



Administrative Office
81 New Hampshire Avenue
Portsmouth, NH 03801
P: 603.772.9830
F: 603.772.4917

Exeter Center/School Age Office
64 Epping Road
Exeter, NH 03833
P: 603.772.4132
F: 603.772.5962

Newmarket Center
3 Simons Lane
Newmarket, NH 03857
P: 603.659.2324
F: 603.659.6882

Pease Center
81 New Hampshire Avenue
Portsmouth, NH 03801
P: 603.766.5437
F: 603.766.5439

CLASSROOM VOLUNTEER HANDOUT

Great Bay Kids' Company is happy to have you as a classroom volunteer. You bring with you your love for children and your desire to be with them. We want you to enjoy your time with our agency and feel comfortable. Perhaps you will find this handout helpful as you begin your volunteer service with us.

“The Child Comes First” is the basic philosophy of our programs. We believe that the program must adapt to the child and not the child to the program. Planning revolves around the needs and cues from each child. By respecting and encouraging individual abilities, we hope to develop a strong feeling of self-esteem in each child. Since children's basic needs are diverse, we provide for all aspects of the child's development: physical, social, intellectual and emotional. As a volunteer within our agency, it is important that you familiarize yourself with our philosophy

As you begin your first few sessions, we encourage you to observe the children. Talk with them and get to know them. As you observe, many questions about the routine and atmosphere will come up. We want to answer your questions, so please ask them.

Perhaps you have been wondering about discipline. Discipline is a means of teaching; teaching children to change unacceptable behavior to acceptable behavior. We encourage the children to develop their communication skills by discussing things that upset them, and using re-direction when an argument occurs. The teachers are excellent role models and help to “facilitate” discussions between children.

Included you will find a list of rules that we use within the agency. The children are aware of these rules, and if the teachers and volunteers enforce them, the children will follow them. For instance, if one teacher allows the children to run up the slide and the other doesn't, the children will be confused. By making you aware of the rules, we will be consistent. Remember, the ultimate responsibility is with the teacher; if you are not sure of your role in any particular situation, please ask!

- 1) We walk inside
- 2) We use inside voices
- 3) We use our words and manners
- 4) We keep our hands and feet to ourselves
- 5) We follow directions
- 6) We use equipment safely

Volunteers are extremely valuable to our programs and we want your experience with us to be beneficial to you as well as to our agency. As a volunteer, you may want to help in one or more of these ways;

- General help and support for the teacher
- Read stories
- Help with activities
- Sing songs
- Role model play and enhance language in play areas
- Helping children clean up
- Playing a game
- Directing a small group activity

Once you have visited the center and established which group you want to volunteer with, we will set up a schedule and you and the teacher(s) involved will discuss activities that are appropriate on your scheduled time.

We ask for consistency and consideration! If for some reason you cannot come in, please call the center and leave a message for your teacher.

VOLUNTEER REMINDERS

- 1) You must always be supervised by a staff member
- 2) When in doubt, ask the teacher

Again, welcome to Great Bay Kids' Company!