

Solana Beach Child Development Center  
Academic Club  
Volunteer Policies and Procedures

**Requirements:**

- TB Test, provide report of negative tuberculin test or x-ray
- Fingerprints
- Signed Volunteer Code of Conduct
- Signed Volunteer Procedures
- Provide completed Emergency Card

**Expectations:**

- Child friendly parent volunteers
- Commitment to attend all club meetings
- Prepared and ready to start club on time
- Follow club description or club outline
- Follow all CDC and District guidelines, policies, and procedures

**Procedures:**

- Sign into CDC Room.
- Use the classroom you are assigned to.
- Take attendance at the beginning of the club meeting. Report any absences to the CDC representative when they check in at the beginning of your club meeting.
- Do not accept any children not on your club list. Notify the CDC representative that you have an extra student not on your list at the beginning of the club meeting.
- Never leave any students by themselves.
- Afternoon clubs will dismiss students directly to the parent or individual picking them up. Never allow a student to walk away on their own to meet an individual picking them up.
- Afternoon club volunteers will walk any students to CDC who are not picked up at dismissal time, including the CDC children.
- Return attendance clipboard to the CDC room.

- Club volunteers may not keep the children past the dismissal time or stay longer than needed for classroom clean-up.
- Club volunteers may not use the supplies or materials in the classroom. Use only club or CDC supplies.
- Call CDC on site to assist with any behavior issues or health emergencies.
- Club volunteers should follow any guidelines or directives given by the Plant Foreman or Custodian (in addition to the CDC representative or school principal) for school safety and security.

I agree to follow the Academic Club Volunteer Policies and Procedures at all times in my role as an Academic Club Volunteer or cease volunteering immediately.

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*Signature of Volunteer*

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*Date*