

Welcome

to



We are delighted that you have chosen to volunteer at Orlando Day Nursery. We want you to enjoy yourself so we have made the volunteer process as painless as possible.

State law requires that you read and sign the Attestation of Good Moral Character and Child Abuse and Neglect Reporting Requirements. As well as the Affidavit of Volunteer, which needs to be notarized.

We request that you fill out our volunteer sign-up sheet so we can track the volunteer hours.

You will receive a list of guidelines to help enhance your time here. Please read these carefully.

If you have any problems, please speak with your employee supervisor and/or the Program Director.

INSTRUCTIONS

1. Please read attached documents.
2. The Affidavit of Volunteer MUST signed in the presence of the notary and then be notarized.
3. Sign the Child Abuse & Neglect Reporting Requirements. Reports should be made immediately to the centralized Florida Abuse Hotline Information System at: 1-800-96-ABUSE (1-800-962-2873).
4. Sign Photo Permission and Release.
5. Sign Attestation of Good Moral Character.
6. Sign acknowledgement at the bottom of Volunteer sign-in.
7. The following documents must be returned before you can begin volunteering:
 - a.) All signed documents ("Affidavit of Volunteer", "Attestation of Good Moral Character", "Child Abuse & Neglect Reporting Requirements" and "Photo Permission and Release)
 - b.) Sign In sheet- Be sure to sign the bottom.
 - c.) The rest of the documents are for you to keep.

Thank you for volunteering at Orlando Day Nursery!

Do not provide any first aid
Notify the teacher of anything you believe to be a safety hazard
Follow the directions and guidance of the teacher
If you have any questions, ask before you act

Questions

If parents ask you questions about the center, refer them to the teacher
If children ask permission to do something, use something, or to leave the classroom; refer them to the teacher.

Injury

Report all injuries, (self or children) to the classroom teacher immediately
Calmly describe injury and explain what you observed.

Unfamiliar Person

If person is just hanging around our property or is inside and appears to be uncertain of where to go or what to do, notify the teacher. Do not approach the person or offer any assistance.

Fire Alarm

Whenever it goes off, always evacuate the building. Help the teacher by escorting the children outside. Children are to line up as far away from the building as possible.

Classroom Interaction

At ODN we commit to ensuring that:
Children will receive self-directed activities guided by an observant teacher
Children's needs come first – they are important enough to gain attention just by their presence, not by having to ask or use inappropriate behavior.
Children must be encouraged for what they do. Our guidance should revolve around building a child's self-esteem while teaching skills for self-discipline.

Discipline

At ODN we practice Positive Discipline. Discipline is a comprehensive social and emotional classroom management program that empowers both teachers and students. The goal is to provide changes in the school by fostering the emotional intelligence of teachers and children. We work through steps toward a permanent change in behavior for both teachers and children.

ODN's discipline is a relationship-based community model of classroom management. Both teachers and children are taught to control themselves and relate to others. Conflict is viewed as an opportunity to teach communication, the tool most used.

We believe that children learn best in an environment that encourages play, exploration and choices. It is most productive when each child is valued and respected by the adults and the other children in their lives. In order to provide that environment, we must have reasonable rules as a framework for the child. These rules must have natural consequences when not followed. We need to allow the child to be responsible for his own actions as the child gains the ability.

Teachers are responsible for all discipline in the classrooms. If a child is doing something that you, as a volunteer, do not like. Talk with the child. Offer the child other options. Ex. If a child is trying to brush your hair and you wish them to stop say, "I don't want you to brush my hair but we could play a game or do a puzzle. Which would you like to do?" If the child continues or becomes upset, call on the teacher to talk with the child.

Language Enhancement

Language ability directly affects literacy ability. Children from lower-income families with less education enter kindergarten knowing 2,000 fewer words than children from more middle-class backgrounds. They also enter with fewer experiences to help them comprehend books and have spent less time in dramatic (make-believe) play, the forerunner of story writing. In an effort to help our children enter kindergarten with skills equal to their peers, the Winter Park Day Nursery encourages volunteers to come and play with the children.

Below are some ideas that you can use to increase the vocabulary and literacy abilities of our children.

