

## VOLUNTEER SCHEDULE

Date Turned In: \_\_\_\_\_

Returning Volunteer \_\_\_\_\_

Name: \_\_\_\_\_ Phone \_\_\_\_\_

Email: \_\_\_\_\_ PID \_\_\_\_\_

Name of COURSE: \_\_\_\_\_ Instructor \_\_\_\_\_ Student's Major \_\_\_\_\_

Total Number of Hours Needed \_\_\_\_\_ Date to be Completed \_\_\_\_\_

Please write in the times that you are available to work/volunteer in the classroom. **Below, make yourself an EXACT schedule without going over 10 hours in a month and equaling your total number of hours needed.**

<b>MONDAY</b> Dates/ Times	
<b>TUESDAY</b> Dates/ Times	
<b>WEDNESDAY</b> Dates/ Times	
<b>THURSDAY</b> Dates/ Times	
<b>FRIDAY</b> Dates/ Times	

If you need to change your agreed-upon schedule at any time, **you must contact the CSC Office** at (407) 823-2726 or by emailing [csc@ucf.edu](mailto:csc@ucf.edu) with the subject "Volunteer Request Change".

To be filled out by office:

Student Placement \_\_\_\_\_ Start Date \_\_\_\_\_ Term \_\_\_\_\_



## CHILD CARE ATTESTATION OF GOOD MORAL CHARACTER

State of Florida

County of \_\_\_\_\_

I, \_\_\_\_\_ who, as an applicant for employment with, an employee of, a volunteer for, or an applicant to volunteer with \_\_\_\_\_, I affirm and attest under penalty of perjury that I meet the moral character requirements for employment, as required by Chapter 435 Florida Statutes in that:

I have not been arrested with disposition pending or found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, or have been adjudicated delinquent and the record has not been sealed or expunged for, any offense prohibited under any of the following provisions of the Florida Statutes or under any similar statute of another jurisdiction for any of the offenses listed below:

Relating to:

Section 393.135	sexual misconduct with certain developmentally disabled clients and reporting of such sexual misconduct
Section 394.4593	sexual misconduct with certain mental health patients and reporting of such sexual misconduct
Section 415.111	adult abuse, neglect, or exploitation of aged persons or disabled adults or failure to report of such abuse
Section 741.28	criminal offenses that constitute domestic violence, whether committed in Florida or another jurisdiction
Section 777.04	attempts, solicitation, and conspiracy
Section 782.04	murder
Section 782.07	manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child
Section 782.071	vehicular homicide
Section 782.09	killing an unborn quick child by injury to the mother
Chapter 784	assault, battery, and culpable negligence, if the offense was a felony
Section 784.011	assault, if the victim of offense was a minor
Section 784.03	battery, if the victim of offense was a minor
Section 787.01	kidnapping
Section 787.02	false imprisonment
Section 787.025	luring or enticing a child
Section 787.04(2)	taking, enticing, or removing a child beyond the state limits with criminal intent pending custody proceeding
Section 787.04(3)	carrying a child beyond the state lines with criminal intent to avoid producing a child at a custody hearing or delivering the child to the designated person
Section 790.115(1)	exhibiting firearms or weapons within 1,000 feet of a school
Section 790.115(2) (b)	possessing an electric weapon or device, destructive device, or other weapon on school property
Section 794.011	sexual battery
Former Section 794.041	prohibited acts of persons in familial or custodial authority
Section 794.05	unlawful sexual activity with certain minors
Chapter 796	prostitution
Section 798.02	lewd and lascivious behavior
Chapter 800	lewdness and indecent exposure
Section 806.01	arson
Section 810.02	burglary
Section 810.14	voyeurism, if the offense is a felony
Section 810.145	video voyeurism, if the offense is a felony
Chapter 812	theft and/or robbery and related crimes, if a felony offense
Section 817.563	fraudulent sale of controlled substances, if the offense was a felony
Section 825.102	abuse, aggravated abuse, or neglect of an elderly person or disabled adult
Section 825.1025	lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult
Section 825.103	exploitation of disabled adults or elderly persons, if the offense was a felony
Section 826.04	incest
Section 827.03	child abuse, aggravated child abuse, or neglect of a child
Section 827.04	contributing to the delinquency or dependency of a child
Former Section 827.05	negligent treatment of children
Section 827.071	sexual performance by a child
Section 843.01	resisting arrest with violence
Section 843.025	depriving a law enforcement, correctional, or correctional probation officer means of protection or communication
Section 843.12	aiding in an escape
Section 843.13	aiding in the escape of juvenile inmates in correctional institution
Chapter 847	obscene literature
Section 874.05(1)	encouraging or recruiting another to join a criminal gang

