

Volunteer Guide

Arrival

- Please arrive and be ready to serve at least 10 minutes before the classroom opens to students. Store personal items out of reach.
- Students may be admitted to class as early as (time) as long as two adult volunteers are present; one must be female.
- Visitors are always welcome. Have them complete the New Student Form and contact a lead to welcome them.
- Each student and volunteer must wear a nametag.
- List every student and their assigned volunteer on the check in sheet. Take the sheet with you when you leave the room; it is critical to have it in emergencies.

Dismissal

- Dismiss a student only to a parent unless they have approved another person who is age 16 or older. That person must have the current pick-up tag or show an i.d.
- You may leave once your assigned student has been picked up, no other help is needed, and two adults (including one female) are still present in the room

Safety

- Each student must always be seen by at least two adult volunteers.
- Volunteers need to monitor entry and exits and ask students not to linger near doors.
- Only adult female volunteers may change diapers and assist a student in the restroom.

Food & Drinks

- Finish food and drinks before arriving to class. Some of our students have severe allergies and/or food issues.
- If you are a buddy to a student attending a typical classroom, make sure you are of food allergies and restrictions since snacks are often available.

Health

- A parent must return to class to give medication, perform medical procedures, or apply topical lotions or creams. Volunteers may not do so.
- Anyone who has had the following symptoms in the past 24 hours should not attend: fever or chills, cough, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, etc.

Incidents and Emergencies

- First Aid Kit Location:
- Walkie Location:
- Tornado Shelter:
- Fire Exit:
- Medical Emergency: Call 911 and alert staff.
- Non-emergent injury: Contact a staff member and complete an incident report.
- AED/ First Aid Location:

Classroom Activities

Welcome & Free Time.

Greet everyone by name and let them know you are glad they are there. A parent may give you an update on the student's achievements or challenges. Encourage younger students to play, teens to work on puzzles and building activities, and adults to socialize.

Worship

Sing songs, play music or music videos, and add fun hand motions or instruments. This may be an ideal time to join a large group worship time.

Lesson

Adapt curriculum to your students. This could be as easy as pulling out main points, adding visual aids, and using a lot of repetition. Keep it age-appropriate and always assume intelligence.

Outside

Stay inside if it is raining or temperatures are below freezing.

Activity

Have various group games or activities on hand to fill in extra time. This could be a craft, trivia, guessing games, etc.

Small Groups / Prayers & Praises (for older students)

Discuss the lesson and allow students to share one prayer and one praise.

Break (or Snack)

Use the restroom and/or offer a small cup of water, especially if the weather is warm.

(If you add snacks to this time, make sure they accommodate all dietary needs.)

Free Time & Dismissal

Activities are helpful during this time since service may run later than scheduled.

Serve Well

Be Prepared

- Dress comfortably and modestly. Wear clothes and shoes that allow you to move quickly.
- Do not wear dangling jewelry or long hair in a style that one might grab.
- Refrain from wearing perfumes or colognes that may trigger students.
- Do not bring food or drinks into the classroom.

Be Engaged

- Welcome everyone by name.
- Give complete attention to your student and help them participate in all activities.
- Stay on schedule. Students will thrive with known repetition.
- Share news, good or bad, that a family tells you with the lead team.

Be Positive

- Keep a positive attitude, give genuine praise, and encourage everyone.
- Assume intelligence. Never underestimate one's ability to reason or comprehend.
- Share encouraging news with parents.

Be a Model

- Model good behavior.
- Use age-appropriate language and tone of voice, do not talk baby talk to anyone other than a baby, and do not call adults "kids."
- Respect privacy. Do not take photos of students.
- Give only side hugs, respect personal space, and ask students not to lean on you.

Be Teaching

- Remind students that God made them, God loves them, Jesus died and was resurrected for them, and He wants a relationship with them.
- Encourage independence by allowing the student to do as much as possible. Prepare the student for the next age group or toward a typical classroom.

Be Learning

- Learn more about your student and his/her family. Review student information in the class binder. Add any information you find helpful.
- Brainstorm new ways to handle behaviors and share success stories with others.

Be Available

- Make every effort to serve when you are scheduled. Contact us if you are sick.
- Be willing to serve where needed.
- Encourage those you know to consider becoming a volunteer.

Be Praying

- Pray for our ministry, pray for our families, pray for volunteers. In all situations pray and rely on the Holy Spirit to guide you.