

KIDCO Child Care, Inc
Volunteer Application/Solicitud de Voluntario

Name:

Nombre: _____

Address:

Dirección: _____

Phone:

(Work)

(Other)

Teléfono:

(Trabajo)

(Otro)

Employed Presently:

Esta trabajando: () Yes/Si () No

Do you have a child in the program?

Tiene usted a su niño(a) en el programa? () Yes/Si () No

Name/

Nombre: _____

Teacher's Name

Nombre de la maestra(o) _____

Reason for doing Volunteer hours?

¿Razón de hacer horas voluntaria? () School () Work () Other _____

Escuela

Trabajo

Otro

Education / Educación:

Highest Grade Completed:

Grado mas alto completado: _____

Training:

Entrenamiento: _____

Availability / Disponibilidad:

Hours per week: () 10 () 20 () 30

Hours Per Month: () 30 () 40 () 50

Horas por semana () 40 More/Mas _____

Horas Por Mes: () 60 More/Mas _____

Type of work you would like/Tipo de trabajo que desea:

() Work with children

Trabajar con niños

() Clerical

Ayudante de
Oficina

() Maintenance

Mantenimiento

Have you ever been convicted of a crime?

A sido usted acusado de algun crimen? () Yes/Si () No

References/Referencias

Name/ Nombre	Address/ Dirección	Phone #/ Numero de teléfono	Relationship to you/ Relación hacia usted

Signature/Firma

Date/Fecha

KIDCO Child Care, Inc.
Volunteer Job Description

- Job Title:** Volunteer classroom assistant
- Supervision:** Classroom Teacher
- General Description:** Works cooperation with classroom staff on a consistent basis, becoming familiar with daily classroom activities and the KIDCO philosophy.
- Minimum Requirements:** Present or KIDCO parent or a concerned member of the local community; must have a recent T.B test and must present result, if volunteering three times per week.
- Skills Needed:** Friendly, warm personality; able to work with young children; emotionally mature and able to follow directions; understands and likes children, displays a positive attitude and accepts special needs of children.
- Tasks:**
- Assists staff in carrying out daily center activities outings, field trips and special events; assists with clerical work and clean-up with staff supervision, reads stories, supervises outdoor activities, mixes finger pain and readies art supplies; with a teaching staff helps escort children to the bathroom and helps provide a smooth change from one activity to another; prepares various activities with teaching staff.
 - Assists in welcoming children to the center and getting children involved in the classroom
 - Assists in classroom activities as directed
 - Assists in preparing snacks and meals and eat with the children
 - Assists in supervising toileting and dental hygiene
 - Assists in supervising toileting and dental hygiene
 - Assists in helping children prepare to go home
- (VOLUNTEERS ARE NOT AUTHORIZE to give the students to the parents or other family members when is time to pick up.)**
- Qualifications:**
- Ability to maintain confidentiality
 - Dependability
 - Ability to work with other adults
 - Ability to work with children
 - Willingness to attend training and learn new ways to work with and guide young children.
- Requirements:**
- Fulfillment of all specified health and safety clearance requirements
 - Freedom from conviction of child abuse or neglect
 - Attendance of a least five training sessions specified by the volunteer coordinator
 - Attend Volunteer Orientation training prior to volunteer
 - Sign in and sign out daily in the school office and the classroom
 - Be responsible for implementing job assignments
 - Know and learn names of children to whom they are assigned

Confidentiality Statement

I, _____ understand and agree that in the performance of my duties as an employee of the KIDCO child care, Inc. I must hold all client information in confidence.

I also understand that the general internal business affairs of the KIDCO child care, inc. should not be discussed with anyone outside or inside the organization except as may be required in the normal course of business. I am prohibited from attempting to obtain by me, I must understand it should be kept confidential.

I further understand that intentional or unintentional violation of client's confidentiality; business affair or any other confidential information may result in immediate dismissal.

Declaracion de Confidencialidad

Yo _____, entiendo y estoy de acuerdo en cumplir con mis deberes como empleado voluntario de KIDCO Child Care, Inc., yo me comprometo a mantener toda la informacion de los clientes en confidencialidad.

Yo tambien entiendo que los asuntos de negocios interno de KIDCO Child Care, Inc. no deben discutirse con nadie, fuera o dentro de la organizacion excepto si es requerido por la organizacion. Tengo prohibido intentar obtener informacion confidencial de cualquier naturaleza a menos que se me autorize hacerlo.

