Volunteer Guidelines

Thank you for your interest in volunteering at EduCastle. Families and community members can enrich children's learning by sharing their time, skills, and experiences. Please read these guidelines and speak with the director before arranging a volunteer visit.

Ways to get involved

Volunteers may read with children, share a cultural tradition or special interest, help prepare activity materials, or assist with center events. The director will arrange activities that fit the classroom's needs and the volunteer's experience.

Before you begin

All volunteer visits must be approved and scheduled with the director. Complete the paperwork and any screening required for your role before beginning. The director will explain applicable requirements and review classroom routines, safety procedures, and your assigned responsibilities.

Working with children

Follow the supervising teacher's directions at all times. Volunteers are not left alone with children and do not replace staff or count toward required staffing ratios. Use kind, respectful language and allow staff to handle behavior concerns, toileting, medication, and other personal care needs.

Privacy and respectful conduct

Keep information about children, families, and staff private. Do not photograph, record, or post about children during your visit. Share questions or concerns privately with the director. Treat everyone with respect and help maintain a welcoming environment.

Health and safety

Follow the center's health, hygiene, and emergency procedures. Stay home when ill and contact the director to reschedule. Wear clothing and footwear suitable for classroom activities. Report injuries, hazards, or concerns to a staff member immediately.

During your visit

Sign in and out at the office and follow visitor identification procedures. Let the director know promptly if you cannot attend. Volunteer participation is unpaid and may be ended by the volunteer or the center at any time.

Volunteer Acknowledgment

I have read these guidelines and agree to follow staff directions and EduCastle Learning Center's volunteer expectations. I will ask the director if I need clarification.

Volunteer name _____

Signature _____ Date _____