

Volunteer and Student Policy

Introduction

Welcome to Phoenix Child Centre! We are confident that your volunteer/student placement will be a rewarding experience for you, our staff, and our children. In an effort to ensure your experience is the best it can be, we have set out a few guidelines for every volunteer/student to adhere to.

Guidelines

Prior to commencing any volunteer/placement hours you must arrange a meeting with the Director or Designate to establish suitable candidacy, dates and times of volunteer service or placement hours. Although we do our best to accommodate requests, all final decisions regarding suitability and hours are at the discretion of the Director.

Any students /volunteers under the age of 18 are required to provide two reference letters before starting any volunteer/placement hours. Any students/volunteers 18 years and older are required to provide a current and clear Criminal Reference Check before starting any volunteer/placement hours. If a student or volunteer turns 18 while they are completing hours they must obtain a Criminal Reference Check the day after they turn 18.

Volunteers will be assigned a program by the Director according to the needs of the centre. Students will be assigned according to their placement requirements. If you have a preference please let the Director know during your initial meeting. We will do our best to place volunteers in the age grouping you are most comfortable with however; it is not always possible to accommodate all requests.

Parents volunteering for field trips are not required to read and sign our policies and procedures with the exception of the Volunteer and Student Policy. Before volunteering a current criminal reference check must be on file at the centre.

Before volunteering or beginning your placement, you are required to read and sign the Centre's Policies and Procedures. Policies and Procedures are designed to ensure the health and safety of the children, staff, students and volunteers of Phoenix Child Centre. It is important that you ask questions before signing to ensure complete understanding of all Policies and Procedures you are asked to sign. Any behaviour contrary to the Policies and Procedures of Phoenix Child Centre will result in immediate dismissal.

Under no circumstances will a student/volunteer be left alone with the children in any capacity. All volunteers and students are supervised by an employee at all times.

Roles and Responsibilities of Volunteers/Students

During your volunteer hours/student placement you will be expected to arrive on time and dressed appropriately. You will be expected to assist staff in the supervision of the children in the program, assist

in routines/ daily transitions, and develop appropriate nurturing relationships with the children. Students will be required to adhere to any expectations set out by their educational institution.

Roles and Responsibilities of Phoenix Child Centre

All volunteers/students will be assigned a “mentor” who will be responsible for familiarizing you with the centre. This includes but is not limited to, emergency procedures such as lock downs and fire drills, allergy/food restrictions (including anaphylactic emergency procedures), diapering procedures, and food preparation procedures. Your “mentor” is also responsible for supporting and guiding you as needed. Mentors of students will sign off and provide formative feedback on assignments/evaluations as required by your educational institutions.

We are committed to providing you with the tools necessary to ensure your time here at Phoenix Child Centre is an enjoyable learning experience. We look forward to working with you.

Date	Revision	Effective
September 2016	Added roles and Responsibilities	Sept 2016
March 2019	Added all volunteers and students are supervised by an employee at all times	March 2019
March 2019	Removed age limit of 16 years requirement.	March 2019