TO: All CFD Student Volunteers  
FROM: Jane-Ann Carroll, Assistant Director  

Welcome to the SDSU Children’s Center, a quality service provided by Associated Students. We are very pleased to have you join our teaching team this semester. You will quickly learn how important your participation is to our successful program. We pride ourselves in bringing a high quality program to children and families every day, and your support will make our program even better.

Our mission is to provide quality care and education to children, students, family, and staff of the SDSU Community. Our most important focus is on the care and development of children and their families. We are also committed to providing students such as yourself with a valuable learning laboratory that allows you to understand the complexities of working with children 5 years and under.

Establishing a rapport with children can be difficult, especially when you only work 4 hours or less per week with them. There are some things you can do that will assist in building stronger relationships with children:

- Keep your attention focused on the children. Conversations with other adults detract from time spent with children.
- Cell phones should be left in lockers or silenced. Teachers simply do not have time for their phones when they are working.
- Get down on the children’s level. Kneel, stoop, or sit in a chair or on the floor. Like anyone else, children respond to eye contact and interest.
- Engage with the children. What you put into your time with them is what you will take away. If you are actively involved rather than standing away, children will know you want to be with them.

Volunteers will not be assigned to classrooms right away. We feel strongly that the children need time to “settle” into a new semester and get to know their teachers before we introduce any new adult faces. Before you receive your scheduled assignment and begin your first day in the classroom with children, we must have all of the necessary documentation from each student:

- Volunteer application-please remember to sign!
- Proof of negative TB clearance not more than 1 year old
- Statement of Heath
- Criminal Record Statement
- Confidential Data Sheet
- Emergency Contact Information
- Insight into working with Infant and Toddlers or Preschoolers.

Once we have received all of the paperwork, you are ready to begin in the classroom. You may be working in any of the areas of our program-inside, outside, or out in Memory Park. It is important that you fully understand all aspects of the program and their purpose in providing a quality experience to children. Please ask questions as needed, but be sensitive to the fact that teaching staff are very busy when working directly with children. If you are looking forward to teaching with the children, they will catch your enthusiasm. Spending time with the children will help you plan meaningful experiences and activities.

Children develop in many different ways, each using their own time table. Plan your activities for a broad spectrum of abilities and interest levels. It is so important that you plan flexibility into every activity.

Our wish to you is a very productive and rewarding semester with us. Feel free to ask questions about anything. The Children’s Center Staff is committed to clear and open communication. We have many years of teaching experience here at the Center, and we are all lifelong learners. Keep in mind that most of our Full Time Staff were once new to the field just like you!
To All CFD Lab Students:
Re: Tracking your Lab Hour Attendance & Miscellaneous Information

Depending on which course(s) you are taking this semester, you may be required to use our Kronos Time Clock as one means of tracking your volunteer hours. The time clock is located near the front desk, and you will need to clock in and out whenever you are working/volunteering here. The time clock uses the last 6 digits of your Red ID Number.

If you are not a paid employee:
Enter the last 6 digits of your Red ID (please check the read out display for your name)
Press enter
You are now keyed into a volunteer locator (620/4398)
Use the same steps when clocking out

If you already work at the Center and need to “cross punch” into your lab:
Press the “transfer hours” key
Enter last 6 digits of your Red ID
Press Enter
At the bottom right you will see a menu for “enter job”- arrow down until you come to 620/4398
Press Enter
You will be ”home located” to your Cottage, so should be able to clock in and out for work normally. Cross punching places you in a non-paid volunteer status for your lab work. If you complete lab hours in the morning and work in the afternoon, make sure to punch back into your paid locator. This is only if you lab and work on the same day(s).

Additional sign in requirements
On the file cabinet behind the time clock, you will find notebooks with sign in sheets for your time with us. Check the front of the binder to make sure it coincides with the course you are taking. You will have your own sign in sheet alphabetized by your FIRST name. Please fill this out with every visit in addition to clocking in and out. Make yourself a nametag before going on to your assigned classroom.

Dress code for working at the Children’s Center:
Our dress code is provided to promote safety, practicality and professionalism. Whether you are a volunteer or paid staff, everyone is included in our professional team and expected to dress to reflect that role. Close toed shoes are highly recommended. Think practically- you will be standing, stooping, bending, walking, running, sitting on small chairs or “criss-cross applesauce” on the floor. In other words, you will be moving, moving, moving! Your clothes should not keep you from any activity in the classroom our outdoors, so it is important to be comfortable. Your activities with children can be messy, so be sure your clothes are washable.
It may be practical for you to bring an extra set of clothes if you are coming to the Center directly from class.

**Please Wear**
- Pants or jeans in good repair
- T-shirts without offensive logos
- Shorts or skirts that are at least fingertip length
- Comfortable flat heeled shoes
- Tops that reach the tops of legs or longer

**Please leave at home**
- Ripped/torn jeans
- Short-shorts and tank tops
- Short skirts or low cut tops
- High-heels or impractical shoes
- Revealing clothing

**Storage**
Storage space is at a minimum here at the Children’s Center. It is best for you to bring just what you need for your work time with us. Purses and backpacks cannot be brought into the classrooms or left in the building unattended. If you need to store your belongings, please check out a lock to use with our lockers. You may check out a lock at the front desk. After filling out some paperwork, you will need to leave your Student ID or Driver License with us until you return the lock. The lockers are located near the Preschool Rooms on the west side of the building. You may bring your own lock from home, but if it is not retrieved by the end of the semester, it will be cut off.

**Food and Drink**
Due to dietary restrictions and in the interest of fairness, we only allow bottled water in the classrooms and outside play areas. We have a filtered water fountain and you are more than welcome to bring a reusable bottle to fill. If you would like to enjoy a meal or snack between classes, feel free to join us in the Staff Lounge. Any food products with nuts must be kept well away from areas used by the children.