

TIPS FOR STUDENTS AND VOLUNTEERS

Here are some suggestions that will hopefully make your work placement enjoyable, meaningful and our day easier.....

- Please sign in and out every day by writing your name and recording the time you arrived at the Centre in the Sign In book in the Staff Room. When you leave please remember to write that time down too.
- Please read the Student and Volunteer folder prior to commencing work in the rooms.
- Please provide a sign that you can display informing our families who you are, including a phot and why you are here and for how long you are visiting.
- Please read the *COMMUNICATION DIARY* in the staff room, if you are here for more than a day at a time it's a good idea to read back over the previous days in case you miss an important message. This diary is for you too, if you have a message for staff please write it in there.
- Find a safe place to store your personal items in the staff room (eg be aware of trip hazards) if you have anything valuable it can be locked up in the Centre Office.
- Read the rooms *SHIFT DESCRIPTIONS*.....it is displayed on the wall in the room you are working in or a staff member can photocopy it for you. Follow the shift description of the ICC educator that is supervising you.
- We ask all students to follow the shifts of their supervising teacher however we do expect students to work one early shift to observe the responsibilities in opening a Centre and one late shift to observe the responsibilities in closing a Centre.
- Don't forget to go on your *BREAKS* at the stated times but tell a permanent staff member first and ensure you are not late back from break times.
- If you need to leave the room or environments when you are working with children, please always ensure you communicate your whereabouts to a staff member.
- During *INDOOR* and *OUTDOOR PLAY TIME* please be aware that there is adequate *SUPERVISION* of all children at all times. You can ensure this by being aware of the whole yard, moving around regularly, focusing upon groups of children rather than individuals. **Please spread out from other staff members and do not use the time to talk to staff, use the time to PLAY and ENGAGE with children.**
- Please don't be afraid to *ASK QUESTIONS*, staff are happy to help you if you show that you are interested. But please choose the time to ask about more in depth assessments you are required to do for your study. Our staff have many responsibilities so please ask them when is the best time to sit down and discuss your book work in detail.
- Use your *INITIATIVE* with the children, *INTERACTING*, *PLAYING* and *EXTENDING* their interests by asking questions, taking on character roles, singing songs etc.
- Mobile phones are only to be used for documentation purposes whilst working on the floor. You also need permission from parents to use any photo you take of a child that you plan to use for your written work.

- Food other than the food provided at the children's mealtimes are not to be consumed in front of the children and only water is allowed in the rooms.
- Please check the photos and notes regarding children with allergies - they are displayed in the playrooms and in the kitchen. We do have many children with specific health and well-being needs.
- Some children are more challenging than others - if you are finding some interactions difficult please speak to the staff for advice on how to best handle a situation.
- Hand washing is a vital part of the day - wash hands upon arrival at the Centre, before and after going for breaks and before going home. Also wash hands before and after nappy changing, toilet training, serving food, administering first aid, cleaning in general, blowing noses, applying sunscreen, etc.
- Please ensure you are shown the proper nappy changing procedure before changing nappies and use the steps provided when changing any child heavier than around twelve kilograms.
- Ensure you have read the evacuation procedure along with the WH&S information displayed in the front entry way of the Centre.
- The Staff Room, Kitchen and Laundry doors must be locked at all times when no staff are present in the rooms.
- Ensure you are using proper manual handling techniques at all times. Ask another staff member to help if moving something heavy or awkward.
- Ensure you are wearing a hat at all times when outside and the Centre also supplies sunscreen for your use.
- Now after having read all these boring but very necessary rules and instructions... have fun and enjoy our great children!!

THANKS FOR YOUR COOPERATION, WE REALLY APPRECIATE IT!