ages 3 to 5 years). Program options include home-based and center-based services for tuition, subsidized and federally funded enrollment opportunities.

All Rosemount Center programs offer and coordinate a range of comprehensive services, including:

- Bilingual instruction using the research-based Creative Curriculum®
- An education plan for each child
- Quarterly progress reports and parent/teacher conferences
- Weekly thematic lesson plans
- Medical referrals
- Mental health referrals
- Referrals for bilingual community resources
- Nutrition services
- Social services
- Developmental, hearing, vision, and dental screenings
- Developmental disabilities inclusion program
- Monthly parent trainings and family socializations

Rosemount Center believes that a parent is the child's first and best teacher. Partnering with parents, teachers and members of the community helps enhance the development of Rosemount's children.

### **VOLUNTEER CLASSROOM AIDE ORIENTATION**

Thank you for choosing to serve as a volunteer classroom aide to nurture and educate Rosemount's children and their families.

Before you start your volunteer service at Rosemount, you will be asked to submit the required documents and schedule a time to receive an orientation from Rosemount's Volunteer Coordinator. The orientation includes familiarization with Rosemount Center policies, an overview of the mission of the Center and general information about Rosemount. You will be required to comply with all of Rosemount's policies

and procedures during your time with us, so it is important that you carefully review the materials provided during your orientation. The classroom teacher you are assigned to will be your direct supervisor and will guide you while serving in the classroom.

Your service at Rosemount may be ended by Rosemount Center management at any time.

You will be asked to fill out an evaluation form at the completion of your volunteer service at Rosemount.

## **REQUIRED DOCUMENTS FOR VOLUNTEER SERVICE**

1. Completed Application
2. Signed Assumption of Risk, Waiver of Liability and Indemnification Agreement
3. Signed Confidentiality of Client Information, Declaration, and Technology Code of Conduct statements
4. District of Columbia Health Certificate (Proof of Physical and TB Test)
5. District of Columbia Criminal Background Check (if 18 years or older)
6. Federal Background Check (if 18 years or older)
7. Child Protection Register Check (if 18 years or older)

## **EXPECTATIONS OF VOLUNTEERS**

The guidelines below should help ensure that your experience here is meaningful. If you have any questions, please ask classroom staff for assistance.

Volunteers can expect to engage in the following classroom activities:

- Reading books with individuals or small groups of children
- Supporting children's participation in classroom centers, circle time or other group activities
- Acting as partners in play and engaging children in conversation during outside time and special activities, such as music, movement/gross motor time, or other enrichment
- Providing support with materials, problem solving, and conversation during snack, hand washing, and other routine portions of the classroom schedule
- Helping teachers prepare and arrange educational materials for upcoming learning activities that are part of teachers' lesson plans
- Sharing songs, poems, and games during regular classroom time, at teachers' discretion
- Helping children and staff clean up after activities like center time, free play, and snack
- Supporting children's problem-solving in conflicts with others or with materials
- Supporting general classroom management by reinforcing classroom routines, participating in transitions, reminding children of classroom rules, and helping to set limits for children

### **Logistics**

- If driving to Rosemount, please arrive by 8:30am or after 9:15am to ensure you will find an open space in our parking lot and to avoid the heaviest traffic during our parent drop-off time.
- If you will be late or absent on your scheduled day, or need to adjust your normal schedule, please call (202) 265-9885 to let the Volunteer Coordinator know.
- Remember to sign in at the front desk when you arrive and sign out when you leave. Please wear your volunteer badge at all times while in the building.
- Lunch breaks should be coordinated with the staff in your classroom. You may use the staff lounge to store food in the refrigerator or use the microwave. There is also a snack and soda machine.

### **Respectful Dress and Behavior**

- Please dress comfortably, but professionally (no cut-off or very short skirts or shorts, clothing which exposes discreet body parts, shirts/blouses which expose chest/cleavage or tight clinging body wear).
- Refrain from chewing gum, eating, or using your cell phone while in the classroom.
- Please do not climb, sit or lay on the furniture or playground equipment.

### **Health & Safety**

- Remember we are a drug-free and smoke-free environment.
- Children are **never** to be left unattended. There must always be at least one teacher present when you are with the children.
- Follow all health and safety regulations (wearing gloves, washing hands, etc.). If you have questions about emergency and health and safety procedures, please ask.
- Remove anything you think may be unsafe or unhealthy for children from the environment and inform the teacher.
- Never leave the building for any reason during your volunteer time, including for collecting balls or other toys that may go over the playground wall. Always remain with your assigned classroom teacher.
- Volunteers should not transport children by elevators. Volunteers and children should always use the stairs.
- Accidents involving children, parents or visitors must be reported immediately to your supervisor.
- Volunteers are not permitted to accept rides either to or from the Center from Rosemount staff members or parents.

### **Interacting with Children**

- Communication is important. Please introduce yourself to teachers, other staff, parents, and other volunteers or visitors.
- Don't hesitate to interact with the children, even on the playground - be a part of their learning, rather than an observer.
- Ask classroom staff how you can help. They will give you ideas or suggestions for assisting in the classroom.
- Listen as teachers address children and call children by name when addressing them.
- Respect each child's temperament - some children are slow to warm up to strangers.
- Please speak clearly to the children, and model good manners by using appropriate language.
- Take a positive approach with the children. Be aware of how often you say the word "no." When appropriate, acknowledge a child's accomplishments or successes with effective praise, e.g., *"Great job, you put your jacket on all by yourself."*

### **Policies**

- Rosemount promotes a work environment that is free from all forms of harassment, whether based on race, color, gender, age, religion, national origin, disability, veteran status or any other characteristic protected by law.
- Photographs and confidential information about children, families, or employees may not be divulged to anyone other than persons who are authorized to receive such information. This policy extends to both internal and external disclosure.
- You are requested to refrain from actions or public announcements that reflect adversely upon the Rosemount Center.