



STORYTELLER

CARING FOR OUR COMMUNITY'S CHILDREN

To all volunteers:

All volunteers 18 years or older whose volunteer time will exceed 16 hours per week must be fingerprinted and receive an approved criminal record exemption from the Department of Social Services BEFORE starting to volunteer at Storyteller Children's Center. The cost is \$97.00 for fingerprinting and the background check. Fingerprinting and background checks are NOT necessary for minors under the age of 18.

Call 1-800-315-4507 to make an appointment at:
Community Care Licensing Office
351 S. Hitchcock, Suite B, Santa Barbara 93103

The fingerprinting and background check application is included in this packet along with the instructions for proper completion.

ALL Volunteers 18 years or older are also required to have a recent TB test BEFORE starting to volunteer at Storyteller Children's Center. The cost is \$15.00 at any of the clinics below. Remember when you get the test you will need to go back 3 days later to have it checked.

Franklin Clinic: Fridays 1-3 P.M.
1136 E. Montecito Street 568-2099
Carpinteria Clinic: Tuesdays, 1-3 P.M.
931 Walnut Avenue 560-1050

Thank you for your interest in working at Storyteller. We would like you to consider volunteering a minimum of 16 hours a month. Most volunteers come in once a week for 2-4 hours at a time. Call Jaime at 682-9585 if you have any questions.

It is volunteers like you that allow Storyteller to continue to serve the homeless families in our community.

Thank you,

Terri Allison
Executive Director



CAC
Head Start
Collaborative



STORYTELLER

CARING FOR OUR COMMUNITY'S CHILDREN

Thank You For Your Interest in Storyteller! Storyteller Children's Center

A pre-school and childcare center for the children of our community's
homeless and at-risk families

Storyteller Children's Center
2115 State Street
Santa Barbara, CA 93105
Telephone: (805) 682-9585
Fax: (805) 687-0780
www.StorytellerCenter.org

Opportunities for Volunteers include:

- Providing individualized attention for high-risk children ages 18 months to six years
- Art and creative development
- Stories; both reading and writing (English and/or Spanish)
- Language development
- Social skills
- Self-awareness and respect
- Environmental awareness and respect
- Facility repair and maintenance
- Special projects
- Administrative aid; computer work, etc

You can help increase a child's self-esteem by giving him or her one-on-one attention during his or her difficult time of transition

If you are interested in volunteering at Storyteller, making a contribution, or would like more information, please contact our Administrative Assistant Jamie Quirino to schedule an appointment

Many Thanks from the Children of Storyteller!



CAC
Head Start
Collaborative



Storyteller Children's Center Volunteer Information

Date: _____

Name: _____

Address: _____

City, State, Zip: _____

Telephone: (Home) _____ (Cell) _____

I hereby apply to assist in volunteer service to the Storyteller Children's Center for the homeless. I would like to help in the following manner(s):

- _____ working directly with the children
- _____ cleaning and maintenance
- _____ other (please specify) _____
- _____ whatever is necessary

Preferred day(s) and time to volunteer:

Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday ____

From _____ to _____ o'clock

Are you affiliated with any professional groups or clubs? _____

Are you currently a student? Where? _____

Please supply any other information which may be helpful: _____

Note: State law prohibits school agencies from employing personnel who have been convicted of sex offenses or controlled substance offenses as defined in 44010 and 44011 of the Education Code. Our volunteer program follows these guidelines as "best practices."

Have you ever been convicted of a felony? ____ yes ____ no

Have you been convicted of a misdemeanor within the last 5 years which resulted in imprisonment? ____ yes ____ no

If you have answered yes, please explain: _____

I UNDERSTAND THAT THIS AGREEMENT IS TO ASSIST THE STORYTELLER STAFF IN ITS FUTURE SCHEDULING OF VOLUNTEERS AND MAY BE RENEGOTIATED AS NEEDED. I WILL ABIDE BY THE VOLUNTEER POLICY PROVIDED TO PROTECT CHILDREN AND THEIR FAMILIES IN REGARDS TO MUTUAL RESPECT AND CONFIDENTIALITY. ALSO, I AFFIRM THAT I AM IN GOOD HEALTH AND I WILL CONTACT THE CENTER IN CASE OF ILLNESS.

SIGN: _____

DATE: _____



Storyteller Children's Center Volunteer Questionnaire

1. How did you learn about the Storyteller program?

2. What do you think causes homelessness?

3. Why would you like to volunteer at Storyteller?

4. What do you need from the Storyteller staff to function successfully as a volunteer?

5. Additional comments and/or questions:

Signature: _____

Date: _____



Storyteller Children's Center Discipline Procedures

In accordance with recommendations made by the National Association for the Education of Young Children, the following disciplinary methods shall be followed at Storyteller:

1. Guide children by setting clear, consistent, fair limits for classroom behavior; or help older children set their own limits.
2. Value mistakes as learning opportunities.
3. Redirect children to more acceptable behavior or activity.
4. Listen when children talk about their feelings and frustrations.
5. Guide children to resolve conflicts. Model skills that help children to solve their own problems.
6. Patiently remind children of rules and their rationale.
7. Set as few rules as possible. The goal is to ensure every child's safety and emotional well-being. Consistency in following these rules will enable the children to learn and value them.
8. Time out is not permitted. We will not punish children.
9. An area where children are able to express anger or frustration will be maintained in the classroom. We will convey acceptance of the full range of human emotions and assist the child in learning to express themselves in appropriate and constructive ways.



Storyteller Children's Center Volunteer Requirements

Prior to volunteering at the Storyteller Children's Center, it is required that each person complete and return the following information to the staff:

1. Volunteer Information
2. Volunteer Questionnaire
3. Signed Volunteer Health Statement
4. Negative T.B. test results (must be dated within one year of current date)
5. Criminal record clearance (for adults over 18 years if volunteer time exceeds 16 hours per week)
6. Fingerprint clearance (for adults over 18 years if volunteer time exceeds 16 hours per week)

Thank You!

The Storyteller Staff



Storyteller Children's Center Volunteer Policies

- Children are our first priority! Volunteers shall make Storyteller staff aware immediately of any signs of child abuse. Volunteers must be considerate of the varied religious values and ethnic backgrounds of Storyteller's children. All persons' civil rights shall be upheld.
- Families have a right to privacy. Volunteers must be considerate of it.
- We have a commitment to our schedule. Volunteers must call if they cannot meet the schedule (i.e. other commitment or illness).
- Volunteers must sign a Daily Volunteer Time Sheet and fill out a Volunteer Application.
- Please review our **Policies and Procedures Manual** in regards to the following items:

3: Body Awareness

4: Suspected Child Abused Reporting

5: Child Guidance and Discipline

7: Confidentiality

12: Mealtime

22: Community Volunteer

Emergency Procedures:

- Emergency plan: In the event of a major disaster, we will monitor instructions from the emergency broadcast system. If in this emergency we must remain at Storyteller, we have a complete first-aid kit, blankets, bottled water and food on hand.
- Fire/Earthquake Drills: Emergency drills are held monthly to acquaint children with the evacuation procedures. Storyteller is equipped with an alarm system and fire extinguishers placed throughout the building and first aid kits. A staff person will show the volunteer our posted evacuation exits.
- School cleanliness and maintenance must be maintained for the safety and well-being of the children and staff. Volunteers must follow the cleaning procedures for the various areas in the school. If the facility or a piece of equipment needs maintenance, volunteers shall notify a Storyteller staff member.