

STUDENT GUIDELINES

This document is designed for helpers who themselves are under the age of 18.

General

- The Classroom Guidelines and procedures of the Child & Adolescent Protection Program are to be followed meticulously. Deviance from them may result in the helper's parents being called or the helper being disqualified from helping on that day or for the remainder of the event.
- Helpers are to report on time and stay at their assigned area until dismissed by the lead teacher for breaks and again at the end of the day.
- Helpers should report any child who appears to be ill to the lead teacher or Children's Pastor immediately.
- Children should be greeted warmly by the helper and be made to feel welcome.

Classroom Conduct

- Time spent in the classroom should be spent entirely focused on the children. Helpers should talk with the children and show them individual attention. *The helper's time should not be used to visit with others. This includes text messaging, cell phones, etc. Cell phones should be turned off and any calls received may be answered during the break.*
- Hot beverages are not to be brought into the classroom area.
- Children should not be criticized or be witness to the helper engaging in any form of gossip.
- Children should not be taken from the class group without permission from the lead teacher. Parents may come to pick up their children at any time.
- Problems that are observed while taking care of the children should be discussed with parents by the lead teacher only. Please report all problems to the lead teacher in charge of the event or Children's Pastor.
- Each child is to be treated equally with respect shown to his/her individuality where it does not conflict with classroom order or the rights of others. *A child is not allowed to hurt himself or another individual.*
- Do not do for a child what they can do for themselves. The process of "doing" is more important than the product. "Process over Product"
- At least two workers must be present at every event involving children or youth. This protects the children and adults as well as providing a safer environment in the event of an accident or emergency.
- Always dress in an appropriate manor. No bellies or bottoms showing. Shirts without writing or logo's are preferred.
- Please remain with your lead teacher during dismissal. They need your help to keep the children entertained until their parent or guardian picks them up.
- Immediately report behavior or conduct by any worker, volunteer or older youth that seems abusive or inappropriate.

Discipline

- The approved method of discipline is the "time-out chair". Spanking or any type of physical correction is prohibited and will be grounds for immediate dismissal.
- Do not compare one child's efforts or accomplishments to that of another. Do not embarrass a child or belittle them in an effort to correct their behavior.
- Discipline problems should be referred to the lead teacher or Children's Pastor.

Bathroom Needs

- No child is to be assisted in toileting! All children through pre-school, with the exception of those in the nursery, are to be fully toilet trained.
- Older children shall accompany each other to the restroom.
- Please remind children to wash their hands when they are finished in the bathroom.

Injuries and Medication

- Any injury should be immediately reported to the lead teacher and Children's Pastor.
- Do not administer any medication, including diaper rash ointment or powder. Do not bring personal medication into the classroom.
- All medications for the children will be kept with the parents with the exception of Epi-Pens.
- Helpers are to place their personal belongings out of sight and out of the reach of the children. This includes cell phones, iPods, etc.
- All children's classrooms are Peanut and Tree Nut free classrooms. Please avoid these foods while working with the children. Peanut and tree nut dust and/or remnants can be transferred from your hands to a child. We have several children with life threatening allergies to peanuts and tree nuts. Be aware of any other allergies of the children you are watching.
- Make sure that the room is left clean and in an orderly fashion, with countertops cleaned off, crumbs picked up and ready for the next group.

Helpers and their parents please sign and return this page stating that you have read, understand and have received a copy of the Student Guidelines.

I have read, understand and have received a copy of the Student Guidelines.

Signature _____ Date _____

Printed Name _____

Parent Signature _____ Date _____

Printed Name _____