

Dundas Valley Co-operative Preschool Duty Volunteer FAQs

What is a Duty Volunteer? A Duty Volunteer (DV) is a parent or family designate that volunteers their time to provide support in the classroom. They assist the Teacher and children in the classroom as needed (creative and active play, conflict resolution, etc.), help children at snack time, with washroom visits, putting on coats when it is time to leave, etc.

What is a Duty Day? For the days you have been scheduled as the Duty Volunteer, you will be asked to arrive for 8:45am to get situated before the children arrive at 9am. One Duty Volunteer is scheduled for the day. Plan to stay until 12:15pm.

Why enroll for Duty? Being involved in the classroom gives you an active role in your child's education. You get to observe first-hand as they interact with peers and other volunteers. Watch them grow! Being a duty volunteer also lowers your fees.

What is the time commitment per month?

A DV will typically be scheduled in the classroom based on the number of days your child attends preschool each week.

For example, if your child attends preschool three (3) days per week, you will be scheduled to volunteer 3 days per month.

Parents with 2 children in the school may be required to do up to 1.5 times the regular number of duty days.

There is the option to sign up for part duty and part non-duty if you cannot commit to several days a month. Speak with the Membership Secretary for details

What is required to be a Duty Volunteer?

Willingness to be helpful, enthusiasm and a responsible approach are great assets. DVs must have the following in place before their first duty day, as well as signed forms below:

POLICE CHECK -

A Vulnerable Sector Check must be completed before a DV's first duty day. This is a requirement of the Ministry of Education to ensure the safety of our children. Fees incurred are the responsibility of the DV.

Your police check can be done in-person at Hamilton Police Service HQ at 155 King William St., Hamilton, or online at: <http://www.policeremedy.ca/checks/services/hamilton/>

HEALTH INFORMATION -

Proof of the following are required:

- TB skin test
- DPT: Diphtheria, pertussis, and tetanus
- MMR: Mumps, measles, rubella immunization

We require a note from your family doctor advising the school of your TB skin test results. We also require you to provide us with the date of your last DPT immunization (needed every 10 years). If you were born after 1970, we will need proof of your latest MMR immunization.

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How are duty days scheduled?

The duty schedule is prepared, at a minimum, on a monthly basis. Duty Volunteers need to let the Duty Scheduler know his/her availability in advance of the schedule being set. Many DVs work (full-time, part-time, shift work) so we'll do our best to schedule around prior commitments.

What happens if I am scheduled for a duty day and can no longer do that day?

You are required to find a substitute if you have been scheduled and are unable to attend your duty day (whether you or your child is sick, you are away etc.).

If you switch with another qualified Duty Volunteer or arrange for an alternate by contacting one of the Emergency DVs, you must notify the Supervisor and Duty Scheduler. A list of Emergency DVs is available from the Duty Scheduler. Note that a \$30 fee is to be paid to an Emergency DV.

How many duty volunteers can be on the roster?

There are a maximum number of Duty Days we can schedule. The preschool aims to schedule a *minimum* of one duty day per month for each family that wants to take on a duty role. Your understanding is appreciated if you are not able to enrol for the full number of duty days you initially expresses interest in.

Duty Volunteer Training

The Supervisor will arrange a time with you to come for orientation before your first scheduled duty day. You will learn

about a typical day at the preschool, what's expected of a Duty Volunteer, and will complete any remaining paperwork.

Duty cards are set out in the classroom outlining what's expected of you on your duty day. If you are uncertain about any of the tasks, please do not hesitate to ask the Teacher.

You will be asked to sign-off that you have read and understand policies, procedures and individualized plans. Annual review at a minimum, or when a change is made.

Staff and Volunteer Observation

The Ministry of Education requires that staff and volunteers are observed in their daily roles. DVCP completes regular monitoring and assessment of individuals in the classroom. Volunteers and staff are under the supervision of the DVCP Teacher. Refer to the DVCP *Supervision of Volunteers and Students Policy* for details.