Chapter 893	drug abuse prevention and control only if the offense was a felony or if any other person involved in the offense was a minor
Section 916.1075	sexual misconduct with certain forensic clients and reporting of such sexual conduct
Section 944.35(3)	inflicting cruel or inhuman treatment on an inmate resulting in great bodily harm
Section 944.40	escape
Section 944.46	harboring, concealing, or aiding an escaped prisoner
Section 944.47	introduction of contraband into a correctional facility
Section 985.701	sexual misconduct in juvenile justice programs
Section 985.711	contraband introduced into detention facilities

I understand that I must acknowledge the existence of any applicable criminal record relating to the above lists of offenses including those under any similar statute of another jurisdiction, regardless of whether or not those records have been sealed or expunged. Further, I understand that, while employed or volunteering at \_\_\_\_\_ in any position that requires background screening as a condition of employment, I must immediately notify my supervisor/employer of any arrest and any changes in my criminal record involving any of the above listed provisions of Florida Statutes or similar statutes of another jurisdiction whether a misdemeanor or felony. This notice must be made within one business day of such arrest or charge. Failure to do so could be grounds for termination.

I attest that I have read the above carefully and state that my attestation here is true and correct that **my record does not contain any of the above listed offenses**. I understand, under penalty of perjury, all employees in such positions of trust or responsibility shall attest to meeting the requirements for qualifying for employment and agreeing to inform the employer immediately if arrested for any of the disqualifying offenses. I also understand that it is my responsibility to obtain clarification on anything contained in this affidavit which I do not understand prior to signing. I am aware that any omissions, falsifications, misstatements or misrepresentations may disqualify me from employment consideration and, if I am hired, may be grounds for termination or denial of an exemption at a later date.

SIGNATURE : \_\_\_\_\_ Date: \_\_\_\_\_

**Sign Above OR Below, DO NOT Sign Both Lines**

To the best of my knowledge and belief, **my record contains one or more of the applicable disqualifying acts or offenses listed above. I have placed a check mark by the offense(s) contained in my record.** (If you have previously been granted an exemption for this disqualifying offense, please attach a copy of the letter granting such exemption.) (Please circle the number which corresponds to the offense(s) contained in your record.)

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

# UNIVERSITY OF CENTRAL FLORIDA

## Request to Volunteer Services

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Employer: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### WORK AREA, EVENT(S), ACTIVITY(IES):

(Please describe the volunteer services you wish to provide, including dates, times, and location. Indicate name of UCF contact person.)

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### NOTE TO VOLUNTEER:

You will be notified if you have been accepted as a volunteer for the activity described above. No compensation will be made for volunteer services rendered to UCF, whether the volunteer is an employee or student of the University of Central Florida or an independent contractor.

Thank you for your support of UCF!

### WAIVER:

I understand that UCF may terminate my participation in the activity at any time and for any reason. I realize that participating as a volunteer in the activity described above is a potentially hazardous activity which involves the risks of injury and death. Having read this waiver and knowing these facts, and in consideration of your accepting my volunteer involvement, I, for myself and anyone entitled to act on my behalf, assume responsibility for and waive and release UCF, its Board of Trustees, the State of Florida and their respective employees and agents from all claims or liabilities of any kind arising out of my participation in this activity, unless such claim or liability arises from the negligent acts or omissions of UCF employees or agents as described in Section 768.28, Florida Statutes.

Acknowledgement:

\_\_\_\_\_  
Print Name of Volunteer

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Witness

\_\_\_\_\_  
Witness' Signature

\_\_\_\_\_  
Date



## VOLUNTEER ACKNOWLEDGEMENT

I attest my name is \_\_\_\_\_ and  
(print volunteer/foster grandparent name)

serve in the child care program known as \_\_\_\_\_  
(print name of child care program)

I serve as a (check one)

- ☐ Volunteer – As a volunteer, I do not receive any form of payment or compensation such as money, free or reduced child care, or any other type of compensation for my time. I also understand that as a volunteer, I must be under the constant supervision of a trained and screened staff person and may not be left alone or in charge of any group of children. If I volunteer 10 hours or more per month, or receive some form of compensation, I understand that I must submit background screening information in accordance with section 402.302(3), Florida Statutes, and complete the state mandated training requirements.
- ☐ Foster Grandparent – As a foster grandparent, I adhere to all of the Foster Grandparent Program Guidelines pursuant to Title 45, Public Welfare, Code of Federal Regulations, section 2552.75. I also understand I must be under the constant supervision of a trained and screened staff person and may not be left alone or in charge of any group of children. I must begin training within 30 days of working in the child care industry in any Florida child care facility and have the following courses completed, either by instructor-led or online, within one year from the working start date: Child Care Facility Rules and Regulations; Health, Safety and Nutrition; Identifying and Reporting Child Abuse and Neglect; and Special Needs Appropriate Practices.

