



Volunteer Policy

Family members, students and others may request an opportunity to volunteer in the program. Volunteers should formally request this by sending a written letter to the site Director.

Volunteers will not be considered in “ratio” for childcare purposes. Staff members hold a 1:10 ratio, which means that for every 10 children, there must be one staff member over the age of 18. Volunteers, regardless of age, will not serve to fill this ratio.

Volunteers will never be left alone with a child or children.

If volunteers require documentation of their participation, forms should be presented to the Director in advance of the visit.

Volunteers will plan (when necessary) and implement program activities in conjunction with the program staff.

Volunteers 16 years and older that volunteer more than 12 times are required complete the same paperwork as an employee.

For volunteers ages 13-15 the following guidelines exist:

- No more than two at the time at the program
- Will have an orientation
- Will be trained on our policies and procedures
- Will be supervised at all times
- Will have emergency contact information on file
- Will have an evaluation at the completion of their volunteer service
- Any misconduct or failure to follow the policies will result in the termination of volunteer privileges
- Will have a medical form on file if they volunteer more than 12 times