Let's Pretend!

- ✦ Talk to the children as though you are talking to the characters they are role-playing.
- ✦ Make suggestions that encourage the children to use socio-dramatic play behaviors and interact with other children.
- ✦ Take on a role in the play using language to act out the role and broaden the make-believe.
- ✦ Model language as you imitate real-life characters. (If playing a doctor talk about the stethoscope and give immunizations not just shots.)
- ✦ Expand and extend the play. (If playing "restaurant" be a chef and make new dishes. Write menus on constructions paper.)
- ✦ Encourage more conversations within pretend roles.

Read, Read, Read but have fun with it.

- ✦ Follow the words with your finger as you read. (Teaches children the direction of print.)
- ✦ Be dramatic and animated as you read.
- ✦ Use comments and questions to model the language of learning; think out loud. ("I wonder what the mouse will do now?")
- ✦ Ask the children to predict what will happen next or how the book will end.

Playing other games and activities can also be used to build language.

- ◆ Talk to children about what you are doing. ("I'm driving my car over the bridge.")
- ◆ Talk to children about what they are doing. ("You kicked the ball across the playground.")
- ◆ Give children vocabulary. (If they built a boat, you can put a toy car in the front and say, "My car is in the bow of the boat.")
- ◆ Engage them in real conversations.

Points to remember:

- Remember learning to read requires a good grasp of language.
- The motive for learning language is the desire to communicate.
- Language is learned best not by lectures or worksheets but by real life practice communicating with others.

Rules for Volunteers

Volunteers will be assigned to a teacher and/or classroom. They will stay with that teacher and class for their time at ODN. If you need documentation for school or any other purpose, please get it at the end of your volunteer service.

Volunteers must:

- Be 16 years old and above without guardian
- Check in and out at the front desk
- Not exceed 15 hours in any calendar week or 40 hours in a calendar month
- Wear ODN nametags so they can be identified as volunteers
- Notify the teacher if they are leaving the class for any reason
- Not take children out of the classroom or away from teachers for any reason.
- Adhere to our cell phone free zones
- Refrain from having any food or drink or candy/gum in the classroom

Dress Code

Volunteers must:

- Dress in clothes suitable for school and outdoors
- Not wear revealing or tight clothing or clothing that has suggestive phrases or lettering
- Must wear shoes that are closed-toed, such as tennis shoes

Food /Drink Policy

Volunteers may:

- Eat meals and snacks with the children.
- Only eat what the children are eating when the children are eating.
- Sign out and eat other food in the plaza, dinning area or off-site.
- Not give any food or drinks to the children without the expressed permission of the program director or the executive director.
- May not enter the kitchen at any time. This is a Health Department Rule.

The health and safety of the children is our number one concern. Please help us keep the children and you healthy and safe by following the guidelines below.

Hand Washing

Volunteers must:

Wash hands:

- Before starting your volunteer service.
- Before helping to set the table.
- Before and after handling food.
- After using the restroom.
- When coming in from outside.
- After wiping a nose.

To wash hands, follow the procedures posted by each sink. Wet hands, apply soap and rub vigorously on all surfaces, rinse hands, take two paper towels, dry hands, turn off water with paper towels, dispose of paper towels in trash.

Safety

For your safety and that of the children, please:

- Do not pick up children
- Do not hold children on your lap
- Do not assist with toileting or help children dress/undress
- Do not climb or stand on items not intended for climbing, such as chairs, tables and poles to the building

Orlando Day Nursery - VOLUNTEER REGISTRATION
(Please type on the lines provided)

Date of Application:

Date of Birth:

Name:

Phone #:

Home Address:

E-mail Address:

Emergency Name and Number:

How did you hear of our Agency?:

What type of volunteer work would you like to do?

What days and hours can you volunteer?

Do you have previous volunteer experience? (If so, please list where and what you did)

Volunteer's Signature

Date

Guardian Signature (*if applicable*)

Date:

Interviewed by:

Volunteer Coordinator

Date:

Approved by:

Executive Director

Date:



Affidavit of Volunteers

Under penalty of perjury, I attest my name is _____

and I serve as a volunteer in the child care facility known as _____.