I attest that I have read and that I understand the foregoing.

\_\_\_\_\_  
Volunteer/Foster Grandparent Signature

\_\_\_\_\_  
Date

### To Be Completed by the Owner/Operator/Director

I attest my name is \_\_\_\_\_, and I  
(print owner/operator/director name)

am the owner/operator/director of the child care program identified above. The above  
(circle one)

individual serves, under the above definition, as a volunteer/foster grandparent in this child care program.

I attest that I have read and that I understand the foregoing.

\_\_\_\_\_  
Owner /Operator /Director Signature

\_\_\_\_\_  
Date



## Volunteer Orientation

### Contact info:

Phone: (407)-823-2726

[csc@ucf.edu](mailto:csc@ucf.edu)

1. **Program:** We offer an early experience program for children of UCF students, employees and community members with students' children receiving first priority. Children eligible are those 6 weeks of age through 5 years.

2. **Philosophy:** All children have the basic right to be educated in a safe and nurturing environment.

3. **Responsibility:** It is each student's responsibility to SIGN IN AND SIGN OUT EACH DAY of their scheduled work experience. If you do not sign out, you will NOT get credit for that day. This means that you will show up when you are scheduled. **YOU MUST KEEP TO YOUR REGULAR SCHEDULE AND CALL IN WHEN YOU ARE UNABLE TO WORK.** Mrs. Bacchus must approve **ANY** changes in your schedule. We ask that you do not discuss any individual child outside of the school. You may share experiences you have while attending our school with your classes; however, individual children's names must never be used.

4. **Staff:** Each of our classrooms has one degreed teacher and one full time teacher assistant. We also have work study students who provide assistance primarily in the classrooms. Volunteers must be flexible and willing to assist in any area of the school, if needed. Students are under the direct supervision of the teacher and/or assistant at all times. Always advise the classroom staff if you need to leave the classroom or workplace for any reason. **Students are never left alone with the children.** The teacher/assistant are the only ones that can: take children to the bathroom, administer first aid, write accident reports or talk with parents about their child.

5. **Dress Code:** Professional yet comfortable dress is **REQUIRED**. Logos on clothing must be appropriate for young children. **You will be sent home and not allowed to volunteer if these standards are not met.** Please remember that we are viewed by parents, children, staff and visitors each day and we need to always present ourselves in a most professional manner.

6. **Valuables:** There is a place for volunteers to store valuables in a locked area. Please obtain a locker padlock and key from the front desk. You should not bring any valuable and/or personal items into the classroom. Please be aware that Creative School cannot be responsible for any items lost or stolen during your volunteer experience time.

7. **Parking:** All students must secure a STUDENT parking space. SPACES IN FRONT OF THE SCHOOL ARE FOR CREATIVE SCHOOL PARENT DROP-OFF AND PICK-UP ONLY! The parking lot closest to Creative School is staff parking and you WILL get ticketed.



8. **Guidance:** Our goal is to help children develop skills in problem solving. All adults working with the children facilitate the development of these skills. Children are to be made to feel good about themselves at all times.

9. **Cell phones:** We ask that cell phones be stored in our designated lockers or turned off while in the classroom. If you are expecting a call, please ask your supervising staff for time away to make a call or check messages. Under NO circumstances should a volunteer use a cell phone while volunteering.

10. **Schedules:** You must keep to your regular schedule or call IN ADVANCE of your scheduled time to advise us if you will be absent or late for any reason. You may call and leave a message at (407) 823-2726, 24 hours a day. It is your responsibility to advise us **PRIOR** to your scheduled volunteer time. **YOU MUST CALL IF YOU CANNOT SHOW UP!!** If you do not show up or call, you will need to find other placement.

a. **If you have not been background checked by us you may not volunteer more than 10 hours a month per state law.**

b. **You may not volunteer outside of your scheduled time unless it is approved by CSC Front Desk Administration, even if a Creative School teacher asks you to stay late, come in early or come in on a day that you are not scheduled.**

11. **Lunches and Snacks:** If you are scheduled for lunch or snack time you will be sitting with the children. Please eat with us. We encourage children to try all foods, and you should do the same. Encourage social conversation as might occur in a home situation. Please encourage the tasting of different foods, describing colors, tastes, textures and smells. This is an educational experience. Students are asked to assist in clearing their class' tables when finished and ready the tables for the next classes or final cleanup. While at the dining room table please direct your conversation toward the children.

