



LUMP Parent and Volunteer Guidelines



Updated 9/1/15

Preschool is a time for children to foster independence, learn to function and grow among other children, and develop new skills with safe, loving adults outside the home. We love having parents and volunteers involved at Lakewood United Methodist Preschool, and the extra connections can truly enrich a child's early years. In finding the balance between home and school, we want to provide the best experiences for all of our children. We want to promote as much family and community involvement as possible, while ensuring that all of our children are thoroughly protected at LUMP. To keep our children safe, we have created guidelines and policies regarding all adults in our building, specifically in the classrooms with children.

Parents are welcome at drop off and pick up every day for five minutes at each interval, unless a conference is scheduled in advance. Parents are also welcome at our designated **Open Parent Programs**. Open Parent Programs may include but are not limited to Class Parties, Halloween parade, Thanksgiving feast, Christmas program, Valentine's Day, Muffins with Mom, Donuts with Dad, Grandparents Day, and our End of the Year Program. If parents would like to come in and see all of the fun and excitement going on in the classroom, we ask that adults schedule observations, or sign up to become a volunteer and participate in the routines.

Field Trips are not considered Open Parent Programs because there is more opportunity for adults to have access to children. We ask that all parents and adults undergo the background screening process in order to participate in field trips. If a parent does not wish to go through the screening, they may only stay with their child while off site. Unscreened adults may not sit with the class or ride the bus.

You can help by becoming a **volunteer** today. Volunteers are asked to pass a background screening, and would include anyone who will be in the classroom with our preschool children more than once. We ask volunteers to:

- Jump into various activities and participate with the class
- Follow the classroom routines
- Minimize distractions (In the preschool world – everyone is easily distracted ☺, please help us keep the focus on the lessons and activities the teachers have planned.)
- Help children throughout the day
- Clean up snacks, crafts, general messes following activities
- Read books
- Share hobbies or talents
- Play with the children
- Prepare activities for later times, and so on.
- See the director to get an idea of how and where you would like to volunteer.

Volunteers are asked **NOT** to:

- Sit back and watch
- Distract the group or teacher
- Bring other children with them
- Be inside the nap room during nap time
- Take children to the rest room or change diapers
- Be alone with any children

Volunteers must complete an application, pass a criminal background screening, **that they must pay for themselves (approx. \$65)**, and sign a DCF Volunteer affidavit. Volunteers must be 18 years and older. The preschool director will verify volunteer clearance using our online process, as well as have oversight regarding volunteers and volunteer opportunities at the preschool. If a volunteer chooses to be in the classroom more than ten hours a month, the Department of Children and Families requires the 40 hour training program offered at www.myflorida.com/childcare. The director may allow high school volunteers as well on a case by case basis.

Contact the preschool director to find out more information about getting your background screening. Although expensive, the background screening clearance is good for five years. lumpreschool@gmail.com