



LCG INTERNSHIP PROGRAM

CREATING FUTURE EDUCATORS

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Learning Care Group High School Volunteer Program

LEARNING CARE GROUP'S FAMILY OF BRANDS



Learning Care Group – High School Career Volunteer Program

Objective:

As a member of the Learning Care Group High School Volunteer Program you are a part of a highly dedicated group of people. The high school career volunteer program is for juniors or seniors (must be 16) in high school who are interested in a career in Early Childhood Education. This program is designed to give high school students the opportunity to volunteer in our classrooms to help decide if a career in Early Childhood Education at Learning Care Group is of interest. During this program the high school students will have the opportunity to volunteer in multiple classrooms in order to gain knowledge on all facets of the school. This will help the volunteer decide which age group is ideal for their career.

Expectations:

The high school career volunteer program requires students to complete 20 hours of volunteering within one school year. For example, the student goes once a week for 2 hours for 10 weeks. The exact schedule will depend on the student's availability and the school Director's approval. The volunteer will be treated as an extension of the high school and should meet the same expectations set by the school. LCG will keep in contact with the high school and complete any necessary paperwork.

While volunteering the teacher may be busy with the children. Don't worry, there is always work for you to do. Feel free to help clean, organize, or set out supplies for the next activity. Look for a child who needs support and encouragement. Read a story to a child or group of children or get on the floor and play with them. On occasion you may be asked to help outside on the playground.

Guidelines & Safety:

- Volunteers who are not also school employees may never assist in bathroom breaks, diaper changes, dispensing medications, food preparations or any other staff functions.
- All volunteers must be at least 16 years old and have passed a background check, finger printing, or TB test (per state regulations).
- All volunteers must sign in when arriving and sign out when leaving.
- Volunteers will encourage children to try tasks, and will help as needed.
- Volunteers will not be permitted to be alone with the children for any reason, and will not be permitted to escort children to any other area of the building, including the restroom, without teacher's presence.
- If a volunteer observes any behaviors they are unsure of or uncomfortable with, they will immediately notify the Teacher and/or Director. Volunteers may be required to document the behavior.
- Volunteers will be required to follow all rules and regulations outlined by the state and Learning Care Group.
- Volunteers will not yell at, scold, punish, or use harsh discipline on any child.
- Volunteers must maintain confidentiality about children.
- Other rules and guidelines as deemed necessary by the Director.

Volunteer Checklist:

During the 20 hours of volunteering the high school student will observe:

- ☐ Learning experiences
- ☐ Active learning – Large group time
- ☐ Outdoor experiences (grass, sunlight etc.)
- ☐ Safety and security
- ☐ Language development
- ☐ Communication – Lesson planning, evaluating, and talking with parents.
- ☐ Daily care routine (diapering, toileting meals etc.)
- ☐ Self-Regulation
- ☐ Speaking and Listening
- ☐ Understanding Routines
- ☐ Problem solving
- ☐ Meals
- ☐ Responsive listening and using language to learn
- ☐ Social and collaborative skills
- ☐ Introduction to Kindergarten-level concepts and skills
- ☐ Extra reading and math
- ☐ Handwriting with proper grip