

**Cal Poly Pomona Children's Center**  
**3801 W. Temple Ave., Bldg. 116**  
**Pomona, CA 91768**  
**909.869.2284**

**VOLUNTEER GUIDELINES**

The Cal Poly Pomona Children's Center maintains a high level of professionalism and a quality preschool program. As a volunteer you will be expected to follow some very important guidelines. Failure to comply with the guidelines may result in your being asked to discontinue volunteering at the Children's Center.

**Guidelines for volunteering:**

1. You must be at least 18 years of age to volunteer at the Children's Center.
2. You must sign-in and out and in The Children's Center office.
3. You may ONLY volunteer 16 hours per week.
4. You must wear a *Volunteer* name tag and apron while you are on the premises.
5. At no time should you be alone with a child.
6. You are not permitted to assist a child while they use the bathroom.
7. Under no circumstances are you permitted to raise your voice, physically restrain, punish or discipline a child.
8. When interacting with the children, our policy is to give the child a choice, not directives unless it is an emergency or you are requested to by a staff member.
9. You will be expected to follow the Children's Center dress code which is:
  - No rubber flip-flops (shower shoes) or high heels over 2 inches
  - No low-cut shirts or blouses.
  - No clothing that shows your full back, midriff, bra straps or underwear.
  - No torn or ripped blue jeans or pants.
  - No short-shorts or mini-skirts.
  - No clothing that shows pictures or wording that would be offensive to our children, their families and staff.
10. Gossip or sharing information with others about our children, their families or our staff is not permitted. Confidentiality must be maintained by everyone involved with our families.
11. Remember that you are under the direction of the teacher or teachers in the classroom. Please observe the teachers, the way they interact, direct and speak with the children. We would like you to emulate them.
12. Please no food or drinks in the classroom or in the play yard. (bottled water is okay)
13. Drugs and alcohol are prohibited on the Children's Center grounds.

We appreciate your interest in volunteering at the Children's Center and we hope that you enjoy your experience. Thank you.

Your signature below indicates that you agree to the volunteer guidelines as stated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date