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OUR PHILOSOPHY

Children thrive in a nurturing and rich environment that includes experiences which foster social, emotional, and physical development. Self-directed play and active hands-on exploration help children grow and develop the joy of learning. Individual uniqueness and diversity are prized and nourished. Finally, education is a venture between parents and teachers and for that reason the informal conversations and formal conferences with parents are valued.

YOUR ROLE

While working at the preschool, you are part of a professional staff. The staff depends on you to be prompt. The safety of the children is critical and we need the required staffing to insure this. You will be involved with the children, on the floor, in the sandbox, during art activities, etc. Please come dressed appropriately. You will be working with children from the ages of 18 months to 5 years of age, and you will be responsible for helping at lunchtime, greeting children in the morning, guiding their play either outside or inside, and helping with departure, when parents pick them up.

GENERAL GUIDELINES

When you are in the classroom, you are seen as a teacher by the children and need to be a good role model in your speech and mannerisms. If a child has a behavior problem, you are expected to respond with appropriate words and actions. You should discuss this with the teacher and observe how the teacher handles problems. While working at the preschool, you are a part of a professional staff. As such, you may become aware of information of confidential nature.

Discussion of a particular child or children, their behavior, parent relationships, etc. belongs only within the confines of the school.

We try to help children become self-reliant and independent. Therefore, when assisting a child, let the child do as much as he/she can do on his/her own. You may well find this the most difficult form of teaching. You are not to spend your time socializing with other students or staff. Your main function is to be with the children and to keep them safe. Count the group often, being sure to know where everyone is. Be knowledgeable of the age you are working with, the rules for that area and that time of day. If you have any questions, please feel free to ask any of the teachers.

CPS is licensed by New York State. We strive to meet all regulatory requirements. Please ask to see and/or discuss policies that you are unsure of.

CELLPHONES, SOCIAL MEDIA & CONFIDENTIALITY

* Phone, Internet and Social Media Policy

Technology has made it easy to talk on the phone, surf the internet or text from almost anywhere, which can distract staff from providing the proper supervision and attention that the children in our care deserve. This policy is to provide employees and volunteers with information on the appropriate use of technology during working hours at CPS & ECC and appropriate use of social media sites during non-working hours. Violation of this policy may result in disciplinary action, up to and including termination.

*Phone Usage

Because we know it is nearly impossible for most of us to ignore an incoming text or phone call, personal cell phones are to be left with your personal belongings and are NOT to be carried with you as you perform your job at CPS & ECC.

Telephones in classrooms are to be used only for CPS & ECC business. No personal phone calls are allowed except in case of an emergency.
**Social Media**

These guidelines apply to all CPS & ECC staff and volunteers who participate in any form of personal social media.

Social media includes, but is not limited to:

- Communication: e.g., blogging, micro-blogging such as Twitter, social networking such as Facebook, MySpace, and LinkedIn, social aggregation and events such as meetup.com, chatrooms, discussion or bulletin boards.

- Collaboration: Wikis, social bookmarking, social news, opinion sites, virtual worlds

- Multimedia: Photosharing (e.g., Flickr), video sharing (e.g., YouTube), livecasting, and audio

*Prohibited Activities*

Access during Working-Hours: You are not to access personal social media sites while you are on duty at CPS & ECC.

- Confidential or Proprietary Information: In participating in social media, you may not disclose confidential or proprietary center information or similar information of third parties who have shared such information with CPS & ECC—remember, all information about the children in CPS & ECC’s care is confidential. CPS & ECC’s intellectual property, logos, trademarks and copyrights may not be used in any matter.

- Identification: If you are engaging on external social media platforms personally, you should not use CPS & ECC’s name in your identity (e.g., username, “handle” or screen name); nor should you indicate in any fashion that you speak or write as a representative of CPS & ECC.

- Postings that are Defamatory or Harassing: You shall refrain from posting any untrue, defamatory or harassing comments about CPS & ECC, CPS & ECC employees, parents, children or any other person or entity associated with CPS & ECC.

**APPROPRIATE STAFF/CHILD INTERACTIONS**

- Treat children of all races, religions, family backgrounds, and cultures equally with respect and consideration.

- Provide children of both sexes with equal opportunities to take part in all activities.

- Use positive approaches to help children behave constructively. Guidance methods include:
  - Redirection
  - Planning ahead to prevent problems
  - Encouragement of appropriate behavior
  - Consistent, clear rules developed in conjunction with child and discussed with them to make sure they understand
  - Encourage child’s evaluation of the problem and insist that they work it out by using words
  - Logical or natural consequences should be applied in problem situations

- Do not force child to apologize or explain their behavior, but help children recognize other child’s feelings.

- Help children deal with anger, sadness and frustration by comforting, identifying, reflecting feelings, and helping children use words to solve their problems.

- Time out is a last resort. A regular staff member can only make the decision of time out for a child.

- Discuss with your teacher child abuse/maltreatment mandated reporting.
YOUR RESPONSIBILITIES

• Do not let children climb on top of furniture. The only safe way for the children to be in the chair is on their bottoms.

• Do not let children throw toys or books, etc. Direct them in constructive play. For example, read stories, build, sing songs, etc.

• Do not let children hurt each other by hitting, biting or kicking. Encourage them to use their words to solve a problem. Redirect them from the source of a problem.

• Notify the teacher of any incidents.

GUIDELINES FOR PROPER ATTIRE

You are encouraged to dress comfortable and sensibly. In the winter, dress warm enough to be able to stay out on the playgrounds, (even in the wind!). In the summer, you should dress to remain cool. Outdoor play is a regular component of our curriculum. Clothing should be reflective of the professional and valuable work we do with children.

