



Volunteer and other Visitor REQUIREMENTS

E.L. Cord Child Care Center

Volunteer

Requirements: **Must show current TMCC photo ID, other NSHE Institution ID, or current Government Issued photo ID**

- **SHORT-TERM PLACEMENT:** Participation must be pre-approved by the Center Director and appropriate Head Teacher. Short-term volunteer categories are:
 - Irregular basis – no more than 6- hours per month, with set days and times; not required to show proof of a negative TB test or submit to a Nevada Child Care Background Check. Used for parent volunteer hours.
 - Visit on an irregular basis, not to exceed more than 6-hours per month; schedule agreed upon by parent and Head Teacher
 - Work under the direct supervision of a full time Head Teacher
 - Never left alone with children/child
 - Maybe left alone with related child as a parent, relative, or guardian and must be identified on Center's *Emergency Blue Card*
 - Follow Nevada Child Care Licensing regulations for sign-in and sign-out procedures
 - Follow all Center/TMCC/NSHE policies and procedures for Volunteers, and complete the *NSHE Volunteer Agreement* form
 - Dress appropriately
 - Behave in a professional manner at all times; with children and adults at all times
 - May be asked to leave the Center if questionable behavior arises
 - The Child Care Center is not responsible for any costs incurred as a result of your involvement
 - Regular basis – more than 6- hours per month and less than 2-hours per week with set days and times; **not** required to show proof of a negative TB test or submit to a Nevada Child Care Background Check.
 - Visit on a regular basis, **not to exceed** more than 6-hours per month; schedule agreed upon by parent and Head Teacher
 - Complete *Volunteer Schedule* form
 - Work under the direct supervision of a full time Head Teacher
 - Never left alone with children/child
 - Maybe left alone with related child as a parent, relative, or guardian and must be identified on Center's *Emergency Blue Card*
 - Follow Nevada Child Care Licensing regulations for sign-in and sign-out procedures

- Follow all Center/TMCC/NSHE policies and procedures for Volunteers, including *NSHE Volunteer Agreement* and *E.L. Cord Volunteer Policy*
 - Dress appropriately
 - Behave in a professional manner at all times; with children and adults at all times
 - May be asked to leave the Center if questionable behavior arises
 - The Child Care Center is not responsible for any costs incurred as a result of your involvement
- IN ADDITION:

GUIDELINES: Short-term Regular Volunteer placements

- Required to complete the *Informed Consent To Be Recorded Document*
- Follow agreed upon schedule; schedule changes must be approved
- Inform head teacher and instructor if unable to meet obligation
- The Child Care Center is not responsible for any costs incurred as a result of your involvement

- **LONG-TERM PLACEMENT:** Long-term volunteer placements must be pre-approved by the Center Director and appropriate Head Teacher. Long-term categories are:

- Irregular – not an option
 - Regular basis – more than 6- hours per month and more than 2-hours per week with set days and times.
 - Required to show proof of a current (within 6-months) negative TB test
 - Submit to a Nevada Child Care Background Check.
 - Complete *Volunteer Schedule* form.
 - Never left alone with children/child
 - Maybe left alone with related child as a parent, relative, or guardian and must be identified on Center’s *Emergency Blue Card*
 - Follow Nevada Child Care Licensing regulations for sign-in and sign-out procedures
 - Follow all Center/TMCC/NSHE policies and procedures for Volunteers, including *NSHE Volunteer Agreement* and *E.L. Cord Volunteer Policy*
 - Dress appropriately
 - Behave in a professional manner at all times; with children and adults at all times
 - May be asked to leave the Center if questionable behavior arises
 - The Child Care Center is not responsible for any costs incurred as a result of your involvement
- IN ADDITION:

GUIDELINES: Long-term Regular Volunteer placements

- Participate in an Initial Orientation (1-2 hours dependent on assignment) designed to support a successful Volunteer experience
- Required to complete the *Informed Consent To Be Recorded Document*
- Follow agreed upon schedule; schedule changes must be approved
- Inform Head Teacher if cannot meet obligation
- The Child Care Center is not responsible for any costs incurred as a result of your involvement

Other Visitor

Requirements: **Must show current Government Issued photo ID**

- Visit the center for a one time visit
- Will always be accompanied by a child care center employee while on the premises
- Must follow Nevada Child Care Licensing regulations for sign-in and sign-out procedures
- Must be dressed appropriately
- Must behave in a professional manner at all times
- Must have an appropriate reason for visiting the Child Care Center
- May be asked to leave the Center if questionable behavior arises
- The Child Care Center is not responsible for any costs incurred as a result of your involvement

Other Important Guidelines While at the Child Care Center

- Ask your Head Teacher for information concerning a child, parent, or employee. *Confidentiality is important; you may not need to know.*
- Interactions with the children, employees and anyone in the Center must be conducted in a professional manner at all times and must relate to your Volunteer placement.
- Cells phone must be turned off while in the classrooms or the play yards. You will be asked to leave. Please remember why you are at the Center.
- Please bring the tools necessary to complete your Volunteer assignment. **You must present your Photo Identification.**
- Capturing photographs, recordings, cell phone images etc. of the children, employees or anyone in the Center or on the play yards is forbidden. You will be asked to leave.
- Interviews of any Child Care Center employees are by APPOINTMENT ONLY. Please do not try and conduct an interview while employees are working.

**Inappropriate behavior will result in exclusion from the
Child Care Center**

