

Good News Club Procedures/Safety Guidelines

1. Sign In All children must sign in (take attendance). Only children with signed permission slips can attend the club

2. Sign out All clubs must sign children out

- a. No one child may walk home unless they have written permission from the parents.
- b. If the school has a sign out procedure then follow their sign out procedure.
- c. If not the following procedure must be used.

The parent/ guardian picking up the child must sign their name indicating that they have picked up their child. Club leaders must ensure that only parents/guardians with permission may pick their children up

3. Bathrooms - volunteers should not go in the bathrooms with their children. If disciplinary action is required, volunteers should give instructions from outside the bathroom door or in the presence of another volunteer

4. 2 volunteers must be with kids AT ALL TIMES!! Children are not to be left unattended

5. Clearance Paperwork -All clearance paperwork should be submitted to CEF one week before the date the volunteers want to start. Failure to do this could result in a delay of your volunteers being able to help. Note a representative from CEF may be calling to do a phone interview with your new volunteers

6. 6 to 1 ratio - Clubs should seek to keep the ratio of children to 6 children to one adult. It is strongly recommended that if the club grows beyond 25 children that they be divided into two groups. If not it is recommended that the number of children in the club be limited.

7. Candy. It is encouraged to hand out prizes such as pencils, erasers and other school supplies. If candy it is to be handed out it must be nut free. It should not be a choking hazard - such as lollipops. Candy should not be given as a snack. Please ask the children to refrain from eating candy until they go home.

8. Training

-All new volunteers are strongly encouraged to attend the new volunteer training session. If for some reason they cannot make this a video session make up can be arranged.

-Teachers are strongly encouraged to complete the 4 week teacher training session. If they cannot make the training. A makeup session is required.

-Team leaders are expected to attend the Kick off trainings in the Fall and Spring and encourage their team members to attend.

9. Discipline - Discipline should be done in a loving and respectful manner. Please do not hit or touch children inappropriately when disciplining them. Please do not use inappropriate or vulgar language. If there are ongoing problems please talk to your team leader.

10. CEF material - CEF material must be used at all clubs.

11. Reporting Obligations - Please follow CEF policies found in the CEF volunteer Application