Si la informacion confidencial la obtengo voluntaria o accidentalmente entiendo que debo guardarla confidencialmente.

Entiendo que la violacion intencional o involuntaria o accidentalmente del cliente; asuntos comerciales o cualquier otra informacion confidencial puede producir el despido inmediato.

Employee/Volunteer Signature
Firma del empleado/voluntario

Date/Fecha

Witness Signature/ Firma del testigo

Date/Fecha



Child Abuse & Neglect Reporting Requirements

All child care personnel are mandated by law to report their suspicions of child abuse, neglect, or abandonment to the Florida Abuse Hotline in accordance with s. 39.201 of the Florida Statutes (F.S.).

- * Child care personnel must be alert to the physical and behavioral indicators of child abuse and neglect. "Child Abuse or Neglect" is defined in s. 39.201, F.S., as "harm or threatened harm" to a child's health (mental or physical) or welfare by the acts or omissions by a parent, adult household member, other person responsible for the child's welfare, or for purposes of reporting requirements by any person.

Categories include:

- Physical Abuse or Neglect (i.e. unexplained bruises, hunger, lack of supervision...)
- Emotional Abuse or Neglect (i.e. impairment in the ability to function, depression...)
- Sexual Abuse (i.e. withdrawal, excessive crying, physical symptoms...)

- * Reports must be made immediately to the Florida Abuse Hotline Information System by
 - Telephone at 1-800-96-ABUSE (1-800-962-2873), or
 - Fax at 1-800-914-0004, or
 - Online at <http://www.dcf.state.fl.us/abuse/report/>.
- * Failure to perform duties of a mandatory reporter pursuant to s. 39.201, F.S. constitutes a violation of the standards in ss. 402.301-319, F.S. and is a felony of the third degree. **Remember**, it is each child care personnel's responsibility to report suspected abuse and/or neglect.
- * All reports are confidential. However, persons who are mandated reporters (child care personnel) are required to give their name when making a report.
- * It is important to give as much identifying and factual information as possible when making a report.
- * Any person, when acting in good faith, is immune from liability in accordance with s. 39.203(1)(a), F.S.
- * For more information about child abuse and neglect, visit the Department's website at www.myflorida.com/childcare and select "Training Requirements." The Department offers a 4-hour *Identifying and Reporting Child Abuse and Neglect* course for child care providers. This course is an overview of the various types of abuse and neglect, indicators that may be observed, the legal responsibility of mandatory reporters, and the proper procedure for reporting abuse and neglect, as required by ss. 402.305(2) and 402.313(1), F.S. The course is offered both online and instructor-based throughout Florida.

This statement is to verify that on _____, 20____, I, _____

Date

Print Name of Employee

Read and understood the information and my mandated reporting requirements.

Signature of Employee (for facility or large family child care home)

Signature of Operator

Signature of _____



VOLUNTEER AFFIDAVIT

I attest my name is _____ and
(print volunteer/foster grandparent name)

serve in the child care program known as _____
(print name of child care program)

I serve as a (check one)

- Volunteer – As a volunteer, I do not receive any form of payment or compensation such as money, free or reduced child care, or any other type of compensation for my time. I also understand that as a volunteer, I must be under the constant supervision of a trained and screened staff person and may not be left alone or in charge of any group of children. If I volunteer 10 hours or more per month, or receive some form of compensation, I understand that I must submit background screening information in accordance with section 402.3055, Florida Statutes, and complete the state mandated training requirements.

- Foster Grandparent – As a foster grandparent, I adhere to all of the Foster Grandparent Program Guidelines pursuant to Title 45, Public Welfare, Code of Federal Regulations, section 2552.75. I also understand I must be under the constant supervision of a trained and screened staff person and may not be left alone or in charge of any group of children and complete training as outlined in the rule 65C-22.003(1)(m) or rule 65C-20.009(1)(a), Florida Administrative Code

I attest that I have read the foregoing, and the facts alleged are true and correct.

Volunteer/Foster Grandparent Signature

Date

To Be Completed by the Owner/Operator/Director	
I attest my name is _____, and I <small>(print owner/operator/director name)</small>	
am the <u>owner/operator/director</u> of the child care program identified above. The above <small>(circle one)</small>	
individual serves, under the above definition, as a volunteer/foster grandparent in this child care program.	
I attest that I have read the foregoing, and the facts alleged are true and correct.	
_____ Owner /Operator /Director Signature	_____ Date