

Volunteering at MCCA

Montgomery Child Care Association (MCCA) values the meaningful contributions that Volunteers provide to the Association. This handout provides information on the eligibility to volunteer, guidelines, and forms required in order to volunteer at MCCA.

Definition of a Volunteer

A "Volunteer" is anyone who chooses to perform activities for the Association without compensation or expectation of compensation, (beyond reimbursement for pre-approved specified expenses) and, who performs activities at the direction of the Association. A Volunteer must meet the minimum qualifications as defined in sections regarding "Volunteer Selection" and "Teen Volunteers" and be officially accepted by the Association prior to performance of the activity assignment. Volunteers may not be counted by the program toward maintenance of staff/child ratios. Volunteers are not employees of MCCA.

Volunteer Selection

MCCA is committed to equal opportunities and complies with all applicable laws which prohibit discrimination or harassment based on race, color, religion, creed, gender, national origin, age, disability, veteran or marital status, genetic information, sexual orientation, or any other legally protected status.

Individuals who are interested in becoming a Volunteer are required to complete a *Volunteer Application* available by contacting Human Resources at the MCCA Administrative Office. The completed application should be submitted to Human Resources. Volunteers must meet the following minimum qualifications:

- Minimum age of 16
- Satisfactorily pass background and/or reference checks
- Satisfactorily pass a medical certification (for Volunteers on premises more than once a week and have direct contact with children)

Volunteer Orientation and Training

The Center/Program Director is responsible for coordinating a Volunteer's orientation, training, and activities.

Volunteer Standards and Responsibilities

Reporting Time

Schedules should be established between the Volunteer and Center/Program Director. Volunteers must sign in and out on the *Volunteer Log* at their location for each day they are performing activities.

Volunteers are also expected to maintain their own records of the time they have volunteered for any student service learning (SSL) hours.

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Dress Code

Volunteers shall dress appropriately for the conditions and performance of their activities. Volunteers will be issued a nametag and are required to wear it while they are working on their Volunteer activity.

Activities

Activities should be appropriate to the skillset and training of the Volunteer. Examples of appropriate activities include helping with special events, reading a story to the children and general upkeep of outdoor spaces. Regardless of the activity assigned, Volunteers must be under close supervision of a staff member and **may not be left alone with enrolled children. Volunteers may not be utilized to satisfy staff/child ratios.**

Child Discipline

MCCA takes a proactive approach to managing behavior issues that may arise in the classroom. Rather than punishing children for inappropriate behaviors, MCCA focuses on teaching children appropriate skills needed to be successful in a group setting. Volunteers **should not** discipline children. Volunteers should not publically call out inappropriate behavior or discuss their observations of children in the classroom with families.

Volunteers may reiterate expectations stated by the teaching staff in a gentle voice, model for children appropriate behavior by doing what the teacher expects and privately remind children of common expectations such as cleaning up materials. Volunteers should defer all disciplinary issues to the regular staff in the room who have an established relationship with the child. If Volunteers are working in a classroom with their own children, they are expected to support classroom rules and guidelines regarding discipline with their own children while at the program.

Risk Management/Safety

Volunteers participate at their own risk. However, the safety of Volunteers is important to the MCCA. Volunteers are required to adhere to all MCCA health and safety standards. Volunteers who are injured or who are involved in an accident during their Volunteer activity must report the accident immediately to their Center/Program Director.

Harassment and Discrimination

MCCA does not tolerate any form of discrimination or harassment. While volunteering, Volunteers must not engage in any form of discrimination or harassment with respect to other Volunteers, employees, families, visitors or anyone with whom the Volunteer comes in contact with while volunteering.

Confidentiality

Volunteers are responsible for maintaining the confidentiality of all appropriate or privileged information to which they are exposed to while serving as Volunteers, whether this information involves

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staff, Volunteers, families or other persons, or involves overall Association business. Failure to maintain confidentiality may result in MCCA ending the Volunteer's relationship with the Association.

Laws & Regulations and Other MCCA Policies & Procedures

MCCA conducts its business activities in compliance with all applicable federal, state and local laws, regulations and judicial decrees. No Volunteer may take any action on behalf of MCCA he/she knows, or reasonably should know, would violate any such law, regulation or decree. Volunteers are also expected to adhere to all MCCA established policies and procedures and take into account standards of honesty, integrity and fair dealing in the conduct of the Association's mission.

Teen Volunteers (under 18 years of age)

Students may elect to fulfill their community service requirement by volunteering at MCCA. To ensure a beneficial experience for Teen Volunteers and to provide safeguards for enrolled children, programs must adhere to the following additional requirements for Teen Volunteers:

- Teen Volunteers must be at least 16 years old.
- Teen Volunteers must adhere to the following schedule restrictions:
 - May not spend more than 12 hours in combination of school hours and Volunteer hours each day
 - May not be permitted to volunteer more than 5 consecutive hours without a break of at least 30 minutes
- Teen Volunteers may not volunteer in programs which they are enrolled or that receive payment for their care.
- Assigned activities should be appropriate to the skillset and developmental level of teens.
- Teen Volunteers **may not be alone with children and may not be utilized to satisfy staff/child ratios.**
- Teen Volunteers may not work with children under two years of age.
- Teen Volunteers should participate in the same orientation as adult Volunteers.

Termination of the Volunteering Relationship

MCCA accepts the service of Volunteers with the understanding that such service is at the discretion of the Association. Volunteers understand that MCCA may at any time, for whatever reason, decide to end the volunteer relationship. The Volunteer may at any time, for whatever reason, decide to sever the Volunteer's relationship with the Association. Volunteers should communicate this decision as soon as possible to their Center/Program Director.