

Volunteer: Please keep this for your records

Welcome to Children's Alley at YWCA Boulder County **Thank you for choosing to volunteer with us! We appreciate your help!!!!**

Children's Alley is a great place to volunteer, with a unique model: we are an emergency and temporary drop-in childcare center. We see different children every day, from ages 6 weeks through 12 years, from 7:30 AM to 8:00 PM. We serve a diverse range of families and do not deny care to those with low income. Although many of our clients are not in crisis, some of our children do come to us from SafeHouse (a domestic violence shelter) and/or Social Services and are going through a time of transition. That being said, it is important that at all times you are sensitive to our children's need for consistency and nurturing, as well as their right to confidentiality. If you are ever unsure of how to interact with the children, always feel free to ask our staff.

Before you begin volunteering, please read the following details in full so that you can have the best possible experience with us. **Here are a couple tips before you arrive:**

- There is a lot of traffic in-and-out between staff, parents, and children throughout the day. If possible, please do not bring any valuables into Children's Alley. We have never had issues with stolen belongings, but by leaving valuables at home you can have even greater peace of mind.
- As some of the children in our care may have sensitivities, please keep your person free of strong smells, such as perfumes, colognes, and cigarette smoke.
- We are a nut free facility. If you bring snacks in to enjoy throughout the day, please be sure that there are absolutely no nuts in their ingredient list.
- Please dress appropriately: avoid torn jeans, short shorts/skirts, and revealing shirts. Wear clothes that you'll be comfortable in and not greatly disappointed with if you have a run-in with our art supplies.

Daily Procedure:

- 1) Sign in and out of the visitors' log at the YWCA front desk
- 2) Make a name tag for yourself
- 3) Show your ID to Children's Alley office staff
- 4) If this is your first time volunteering, fill out the volunteer application and sign the Rights and Responsibilities sheet; turn these in to the Children's Alley desk
- 5) Turn off your cell phone and store it and/or other personal items in the Children's Alley office
- 6) Children's Alley office staff will assign you to one of the classrooms. Please let us know when you finish an assigned task and/or need further direction

While You're Here:

- Interact with the children, talk to them, PLAY and have FUN with them!
- Support the teachers by supervising transition times (ie. lining up to go outside, no running, washing hands, etc.), serving and cleaning up after meals, helping with activity setup around the room.
- We may ask you to do specific cleaning jobs during slow times and closing; these will not be strenuous.
- Ask our amazing teachers any questions you may have; ask them how you can help.

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Note: If you are volunteering here because you are required to do community service, please provide documentation that explains the reason. You are to keep track of your own time sheet. Our office manager will sign any paperwork you may have on a daily basis and/or when you have completed all of your community service hours.

*****Important for all volunteers*****

- You may not be left alone with children at any time
- You may not change diapers or help with toileting
- You may not pick children up or carry them around
- Thank you for following these policies to ensure the safety of our children 😊