

**Kids Kastle Day Care & Preschool**  
**1117 S.W. Greenwood Ave / 1000 Fruitdale Drive**  
**Grants Pass, OR. 97526 / Grants Pass, Or. 97527**  
**Phone: (541) 479-2257**  
**Fax: (541) 244-1804**  
**Email: sherri@kidskastle.com**

## **“ Youth/Junior Volunteer Program”**

Accepting Applications for Youth/Junior Volunteers.

Who's eligible for the program? Girls and boys between the ages of 12 - 17 years old.

This program was designed to inspire young adolescents who have a desire to work with young children achieve that goal, by receiving on-the-job training skills here at Kids Kastle. The training experience acquired through this program can be of significant value to a prospective employer when considering hiring a young person for a position in a licensed child care center.

The Youth/Junior Volunteer program here at Kids Kastle was set in motion initially to assist parents who have youth that are aging out of child care programs at the age of 12 years. Most children, by the time they are 11 years old, feel that they are too old for most child care programs. And, most parents know that their children are not yet ready to stay home by themselves for long extended periods of the day.

Our program allows the parent and child to choose a volunteer schedule based on the need of the family's schedule. Working parents can feel at ease knowing that when they are at work themselves, their child will receive nutritious meals and snacks, while spending a portion of their day at the center with adult supervision and guidance. At the same time, building the adolescent's confidence as they take pride in their ability to make a difference in someone else's life, making positive choices about the direction of their own life, learn, share and have real responsibilities in being a productive member of our facility.

This program is a great opportunity for any young person who loves teaching and being with young children. It will give participating volunteers a head start on a rewarding career working with children at a licensed child care center in the future. The youth/junior volunteers will be expected to function as well mannered young adolescents while in their community and at the center. Volunteers will receive on-the-job training and participate in early childhood education classes, along with their adult mentors and the other staff members of the center.

Depending on the length of attendance as a volunteer, classes participated in, and the skills they have acquired while volunteering, these young adults at the age of 18, could qualify and be considered for hire in any licensed child care center as an: Aide I, Aide II, or Teacher's Assistant. And, within their first year of paid employment, will have a better chance of advancing to the position of "Preschool Teacher".

For more information about our volunteer program or to make an appointment and apply for this program, please call: Sherri @ (541) 659-0454

# Youth/Junior Volunteer Application

KIDS KASTLE DAY CARE & PRESCHOOL  
1117 S.W. Greenwood Ave. / 1000 Fruitdale Drive  
Grants Pass, Or.97526 / Grants Pass, Or. 97527  
Phone: (541) 479-2257  
Fax: (541) 224-1804  
Email: sherri@kidskastle.com

Dear Volunteer Applicant,

Thank you for expressing an interest in the volunteer program at Kids Kastle Day Care & Preschool. Volunteering will be a rewarding experience for you, the children and the teachers at Kids Kastle.

Before beginning active service you are asked to:

- A. Verify that you are between the ages of 12-17
- B. Complete an application
- C. Read and sign the volunteer contract
- D. Complete an interview. To schedule an appointment with Kids Kastle Volunteer Coordinator call Tonya @ (541) 479-2257
- E. Attend volunteer orientation. (to be arranged)
- F. Submit proof that you are up-to-date on all immunizations

If you have any questions, feel free to contact us at (541) 479-2257  
We look forward to working with you.