Articles of clothing that are considered inappropriate are:

* See through clothing

* Revealing tops and bottoms

* Shorts less than finger tip length

* Shoulder straps less than one inch wide

* Bra straps and midsections should not be showing, even when reaching and bending

* Low riding pants that reveal underwear and/or tattoos

* High rising shirts that reveal a large section of the stomach

* Shoes-Please wear sneakers or other covered shoes from heel to toe (flip-flops are NOT allowed). Your footwear must permit you to move quickly.

When choosing your clothing, be aware that you will be interacting with children as they eat, paint, and play in water. This means you will most likely get something on your clothing, so choose clothing you don’t mind soiling.

EARLY & LATE CARE

Classrooms may consolidate with other classrooms to accommodate staffing needs.

LUNCH TIME RESPONSIBILITIES

• Check with the teacher if this is your first time in the classroom for any specific directions she may have for your lunchtime responsibilities.

• You may eat lunch but this is second in priority to being sure the children’s needs are attended to.

• If you are seated at the table with the children, you should engage them in conversation, listen to their conversation, and encourage them to eat but do not badger them or threaten to withhold food. Dessert is usually fruit and a necessary component to their diet.

• Be prepared to do as much refilling, running, clearing and clean-up as possible to free teacher to be with the children.

OTHER LUNCHTIME EXPECTATIONS

• Children are to be seated up to the tables.

• Children are to keep their hands to themselves while eating
• Soft voices are encouraged
• Chairs are to remain flat on the floor
• Polite words and manner are encouraged
• An adult at each table models proper lunch-time behavior
• Lunch is family style, with children helping themselves as much as possible and passing the food around the table.
• Stay calm if there is a spill or accident and help the child to clean up.
• Get food ready for the table by putting it in serving bowls and cutting food into sizes children can handle.
• Make sure there is enough food on the table.
• Specifics on clean-up and after lunch activities should be discussed with each teacher.
• Tables need to be washed, floors swept and carts returned to the kitchen.
• Ask the teacher where children’s allergies are posted.
• Children under the age of three may not eat whole grapes, or popcorn.

FIRE DRILL
Please be aware of emergency exits in any room you are in. The exit diagrams are located next to the door. When the alarm sounds, turn off the lights to get the children’s attention, instruct children to meet you at the door that leads to the playground in each room. One staff member checks the bathroom or other places where a child might not be immediately visible, take attendance sheet and the emergency evacuation bag. The second staff person should follow the last child out the door, exit to the grassy area behind the building.

FIRST-AID
Do not move a child who is seriously injured. Teachers are trained in first aid and will handle any first aid emergency. Alert the teacher immediately. The teacher will ask someone to alert the office to call the 911 emergency number and remain with the children until help arrives.

DO’s AND DON’Ts
Do’s
• Move to different area of the room quietly and unassumingly observe the children carefully.
• Concentrate on their activities
• Take time to listen to the children. They constantly tell about themselves in their play, through the “language of behavior.”
• Step into a conflict promptly if there is danger of a child being hurt. Otherwise, wait and give the children a chance to solve their own difficulties.
• Use a low, gentle and interested voice
• Redirect children to other activities when necessary. Have ideas in mind.
• Use preventative type of discipline. Try to see a problem before it exists.
• Be alert to the total situation
• Get down to the children’s level-small chair, floor
• Ask the teacher what you can do to help if you are unsure.
**Don’ts**

- Don’t distract the children from their play (which is their work). Watch and observe, but wait for them to contact you.
- Avoid putting them on the defensive. Do not ask what did you paint?” “What are you building?” Show interest and make comments when it seems natural, for example, “You worked hard at the puzzle.” “What a steady builder you are.”
- The children need to have you remain an adult. Do not jump into the middle of their role-playing unless you are invited.
- Allow the children to use creative materials freely, according to their own ideas. Do not make models for them or tell them what to make.
- Avoid using an over stimulating tone of voice. Do not shout at a child across the room. Go directly to the child with whom you wish to speak.
- Avoid labeling a child good or bad. Let him know you like and accept him even when you disapprove of or curtail a certain behavior.

**PARKING**

Parking for the Pre-School staff is permitted in the East Gym parking lot and the lot behind the tennis courts. If you are a Binghamton University student who lives off campus, you are responsible for your own hang tag and should be aware of the designated parking areas. If you are not a BU Student, please see an office employee for options.

**INTERN & VOLUNTEER TIME SHEETS**

Time sheets are located on the wall across from the Executive Director’s Office. Each time you work, you are to complete a time sheet with your name, date and time in and out. Do this when you come and when you leave.

Please wear your nametag and check your time slot each time you work. We will file this record and you may use it as documentation of your volunteer time in a licensed early childhood program. We very much appreciate and value your contribution to the children in our program.

**WAYS TO SAY “VERY GOOD”**

- You’re on the right track now.
- You’re doing a good job.
- You did a lot of work today.
- You’ve got it made.
- Now that’s what I call a fine job.
- You outdid yourself today.
- You are very good at that.
- You certainly did well today.
- That’s coming along nicely.
- Now you have the hang of it.
- You’re doing beautifully.
- I’m impressed.

- Outstanding
- Fantastic
- Tremendous
- Super!
- That’s great!
- Superb!
- Keep it up!
- Way to go!
- That’s it!
- Marvelous!
- Nice going!
- Sensational!
I'm happy to see you working like that. Terrific!
Congratulations! Wonderful
I'm very proud of you. Outstanding!
You remembered! That's right.

Thank you for your time and commitment to Campus Pre-School
Early Childhood Center, Inc.

HANDBOOK
Intern & Student Volunteer's
Campus Pre-School &
Early Childhood Center, Inc.