12. **Classroom Activities:** Please feel free to actively PARTICIPATE in the classroom and on the playground with the children (we do not pick children up and carry them). This does not mean doing things FOR the children, but doing things WITH the children. We are encouraging our children to become independent. Children are encouraged to do their own art work. They are often overwhelmed by adult art work. Refrain from making examples or doing art work for children. This will discourage their creativity. Always print their names using upper and lower case letters in the upper left hand corner of the paper. This helps to establish the left to right progression for reading. We do not use dittos or coloring books in our program. Help the child to be proud of his or her work and to tell you about their own creations. Please refrain from asking, "What is it?"

13. **Outside Activities:** Outside time is for active play. While on the playground circulate and observe all children. Outside time is not social time for students, and we do not expect to see you sitting on the playground. Please note that most accidents happen on the playground and can often be avoided with careful supervision. Do not pick up children for carrying, swinging, etc.

If you have any further questions, please do not hesitate to bring them to our attention. We look forward to getting to know you.

I have read and understand all terms of the volunteer orientation.

\_\_\_\_\_  
Name of Volunteer

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date received and reviewed by volunteer



## **VOLUNTEER SERVICES AGREEMENT INFORMATION FOR VOLUNTEERS**

The University of Central Florida greatly appreciates your interest in and willingness to volunteer your services to the university. Before you can volunteer at UCF, the appropriate department or unit head must approve your volunteer assignment. If you are under the age of 18, we must also have the written approval of your parent or guardian.

A volunteer provides services without compensation. A volunteer does not have an employment relationship with UCF and receives no wages, salary, or other compensation for services. A volunteer will not receive reimbursement for expenses unless it is specifically agreed to by the appropriate department or unit head, and even then only subject to university procedures. A volunteer is not eligible for UCF employment benefits, including annual leave, sick leave, retirement benefits, tuition benefits, health insurance, disability insurance, or unemployment insurance.

A registered volunteer is covered under UCF's workers compensation insurance in the event of a job-related illness or injury. Any job-related illness or injury must be reported to UCF. For information regarding workers compensation coverage and reporting requirements, please see [http://hr.ucf.edu/web/loa\\_wc/workcomp.shtml](http://hr.ucf.edu/web/loa_wc/workcomp.shtml). Similarly, a registered volunteer is covered by UCF's general liability protection for claims arising from negligent acts or omissions within the course and scope of the registered volunteer's assignment. You must immediately notify your supervisor if a claim is made against you that you believe arises from your volunteer services for UCF.

A volunteer who will be asked to drive, to transport passengers, or to have contact with minors must provide satisfactory evidence of personal responsibility and suitability for the task. The nature and extent of the required background evidence will be determined on the basis of the intended volunteer services assignment.

As a volunteer, you will not be authorized to act on behalf of UCF in business matters, such as purchasing, contracts, or contact with media.

As a member of the UCF community, you will be subject to UCF policies on safety and security; non-discrimination, including sexual harassment; equal opportunity; drug and alcohol abuse; intellectual property; confidentiality of records; conflict of interest; etc. You should familiarize yourself with these policies, as well as any departmental policies applicable to you.

A volunteer whose assignment is to provide services that take a tangible form, such as performance or creation or research, must agree that the results of those services will become intellectual property owned by UCF, as if under a work for hire agreement, unless there is a specific written agreement otherwise.

A volunteer may terminate volunteer services at any time. Similarly, UCF may terminate the services of a volunteer at any time.

