



## **SAFETY TOWN VOLUNTEER GUIDELINES**

### **A. WHAT TO BRING**

1. Shoebox (please put your name on it & decorate it)
2. Tennis Shoes or other comfortable **Closed Toed shoes** (no sandals or flip flops)
3. Wear sunscreen (outside activities)

### **B. WHAT NOT TO BRING**

1. Cell Phones usage – If you bring a cell phone it must be off for duration of class.
2. Outside Food – Children may have food allergies and class is only two hours.

### **C. VOLUNTEER RULES**

1. For your **First Class** of the week volunteers needs to **arrive 30 minutes early**.
2. **BE ON TIME.** Please plan to arrive 15 minutes before the start of your scheduled class time each day to help set up cars and signs outside. Then volunteers also need to plan to stay 10 minutes after class end time to help put things away.
3. Stay with your children at all times. Take them to the bathroom and wait outside the door, sit with them on the bus, etc, and make sure you are always aware of where they are. You will also escort them to wait for their parents to pick them up from you (hand off) after class is over. Never leave a student unattended.
4. Whenever walking with your group in the building or outside, hold hands with everyone in your group.
5. Collect your children's nametags each day before they leave and put in shoebox.
6. "Safety Town" shirt **MUST** be worn every day. Volunteer shirts will be passed out at volunteer training or the 1<sup>st</sup> day of class.
7. Attendance is **mandatory**. We rely on you to be here and to be actively engaged with your safety town student each class session. If there is a family emergency and you cannot come to Safety Town, please let us know **ASAP** so we can make arrangements to have your class covered.

**(TURN SHEET OVER)**

## **D. WHAT IS EXPECTED OF A VOLUNTEER:**

1. Absolutely NO CELL PHONES in use while you are at Safety Town (this includes no texting). Focus on making this a positive experience for the kids!
2. Keep students busy at all times. Go over the previous day's lesson, name, and address; phone number, poem- "I Know My Name and Address", read books, use phones, do puzzles, flashcards. etc.
3. Bring any discipline problems to the Safety Town Instructors.
4. Encourage children to listen. Enforce rule of raising hand when they talk. (Especially for group lessons each day)
5. Don't frighten or threaten children – even in fun.
6. After signal is given, your table must be quiet so that we may start a new activity.
7. Keep your own personal conversations limited to before or after class
8. Students go in and out of the classroom and drive cars in a follow the leader style. You are the leader at all times. Discourage carrying the child. Hold hands with all children.
9. Follow all outside rules when driving the cars. Stop at all stop signs, look both ways, use hand signals with the left hand, and drive on the right side.
10. When students are a pedestrian outside, remind them of these rules:
  - a. Look in all directions before crossing (right, left, right & over the shoulder)
  - b. Do not run
  - c. Always use crosswalks and sidewalks
  - d. Observe all signs and drivers
11. **Your children look up to you as their leader** and teacher. Be conscious of your actions and your language.
12. Most of all: **ENJOY YOURSELF!!!** 😊😊😊

**Please feel free to contact me if you have any questions:**

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