As a volunteer, I do not receive any form of payment or remuneration such as money, free or reduced childcare, or any other type of compensation for my time.

I also understand that as a volunteer, I must be under the constant supervision of a trained and screened staff person and may not be left alone or in charge of any group of children. If I volunteer 40 hours or more per month, or receive some form of compensation, I understand that I must submit background screening information in accordance with section 402.3055, Florida Statutes, and complete the state mandated training requirements.

Under penalty of perjury, I declare that I have read the foregoing, and the facts alleged are true and correct.

Affiant Signature

Date

Form of identification presented

Sworn to and Subscribed before me this _____ day of _____, 20____

Notary Signature _____ Commission Expires _____

CF-FSP 5217, 2/2008

Child Abuse & Neglect Reporting Requirements Acknowledgement

All child are mandated by law to report their suspicions of their child abuse, neglect, or abandonment to the Florida Abuse Hotline in accordance with section 39.201 of the Florida Statues (F.S)

"Child abuse or Neglect" is defined in s. 30.201, F.S. as "harm or threatened harm" to a child's mental or physical health or welfare by the acts or omissions of a parent, adult household member, other person responsible for the child's welfare, or for the purposes of reporting requirements by any person.

Reports should be made immediately to the centralized Florida Abuse Hotline Information System at: 1-800-96-ABUSE (1-800-962-2873).

All reports are confidential. However, persons who are mandated reporters (child care personnel) are required to give name when making a report.

It is important to give as much identifying and factual information as possible when making a report.

Any person, when acting in good faith, is immune from the liability in accordance with s. 39.203(1)(a), F.S.

Child care personnel must be alert to the physical and behavioral indicators of child abuse and neglect.

Categories include:

- Physical Abuse (i.e. unexplained bruises, burns, marks...)
- Physical Neglect (i.e. hunger, poor hygiene, lack of supervision..)
- Sexual Abuse (i.e. withdrawal, excessive crying, physical symptoms..)
- Mental Injury (i.e. impairment in ability to function, depression..)

This statement is to verify that on _____, 20____, I _____ have read the above material
(Date) (Name of Volunteer)

Signature of Volunteer

Signature of Operator

ORLANDO DAY NURSERY PHOTOGRAPH PERMISSION AND RELEASE

Because of our reputation and good standing in the community, reporters, news stations and guests will occasionally visit our school for various photo opportunities. Further, because of our need for outside funding sources and the fact we love to show off what great things are happening in our school we are asking your permission to include you in these opportunities to spread the good news of great happenings and promote the Orlando Day Nursery.

By signing below, you will grant the Orlando Day Nursery, its successors and assigns, the permission to use the name, photograph, likeness, work or voice of _____ and to reproduce, distribute,
(Print Name)

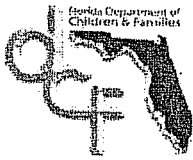
publish, exhibit and transmit the same by any mechanical or electrical means for the purposes of promoting and advertising the Orlando Day Nursery, its successors, assigns or any agencies providing funding to the Orlando Day Nursery.

The undersigned, upon certain good and valuable consideration, receipt of which is acknowledged, does hereby grant the Orlando Day Nursery, its successors, assigns and such agencies which provide funding to the Orlando Day Nursery, the perpetual and unrestricted right in and to use of the name, photograph, likeness, work or voice of _____ for the purpose and in the manner provided above. Further, the
(Print Name)

undersigned, does hereby release the Orlando Day Nursery, its successors, assigns and such agencies which provide funding to the Orlando Day Nursery, from any and all claims, actions and demand arising out of or in connection with the use of said name, photograph, likeness, work or voice. I have signed this form voluntarily and with knowledge of its significance.

Signature

Date



CHILD CARE

ATTESTATION OF GOOD MORAL CHARACTER

By signing this form, I am swearing or affirming that I have not been found guilty or entered a plea of guilty or nolo contendere (no contest), regardless of the adjudication, to any of the following charges under the provisions of the Florida Statutes or under any similar statute of another jurisdiction. I also attest that I do not have a delinquency record that is similar to any of these offenses.