*A copy of the Volunteer Services Agreement, including Personal Information Form, must be provided to Environmental Health and Safety at email [ehs@ucf.edu](mailto:ehs@ucf.edu) or Fax 407-823-0146*

## VOLUNTEER SERVICES AGREEMENT

Place of Volunteer Assignment: \_\_\_\_\_  
(Name of Department/Location)

Name of Volunteer (printed): \_\_\_\_\_

Date(s) of Volunteer Services: \_\_\_\_\_ through \_\_\_\_\_.  
(start date or single date of service) (provide end date, if known)

Expected hours: \_\_\_\_\_ (select one: \_\_\_\_\_ total anticipated hours \_\_\_\_\_ weekly hours)

Name of Primary Supervisor: \_\_\_\_\_

Location and Description of Volunteer Duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

By signing this document, I agree to the following:

1. Volunteer services are entirely voluntary. I have not been pressured or unduly influenced to provide services without compensation, but rather do so of my own free will.
2. The services that I provide as a volunteer, and any product or creation that arises from them, are donated to the University of Central Florida without reservation of rights of any kind.
3. I will not be paid for my services. I understand that should I incur expenses in the course of these services, I will only be reimbursed for those expenses if my department approves and if they comply with University policies and procedures.
4. I will follow the supervision and direction of any UCF personnel or employee to whom I have been assigned to perform volunteer services. While some of my duties may require me to perform independently, all my duties are subject to the ultimate supervision and direction of the department in which I am volunteering.
5. UCF is not responsible for damage to my personal property while I am at UCF and while I am performing volunteer services. I should keep valuables at home and exercise reasonable care while at UCF to protect myself from loss or harm.
6. While a volunteer at UCF, I am subject to UCF policies and procedures and I agree to follow those policies and procedures.
7. In the event that I believe I am a victim of discrimination, harassment, or retaliation of any kind, I will report such conduct to my primary supervisor, to my department head/dean, to Human Resources, or to the Equal Opportunity Office promptly. Further, I will cooperate in any investigation of such conduct or any other type of alleged misconduct.

Volunteer:

Supervisor:

\_\_\_\_\_  
\_\_\_\_\_

*If Volunteer is under the age of 18, parent or guardian must sign consent form.*

*A copy of the Volunteer Services Agreement, including Personal Information Form, must be provided to Environmental Health and Safety at email [ehs@ucf.edu](mailto:ehs@ucf.edu) or Fax 407-823-0146*

**VOLUNTEER SERVICES AGREEMENT  
PERSONAL INFORMATION FORM**

This information is to be kept on file with the supervising department.

Name of Volunteer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Volunteer is 18 year of age or older (check one): \_\_\_\_\_ YES \_\_\_\_\_ NO

If Volunteer is not 18 or older, consent of parent/guardian is required.

Please use Volunteer Services Agreement Consent Form for Volunteer Under the Age of 18.

**EMERGENCY CONTACT INFORMATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Relation to Volunteer: \_\_\_\_\_

**MEDICAL INFORMATION (WRITE "NONE" IF NO CONDITIONS OR ALLERGIES):**

If Volunteer has any medical conditions, please list them for the safety of the volunteer in case of emergency:

\_\_\_\_\_

If Volunteer has any natural or medicinal allergies, please list them for the safety of the volunteer in case of emergency:

\_\_\_\_\_

\_\_\_\_\_

Volunteer Signature: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_

*A copy of the Volunteer Services Agreement, including Personal Information Form, must be provided to Environmental Health and Safety at email [ehs@ucf.edu](mailto:ehs@ucf.edu) or Fax 407-823-0146*

**VOLUNTEER SERVICES AGREEMENT  
CONSENT FORM FOR VOLUNTEER UNDER THE AGE OF 18**

Name of Volunteer (printed): \_\_\_\_\_

Name of Parent/Guardian (printed): \_\_\_\_\_

I am the parent/guardian of \_\_\_\_\_, who wishes to provide volunteer services to the University of Central Florida. I have read the Information for Volunteers and the Volunteer Services Agreement. I give my consent to allow my child to provide volunteer services to UCF.

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Name (printed): \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

## **UCF Creative School for Children**

### ***Confidentiality Statement and Center Guidelines and Policies***

The child is the most important person in the classroom. They always come first and are treated as an individual and with respect.

“Above all, we shall not harm children. We shall not participate in practices that are emotionally damaging, physically harmful, disrespectful, degrading, dangerous, exploitative, or intimidating to children.”

-NAEYC Code of Ethical Conduct – 2005

All staff members and volunteers working at the UCF Creative School for Children have access to information about children, families, and staff from observations, conversations, records, and other sources. ALL such information is considered confidential.

Everyone is expected to abide by the NAEYC Code of Ethical Conduct and Statement of Commitment.

#### **NAEYC Code of Ethics and Statement of Commitment**

**P-2.8** We shall treat child assessment information confidentially and share this information only when there is a legitimate need for it.

