

# ***Bucks Hill Pre-K @ the Annex Volunteer Handbook***

**2018-2019**

*The Administration of the Bucks Hill Pre-K at the Annex welcomes you as a program volunteer with our young children. The administration and staff believe building a strong partnership between home and school through your assistance in our program; will result in continuous growth for the children enrolled in our program. This handbook has been prepared to assist you with general information about our program.*

*If at any time you have questions about the program, policies or procedures, do not hesitate to contact your classroom teacher or building administrator.*

*Interim Principal: Amy Simms*

*Supervisor of Special Education: Marisa Blakeslee*

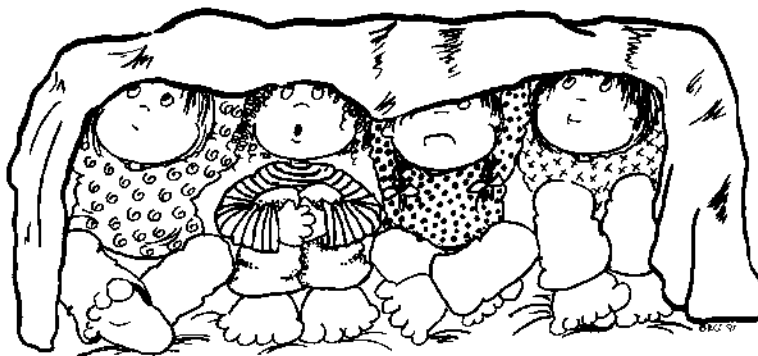
*Supervisor of Early Childhood Education: Maureen Bergin*

*Director of Special Education: Melissa Baldwin*

## OUR PHILOSOPHY

*We believe that young children are the future. They are all **UNIQUE**, and have the ability to learn. We are convinced that early intervention works and are dedicated to providing a high quality program for all children, ages 3-5.*

*We believe the child's family is his/her first and most important teacher. As a staff, we encourage families to play the lead role in their child's development and encourage family involvement throughout the school year. Our role is to support, understand, and respect the multi-cultural heritage of our school community*



*Students enrolled in Bucks Hill Pre-K at the Annex are provided a comprehensive program designed to foster development in social, emotional, cognitive, physical, and creative areas. All activities and materials are geared to each child's developmental level, allowing him/her the opportunity to choose activities that will enhance his/her own unique learning style.*

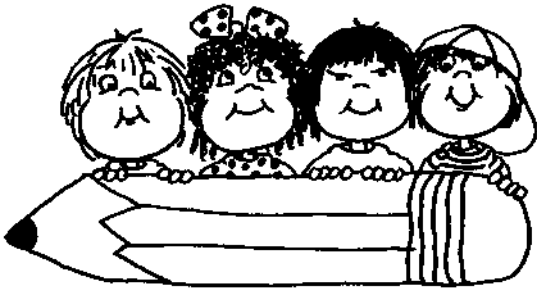
*At Bucks Hill Pre- K at the Annex, all children are motivated to explore, manipulate, question, discover, and express themselves through individual and group activities. Intentional teaching for all students in a warm, nurturing, and inclusive setting help to make possible, a rich environment that allows all students to maximize their learning potential.*

### Mission and Vision

*The mission of Bucks Hill Pre-K at the Annex is to develop foundational skills, knowledge, and positive behaviors in all our children to ensure continued success, through learning environments, supported by the collaboration of faculty, staff, families and community.*

*Our vision is that all children will succeed to the best of their ability, regardless of disabilities, academically, socially, emotionally and physically, in a positive supportive environment.*

### Sign In



*All volunteers are required to provide 24 hours' notice; bring in a license or a photo id and register at the main office. A sign in/sign out book for volunteers is located at the main office. A volunteer badge will be issued for the time you are in the building. Please return it to the office when you sign out and collect your photo id.*

### CURRICULUM

*Bucks Hill Pre-K at the Annex uses the Connecticut Early Learning and Development Standards (CT ELDS) for all children in the pre-k program. We believe that early learning is multidimensional and that the developmental domains of personal and social, physical, cognitive and creative development are interrelated and connected. These domains give our staff the foundation for our assessment tool and provide the focus for individualizing the planned learning experiences. We plan for individual needs, providing children opportunities to explore their environment through child-initiated and teacher-selected activities. Topics of study emerge from the interests of the children, families and center staff. Activities are designed for children to participate in content areas such as, literacy, language, math, science, creative experiences, motor development and quiet and active experiences. Children interact with their peers and adults to gain understanding about the world around them through concrete experiences. Learning opportunities are designed to reflect the classroom, family and local community*

*The following explanations are designed to assist you in your understanding of a typical day in a preschool classroom:*

#### PROGRAM ACTIVITIES

***FREE CHOICE** – This time allows children to choose activities in various learning or discovery centers. These centers include science and nature, dramatic play, blocks, art, gross and small motor, language arts, math, sand and water activities. When children are allowed to choose activities, they will choose what is most important to them. They use the materials in ways that meet their own developmental needs. We create the environment to allow each child to choose activities that are developmentally appropriate for this age. When children work at a task they selected they find it very satisfying and this is the most effective and engaging way to learn.*

**CREATIVE ACTIVITIES** – Activities such as arts and crafts, puppet play, storytelling, dramatization, block building, music and dance are a great time for children to learn to follow directions, be creative, and work in groups or individually.

**PROCESS AND PRODUCT** – Children are learning new things all the time. They need the time to explore what happens if you do this or that. They need the freedom to try things without worrying how it might turn out. Children will focus on the process of doing things. This is why a child will do the same puzzle over and over again or pour sand from one container to another repeatedly. The child may be learning coordination or beginning writing skills or making discoveries about triangles or gravity. Mostly, he is building confidence. Your child's artwork will be of the process type. Be patient. Allow your child the time to grow and learn that this is part of the task. Your child is very involved in what he does. He is learning to be creative and to problem solve.

