

Volunteer NAME \_\_\_\_\_

Date: \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_ Class: \_\_\_\_\_ School Year: \_\_\_\_\_

Best PHONE NUMBER to reach you: \_\_\_\_\_

## Check List to volunteer in the classroom:

No one will be allowed to come into the classroom for extended time or allowed to help with activities IN THE CLASSROOM unless all of the following items are completed and in the volunteer binder and the director says that you are cleared to help.

### Need to complete and return before you start volunteering:

<i>Forms Needed</i>	<i>Description</i>	<i>Date Completed</i>
This Check list form	fill in your info at the top	
This Check list form	Sign & date the "general info" section	
This Check list form	Fill in the "statement of health"	
Mt.Hermon background check	2 forms you get on line or the director	
Proof of Immunizations	Pertussis, Measles, TB, Flu (sign off on flu)	
Dates	/ / /	

### General Information for IN CLASSROOM volunteers:

- Each time you come, please fill in the day and hours you volunteer on the record sheet.
- Remember that you are not to be alone in a room with any child except your own.
- Never take any children, except your own, to the bathroom and help them there, always get a teacher to do this.
- The most you can volunteer in one week is 15 hours.

I agree with the "general information" restrictions on my involvement with children at Play School.

Sign & date: \_\_\_\_\_

### Volunteer Statement of Health:

Please write a short statement stating that you are healthy and able to work with children.

Write: "I am healthy and able to work with children."

Sign & date: \_\_\_\_\_

Thank you so much for your interest and willingness to help at Play School. Without your help, our program would not be as full and rich as it is. Please ask us about what drinks and food are available to you as snacks during the time you are here.

When you have completed the forms listed above and provided proof of TB and immunizations listed above, put them in the basket on the check-in counter. The director will let you know when you are cleared to work IN THE CLASSROOM.

Kahleen Edeal, Director