Terminology

Duty Parent – as defined under the CCEY Act, are responsible for the care and supervision of all children in the group and must meet all requirements applicable to employees. Two Duty Parents can take the place of one paid staff if Ministry Director gives approval. Counted in ratio. DVCP does not presently use Duty Parents due to low participation and first aid requirement.

Duty Volunteer – assist in the classroom; not counted in ratio. Not required to have first aid and CPR training.

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Duty Volunteer Instructions

- Arrive at the preschool by 8:45am. Ask Teacher if there is anything left to be done in the craft or active areas and/or any special instructions for the morning. Review program for the day.
- Let families into the school as they arrive (buzzer system); station yourself by classroom door.
- Greet children and families when you see them in the morning, so they know who Duty Volunteer is for the day. ** REMIND families to sign Attendance Sheet. **
- At 9:00 am, assist Teacher to help children to “Welcome Circle”
- During Circle time, file children’s artwork and notes from previous day
- Check that parents have recorded their child present on Attendance Sheet

Creative Play

- Help children in creative area with:
 - Names on papers/crafts
 - Assist with crafts
 - Supervise toy shelf area
 - Putting on smocks
 - Washing hands
 - PLAY!
- Assist Teacher AND children with tidy up in creative area
 - Play dough in bags
 - Toys on shelf
 - Straighten tables
 - Empty buckets of water and towels

During Washroom Routine

N.B. Only staff and those with valid Vulnerable Sector Check may accompany child to washroom

- Tidy and straighten up classroom as required.
- Prepare the snack tables:
 - Wipe down with soapy water
 - Disinfect by applying bleach or bleach alternative from spray bottle. LET AIR DRY.
 - Set tables for snack time:
 - Put out dry paper towels for their food to rest on
 - Put out damp paper towels for children to wipe their hands after snack
 - Bring children’s cups/bottles to the table
 - Bring jug of water and extra cups to the table
 - Wednesday is shared Fruit & Veg day. Proceed to kitchen to finish preparing the snack. Then take to snack tables.

Snack Time

- Assist children with opening containers
- Encourage conversation with children
- Help them put away their snack boxes, bags
- Clear the table and wipe down

Active Play Time

- Encourage positive social skills and safe play
- Assist Teacher and children with:
 - Tidy up and take down (put toys and supplies away)
 - Riding toys put away
 - Dress up area tidied up
 - Blocks, puzzles, toys on shelves

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Duty Volunteer Instructions

Storytime

- Near the end of the morning program, the Teacher will read with the children
- Return to kitchen to wash dishes/tidy up etc.
- Continue with general tidy up
- Check creative area to see if clean-up has been finished
 - Play dough in bags
 - Toys on shelf
 - Straighten tables
 - Lids on paste containers
 - Wash paste paddles and paint jars/brushes if needed
 - Empty buckets of water and hand towels

Goodbye Song

- Help with coats and supervision in the coat rack area during departure of children
- Always watch the door does not open without an adult assisting with the exit
- After children have left, proceed to kitchen and washrooms to check that all is put away
- Ask Teacher if there is anything else that needs to be done

**Dundas Valley Co-operative Preschool
Duty Volunteer Agreement**

As a Duty Volunteer (DV) with the Dundas Valley Co-op Preschool (DVCP) I agree to:

1. Participate in a training session before my first day helping in the classroom;
2. Submit a Vulnerable Sector Check and health records to Supervisor before first day in the classroom;
3. Act in accordance with DVCP policies, procedures and individualized plans;
4. Review DVCP policies, procedures and individualized plans at least annually, or when changes are made;
5. Let the Duty Scheduler know my availability in advance of the monthly DV schedule being set;
6. Find an alternate DV in the event I am ill or cannot come in on scheduled day, by either switching days with another Duty Volunteer or arranging for an Emergency DV. The Duty Scheduler and Supervisor are to be informed promptly of such a change;
7. Bring any health and safety concerns in the classroom to the attention of the Supervisor;
8. Not discuss with other families personal or confidential matters that may arise during my time in the classroom;
9. Refer to information in the Duty Volunteer Information Package, including *Guiding Childrens' Behaviour* and *Your Day as a Duty Volunteer*, seeking guidance from the Supervisor whenever necessary; and
10. Put my cell phone away during program time.

