

## THE CENTERS FOR EXCEPTIONAL CHILDREN VOLUNTEER PROCEDURES AND GUIDELINES

Welcome to The CFEC! We are so appreciative that you have decided to volunteer your time at our schools. We hope the following suggestions and directives will give you a quick introduction to our expectations while you are here.

- Always sign in and out at the front reception area upon arrival and departure.
- Nametags must be worn at all times while volunteering.
- Wear comfortable, appropriate clothing for the work place. Please refrain from wearing clothing that advertises alcohol or tobacco products, or shows the midriff.
- Wash hands upon entering the classroom. **You cannot wash your hands too much!** This is the single most important way to prevent infection. Please refer to hand washing instruction on the back of this page.
- Ask the teacher where you should store your personal belongings. All personal items, such as purses, backpacks, etc. must be locked up while in the classroom.
- Food or drink brought in must be labeled and dated, and placed in generic containers with no branding (i.e. no McDonald's cups or Pepsi cans).
- If you must cough or sneeze, do so into your elbow.
- If you do not feel well or are running a fever please call the office and do not report to volunteer that day.
- Volunteer time should be spent interacting with children or completing tasks as requested by school staff.
- Children should never be left unattended. Interns and volunteers must be under the direct supervision of school staff. You should **NEVER** be left alone with the children.
- Please use positive, encouraging language. Physical, verbal or emotional abuse of children will not be tolerated. Do not yell across the room to children. Speak to the child in a calm voice. Use of the term "bad" boy or girl or other name-calling is not acceptable. It is best to give the child choices and to provide positive options when dealing with behaviors.
- Cursing, adult conversations or the use of personal cell phones are not allowed in front of the children.
- Snacks and lunches should be eaten in the staff lounge. Food and drink are never allowed in front of the children unless you are eating what they are eating.
- Smoking is not allowed anywhere in the building or on the grounds.
- If you have questions about a child, please ask staff privately. The child should not be within hearing distance when he/she is being discussed.
- Only staff members are responsible for sharing information about the children with their parents.
- Accidents or injuries should be reported immediately to the teacher.
- Staff, interns and volunteers are expected to relate to each other in a respectful manner.
- **Information about the children is strictly confidential.** You must have permission before making any videos, recordings or photographs of the children.

## Hand Washing Procedures

Hand washing is the single best way to prevent the transmission of disease. Proper hand washing is required by NC law in child care facilities. For easy reference, there are hand washing procedure posters at each sink in our classrooms.

### When to wash hands:

- Upon arrival for the day or when moving from one child care group to another
- When hands are visibly dirty
- Before and after:
  - Food preparation, handling food, serving a child food
  - Eating food, bottle feeding, feeding a child
  - Giving medications
  - Playing in water that more than one person is using
  - Diapering
- After:
  - Using the toilet or assisting a child with toilet use
  - Handling body fluids: nasal mucus, blood, saliva, vomit
  - Handling uncooked food, especially raw meat or poultry
  - Handling animals or animal waste
  - Playing in sandboxes
  - Being outdoors
  - Removing disposable gloves
  - Cleaning or handling garbage
- Before going home

### Hand Washing Procedures for Adults

- 1) **Wet hands.** Have liquid soap and clean disposable or single use towels accessible. Use warm, running water to wet hands (80-110°F in NC).
- 2) **Apply liquid soap.**
- 3) **Wash hands for 20 seconds.** Rub hands together until lather appears. Wash the front and back of hands, wrists, nail beds, between fingers, and under fingernails and jewelry. Continue for 20 seconds.
- 4) **Rinse well.** Rinse hands, fingers pointing downward, under warm, running water (80-110°F in NC).
- 5) **Dry hands.** Use a clean disposable or single-use towel or mechanical dryer to completely dry hands.
- 6) **Turn water off with the towel.** Dispose of towel in covered trash container lined with a disposable plastic bag.