**PHYSICAL ACTIVITIES** – A period will be given at least once daily for physical activities. The children may play outdoors, take a walk or play group games inside. We provide music/movement activities throughout the day. In the warmer weather, lots of water play will be incorporated into the activities.



**GROUP TIME** – Children and teachers discuss many things. Sometimes it is the calendar, or weather. This time may be used to introduce new material and how to care for and use it. They plan what they will do for the day. The children are developing their social skills such as listening, taking turns, sharing and empathizing. The children are discovering how to solve problems, ask questions, brainstorm, as well as the importance of the sequencing of events and consequences. They are learning how to be fair, choose solutions, compromise and the routines of their day. The children participate in cooking projects in order to reinforce counting skills, cooperation and learning about measurements.

***STORY TIME*** – A quiet time when children will have the opportunity to listen to stories, learn and experience new things. Our stories often enhance deeper learning of topics that have been discussed during group time. Children are learning to value language.



***MUSIC*** – Songs, finger plays, and nursery rhymes are especially good for introducing children to the patterns and rhythms of language. They are learning numbers and shapes as well as new vocabulary, grasp of order and sequence, increased attention span, listening skills and manual dexterity and muscle control.

***TECHNOLOGY:*** Each room is equipped with computers and a smart board. Developmentally appropriate software has been chosen. The computers and smart boards are used as enhancement tools to provide students the opportunity to explore learning utilizing the most current technology.

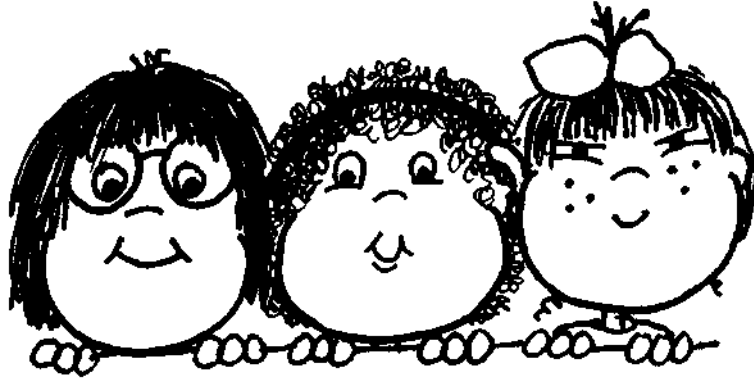


### **CONFIDENTIALITY**

***All persons taking part in the Volunteer Program at Bucks Hill Pre-K at the Annex are required to adhere to the Professional Code of Ethics for staff members. While working in the school as a volunteer, please keep in mind the following:***

- ***Volunteers must respect both student and school confidentiality.***
- ***Students are never spoken about within the classroom or outside of school by name.***
- ***All parents' questions about their children's education should be directed to the teacher.***

- *You should discuss a student's performance and problems only with those staff members serving the student, never with the parents or outsiders.*
- *Pictures cannot be taken of the students without direction by the classroom teachers. Volunteers are not permitted to post pictures of other children to the internet. No pictures can be posted to the internet at any time, for any reason.*



### *Bucks Hill Pre-K at the Annex Procedures:*

#### *Classroom Duties*

- *All volunteers must wash their hands upon entering a classroom*
- *Volunteers may help in the classroom in small group, or one on one setting, under the direct supervision of the classroom teachers.*
- *Volunteers are not to be left alone with students at any time.*
- *Only classroom teachers, teaching assistants and paraprofessionals may bring students to the bathroom, nurse or bus.*

#### *Emergency Procedures*

*All volunteers will exit the school building with classroom/office staff when the alarm goes off. Volunteers will assist in the evacuation by walking alongside the students to their appointed place. No one may re-enter the building until the building administrator has given her approval.*

#### *Medical Alerts*

*Volunteers will be informed of students with known food allergies or other sensitivities.*

## ***Dressing for Work with Young Children:***

***The administration recognizes that much of the day is spent playing with children on the floor, coloring with markers or painting. Keeping this in mind, all staff/volunteers are expected to dress appropriately for the work place when on school grounds. Open toed shoes, mid-drift blouses, low-cut shirts, jeans, and leggings are not permitted during school hours.***



***Volunteers cannot bring additional children to the classroom while they are serving in that capacity.***

## ***Conversation/Language***

***Young children develop their vocabulary at an astonishing rate between 2 and 6 years of age. With this in mind, all persons in contact with the students are required to use language that will foster positive development of social skills and interpersonal relationships. Conversation in the school setting should always benefit the students and not be of a personal nature to the adult.***

***Volunteers should not question school policies in the presence of a student or outside of the school, but pursue personal concerns and inquiries through the school's designated chain of command. The chain of command would first be the supervising teacher, the principal, and then the building special education supervisor. (See below).***

### **CHAIN OF COMMAND**

- 1. Classroom Teacher***
- 2. Building Principal, or Vice Principal***
- 3. Supervisor of Special Education***
- 4. Director of Special Education***

**Thank you for your willingness to volunteer!!**

***We love volunteers!!***



**Signature Page:**

**\*\*Please Return This Signed Page Only To Your Child's Teacher and Keep the Volunteer Handbook at Home.**

**I acknowledge that I have read and understand the policies and procedures of the Pre-K @ Bucks Hill Annex. I will adhere to these policies and procedures at all times.**

**Teacher(s): \_\_\_\_\_ Room #: \_\_\_\_\_ Session: \_\_\_\_\_**

**Volunteer: \_\_\_\_\_ Phone #: \_\_\_\_\_**

**Student Name: \_\_\_\_\_ DATE: \_\_\_\_\_**