I understand I must acknowledge the existence of any criminal records relating to the following list regardless of whether or not those records have been sealed or expunged. I understand that I am also obligated to notify my employer of any possible disqualifying offenses that may occur while employed in a position subject to background screening under Chapter 435, Florida Statutes.

Relating to:

- Sections: 393.135 relating to sexual misconduct with certain developmentally disabled clients
394.4593 relating to sexual misconduct with certain mental health patients
415.111 adult abuse, neglect, or exploitation of aged persons or disabled adults
741.30 domestic violence and injunction for protection (defined in 741.28) means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, etc. of a family or household member
782.04 murder
782.07 manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child
782.071 vehicular homicide
782.09 killing an unborn child by injury to the mother
784.011 assault, if the victim of offense was a minor
784.021 aggravated assault
784.03 battery, if the victim of offense was a minor
784.045 aggravated battery
784.075 battery on a detention or commitment facility staff
787.01 kidnapping
787.02 false imprisonment
787.04(2) taking, enticing, or removing a child beyond the state limits with criminal intent pending custody proceedings
787.04(3) carrying a child beyond the state lines with criminal intent to avoid producing a child at a custody hearing or delivering the child to the designated person
790.115(1) exhibiting firearms or weapons within 1,000 feet of a school
790.115(2)(b) possessing an electric weapon or device, destructive device, or other weapon on school property
794.011 sexual battery
794.041 prohibited acts of persons in familial or custodial authority (former)
- Chapter: 796 prostitution
Section: 798.02 lewd and lascivious behavior
Chapter: 800 lewdness and indecent exposure
Section: 806.01 arson
Chapter: 812 felony theft and/or robbery and related crimes, if a felony
Sections: 817.563 fraudulent sale of controlled substances, if the offense was a felony
825.102 abuse, aggravated abuse, or neglect of disabled adults or elderly persons
825.1025 lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult
825.103 exploitation of disabled adults or elderly persons, if the offense was a felony
826.04 incest
827.03 child abuse, aggravated child abuse, or neglect of a child
827.04 contributing to the delinquency or dependency of a child

- 827.05 negligent treatment of children
- 827.071 sexual performance by a child
- 843.01 resisting arrest with violence
- 843.025 depriving an officer means of protection or communication
- 843.12 aiding in an escape
- 843.13 aiding in the escape of juvenile inmates in correctional institution
- Chapter: 847 obscene literature
- Section: 874.05(1) encouraging or recruiting another to join a criminal gang
- Chapter: 893 drug abuse prevention and control only if the offense was a felony or if any other person involved in the offense was a minor
- Sections: 916.1075 relating to sexual misconduct with certain forensic clients
- 944.35(3) inflicting cruel or inhuman treatment on an inmate resulting in great bodily harm
- 944.46 harboring, concealing, or aiding an escaped prisoner
- 944.47 introduction of contraband into a correctional facility
- 985.701 sexual misconduct in juvenile justice programs
- 985.711 contraband introduced into detention facilities

ONE OF THE FOLLOWING STATEMENTS MUST BE MADE:

Under the penalty of perjury, which is a first degree misdemeanor, punishable by a definite term of imprisonment, not exceeding one year and/or a fine not exceeding \$1,000 pursuant to ss.837.012, or 775.082, or 775.083, Florida Statutes, I attest that I have read the foregoing, and I am eligible to meet the standards of good character for this caretaker position.

Printed Name of Affiant

Signature of Affiant

Date

OR

To the best of my knowledge and belief, my record may contain one or more of the foregoing disqualifying acts or

Printed Name of Affiant

Signature of Affiant

Date

OR

for teachers and non-instructional personnel in lieu of fingerprint submission:

I swear or affirm that I have been fingerprinted under Chapter 1012, Florida Statutes, when employed as a teacher or non-instructional employee and have not been unemployed from the school board for more than 90 days. I swear the findings of that background check did not include any of the above offenses and that I meet the standards of good character for this caretaker position.

Printed Name of Affiant

Signature of Affiant

Date

OR

To the best of my knowledge and belief, my record may contain one or more of the foregoing disqualifying acts or offenses.

Printed Name of Affiant

Signature of Affiant

Date

