

# *Starting Gate Preschool Volunteer Handbook*

**State Licensed – 4 Decades of Education**

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**[www.StartingGateSchool.com](http://www.StartingGateSchool.com)**



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**Achieving Excellence Together**

Thank you for your interest in helping at Starting Gate Preschool. This pamphlet explains guidelines for volunteering here. Included are California Department of Day Care Licensing requirements.

- ✓ A current immunization record must be on file in the preschool office. Your record must be updated annually.
- ✓ Contact the Preschool Director to arrange the days & times for you to help us at the school. If you will be absent, please phone the school as soon as possible.
- ✓ Gum is not allowed at the school.
- ✓ Always use correct & respectful communication.
- ✓ Dress appropriately for your role at the preschool. Female volunteers are requested to wear suitable yet comfortable clothing, dresses, slacks, or skirts with blouses. Appropriate shorts, knee length or just above the knee, non-advertisement sweatshirts with designer jeans & tennis shoes are also acceptable. You are a role model. Unacceptable attire includes flip flops, mini-dresses & skirts, low cut dresses, backless or strapless dresses, spaghetti strap dresses, denim jeans with holes or rips, leotard tops, & tube or tank tops.
- ✓ Male volunteers are requested to wear suitable attire such as slacks, designer jeans, dress shirts & casual shirts, & comfortable sports wear including shoes. Unacceptable attire includes sandals, cut-offs, message t-shirts, tank tops, & denim jeans with rips or tears. Hair must be kept clean & neatly trimmed. Beards & moustaches are allowed provided they are neatly trimmed.
- ✓ Properly care for equipment & immediately report any equipment failures. Conserve supplies, electricity, etc.
- ✓ Enter and exit the school building through the front office, including lunch. Check the office daily for school news or notices.
- ✓ Personal items such as purses, sweaters, etc. are your responsibility.
- ✓ Discussions with parents of enrolled children regarding any class or child behavior must be first cleared through the Director. This is for your protection as well as to keep the Director informed.
- ✓ When on the playground, be sure to circulate so that you can see the children at all times. Be sure to have the students pick up all toys, belongings, etc. before returning inside.
- ✓ Enrolled children of staff members & volunteers are expected to conform to all rules and participate in the program of their group.
- ✓ Problems with any students (behavior, health, accident, etc.) must be reported immediately. This includes any abnormality (cuts, bruises, etc.) when arriving at the school for the day.
- ✓ All children must be checked in and out through the main gate. No child is to be released from or allowed to leave school at any time without passing through the main gate.
- ✓ Before leaving class be sure your area is clean, presentable & ready to use. This includes the kitchen.