**P-2.12** We shall develop written policies for the protection of confidentiality and the disclosure of children’s records. These policy documents shall be made available to all program personnel and families. Disclosure of children’s records beyond family members, program personnel, and consultants having an obligation of confidentiality shall require familial consent (except in cases of abuse and neglect).

**P-2.13** We shall maintain confidentiality and shall respect the family’s right to privacy, refraining from disclosure of confidential information and intrusion into family life. However, when we have reason to believe a child’s welfare is at risk, it is permissible to share confidential information with agencies, as well as with individuals who have legal responsibility for intervening in the child’s interest.

#### **PLEASE:**

- Turn off all electronic devices while in the building.
- Do not bring any type of food or drinks into the building. (observers)
- Do not photograph children unless you have discussed this with your supervisor or the Center Director.
- Wash your hands thoroughly immediately upon entering a classroom.
- Dress appropriately while in the center. Clean, professional attire contributes to the professional atmosphere of the center. Please make sure that clothing covers your body.
- Make sure you have your UCF ID available and on your person at all times within the center.

#### **REMEMBER:**

- Eliminate adult conversation in the classroom.
- Stay close to the children. If they are playing on the floor, you should be on the floor (unless your role is as an observer only).
- Always tell classroom staff when you are leaving the classroom.
- Think, act, and speak positively around children. Instead of saying, “Don’t run,” remind a child by saying “Please walk.” Instead of saying “No splashing,” remind a child by saying “Keep the water in the sink/water table.”
- Refrain from making value judgements of children because of their actions. Just because a child is having a difficult day does not mean they are bad.
- Communication is essential. LISTEN to what children have to say and respond. Talk to children by using clear sentences. Ask questions that encourage children to think. Too often we ask questions that require a yes or no.
- Art activities are used to give children experiences with various types of medium. Encourage children to use materials freely and to design as they like. If a child asks for your help in drawing or modeling, encourage him by

suggesting ways he can make what he wants himself. Creating something for a child or presenting them with a drawing as a gift has a direct impact on a child's self-esteem and is not appropriate in the classroom.

- We engage in several messy activities – wear clothes that are comfortable and easy to launder. We encourage children to get involved in messy activities like finger painting and sand.
- When children get together in a large group to sing or do finger plays, you should participate unless instructed otherwise (unless your role is as an observer only). Adults are good models for children.
- Meal time is a social time where children come together in small or large groups to eat. There should be at least one adult at each table, and all food is served family style from dishes in the middle of the table. Food is never used as punishment or a reward. We do not force children to try foods before allowing them to eat other items offered during the meal. Please practice safe and sanitary food handling procedures during all meal times.

### **Confidentiality Statement**

"As an adult working, observing, conducting research, and/or fulfilling requirements for a University class at the University of Central Florida, I may become privy to confidential information regarding children and families. It is of the utmost importance that I realize that all such information is strictly personal and confidential and can only be shared within the confines of the UCF Creative School for Children. I will discuss children's behavior out of the hearing distance of the children. I will discuss the families, children, and staff for professional purposes only. When I encounter families, children, or staff outside the school, I will be courteous but use discretion. I understand that written authorization is required before disclosing any information regarding a child to an outside agency or individual, and only center staff and administration have the authority to do so. I know that confidentiality is an ethical obligation and that it is a requirement for my continued involvement at the Creative School for Children. By signing this statement, I understand and agree to practice the Creative School for Children's confidentiality policy at all times.

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Volunteer Printed Name and Signature

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Date

### **Confidentiality Policies**

- Children's behavior is only discussed with other staff who have a need to know or the child's parent out of the hearing distance of children, other families, students, and other staff.
- Any information related to children and families is discussed only with those who have a need to know. Information about children and families should not be discussed at any other time.
- Staff members may use photos, audio, or work samples to document growth and development in a child's portfolio or to create learning materials for lab students and parents. Staff members who have a reason or need to know may have access to children's file information.
- Staff members may use non-sensitive information or images for professional development uses under the following circumstances: 1) the information is reviewed by the Director or person delegated in charge in their absence; 2) the parents give written permission; 3) the information is used for educational purposes only; 4) it is destroyed when it is no longer needed.
- Information and images must never be shared with others in a public forum, including websites (other than the CSC website and then only with parent permission) or social media.

I agree to follow the above policies and understand that a breach of confidentiality is grounds for disciplinary action or termination.

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Employee Printed Name and Signature

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Date