As a Duty Volunteer with the Dundas Valley Co-op Preschool I acknowledge that:

11. Compliance and contraventions to the policies, procedures and individualized plans shall be observed and the Supervisor will address with Duty Volunteers;
12. Duty day starts at 8:45am and ends by 12:15pm; and
13. Children are not to chew gum, and must wear shoes not sandals or sock-feet.

Signature: _____

Date: _____

Return signed form to the Supervisor, thank you.

DUNDAS VALLEY CO-OPERATIVE PRESCHOOL
86 Cameron Avenue, Dundas, Ontario L9H 1P8
BEHAVIOUR MANAGEMENT GUIDELINES

Discipline should be:

1. used in a positive and consistent manner;
2. appropriate to the developmental level of the child;
3. designed to assist the child to learn appropriate behaviors; and
4. implemented as soon as possible after troublesome behavior and reasonable related to the nature of the behavior.

In accordance with the Ontario *Child Care and Early Years Act (2014)* Dundas Valley Co-op Preschool does not permit spanking or other forms of corporal punishment.

Section 48 (“Prohibited Practices”) of the *Child Care and Early Years Act, 2014* states that No licensee/operator shall permit:

- a) corporal punishment of a child;
- b) physical restraint of the child, such as confining the child to a highchair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- c) locking the exits of the child care centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee’s emergency management policies and procedures;
- d) use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
- e) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- f) inflicting any bodily harm on children including making children eat or drink against their will.

Signature: _____

Date: _____

Return signed form to the Supervisor, thank you.

Your Day as a Duty Volunteer

One of the most important things to remember about the guidance of the children is that although they are similar in age, they will not all be at the same stage of development and each child will respond to you in a different way.

The Supervisor is with the children every day so it will be advisable to speak with her to discuss any difficulties you are encountering and be guided by her judgement.

Additional considerations include:

- Wear comfortable clothes and shoes
- Crouch down to child's level whenever possible. When we are close to the child's physical level, we are less intimidating.
- Let the child be as independent as they are able; however when help is requested feel free to show them how to hold scissors, do up a button, etc.
- Avoid jumping in to settle a minor dispute when the children can work it out themselves. When should you step in? Limit a child if they are about to:
 - hurt themselves or others
 - damage equipment or belongings
 - lose control or have a temper tantrum
 - general bother or nuisance to others
- Carry a large marker or crayon to put the child's name on their work.
- The children will imitate your manner, if calm, relaxed, pleasant and friendly.
- Your own child may need some time to adjust to you being a helper in the classroom. It's okay to let them follow you around; they may need special understanding at this time, as it is sometimes difficult for a child to share their parent with others.
- Keep in mind that you are in the classroom to assist all of the children.

Guiding Children's Behaviour

DO

- Encourage each child at their own speed; no competition
- Be consistent with rules and attitudes toward behaviour
- Give every child a fair share of your attention if possible
- Let your sense of humour operate in the classroom
- Be positive rather than negative with requests. Say "Come here Peter" rather than "Don't go there"
- Use definite but impersonal approach. "Paint stays at the easel" "Play dough is for pinching" "Time for..."
- Give your whole attention to your work.

Don't

- Do not ridicule the child or compare one child unfavourably with another
- Do not threaten as a means of discipline. Self-direction is brought about by learning and guidance.
- Don't make a child fearful by saying "be careful" all the time. Rather ask "Do you know how to hold on tightly?"
- If a choice of action is not necessary then do not offer one. Say "It's your turn to go to the bathroom" rather than "Would you like to go to the bathroom?"
- Don't deny a child something and then give in because they made a scene.
- Do not allow promises to be unfilled
- Avoid breaking into a child's concentration when they are absorbed. If you must, do so gently and with understanding.