Sincerely,

Sherri Smith

Please Print:

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Date of Birth: \_\_\_\_\_ SS # \_\_\_\_\_

Present Address: \_\_\_\_\_

Circle Current Grade: 5 6 7 8 9 10 11 12

School Attending this year: \_\_\_\_\_ Next Year: \_\_\_\_\_

**(3) PERSONAL REFERENCES (Only 1 may be a relative) - Please provide full mailing address**

| Name/Email | Street | City/State | Zip | Phone     | Occupation | Yrs. Known |
|------------|--------|------------|-----|-----------|------------|------------|
| Name:      |        |            |     | Hm: ( )   |            |            |
| Email:     |        |            |     | Cell: ( ) |            |            |
| Name:      |        |            |     | Hm: ( )   |            |            |
| Email:     |        |            |     | Cell: ( ) |            |            |
| Name:      |        |            |     | Hm: ( )   |            |            |
| Email:     |        |            |     | Cell: ( ) |            |            |

Service Area and Time Preference: (Between 7:30 a.m. – 5:45 p.m)

Do you prefer: **MORNINGS (OR) AFTERNOONS**

INFANT: 6 wks-1 ½ yrs   YOUNG TODDLERS: 1 ½ yrs-2 ½ yrs   OLDER TODDLERS: 2 ½ yrs-3 ½ yrs   PRE- SCHOOL: 3 yrs – 4yrs

PRE-K: 4 yrs-5 yrs   KINDERGARTEN: 5 yrs-6 yrs   S.A.C (School Age): 6 yrs -11 yrs

\_\_\_ MONDAY   \_\_\_ TUESDAY   \_\_\_ WEDNESDAY   \_\_\_ THURSDAY   \_\_\_ FRIDAY

Hrs. \_\_\_\_\_   Hrs. \_\_\_\_\_   Hrs. \_\_\_\_\_   Hrs. \_\_\_\_\_   Hrs. \_\_\_\_\_

**Please write a 50-word paragraph stating your reasons for wanting to become a volunteer at Kids Kastle Day Care & Preschool** (You may attach another sheet if needed)

---



---



---



---



---



---



---



---



---



---

STARTING WITH YOUR MOST RECENT POSITION FIRST, LIST ALL EMPLOYMENT INCLUDING: BABYSITTING, LAWN MOWING, VOLUNTEER WORK AND ALL SIGNIFICANT EXPERIENCE.

|                       |        |                                    |       |     |
|-----------------------|--------|------------------------------------|-------|-----|
| Employer              | Street | City                               | State | Zip |
| Job Title             |        | Supervisor Name & Telephone Number |       |     |
| Date Employed (mo/yr) |        | Date separated (mo/yr)             |       |     |
| Reason for leaving    |        |                                    |       |     |
| Duties                |        |                                    |       |     |

|                       |        |                                    |       |     |
|-----------------------|--------|------------------------------------|-------|-----|
| Employer              | Street | City                               | State | Zip |
| Job Title             |        | Supervisor Name & Telephone Number |       |     |
| Date Employed (mo/yr) |        | Date separated (mo/yr)             |       |     |
| Reason for leaving    |        |                                    |       |     |

**\*\*Please bring in \$20.00 for the purchase of (2) Kids Kastle Youth/Junior Volunteer Polo-Shirts/Uniform**

After acceptance into the program, volunteers will need to complete:  
 CPR & First Aid Course which should include infant and toddler instruction (\$30-50.00 approx.)

Oregon Food Handlers Card (\$10.00)  
 and will then be instructed in how to serve:  
 Breakfast, Lunch and Snacks according to USDA guidelines (Read Red Book areas marked)

Attend a Recognizing Abuse & Neglect Class at the Job Council (\$10.00-15.00 approx.)

WEEKLY – You will be required to read a small section in the ORANGE Staff Training Manual and then take the test.

## Kids Kastle - Volunteer Parental Consent

Parental/Guardian Consent:

Parent Name: \_\_\_\_\_  
(PRINT)

Parent Name: \_\_\_\_\_  
(PRINT)

My son/daughter \_\_\_\_\_ may serve as a volunteer at Kids Kastle Day Care & Preschool. Final placement is contingent upon satisfactory completion of all pre-placement procedures including interview, verification of references, orientation and immunization records. I realize that misrepresentations of facts will be cause for rejection of this application. Continued placement is contingent upon abiding by all policies of Kids Kastle Day Care & Preschool. I understand that I, as a parent, will assume any financial liability in the event that my son/daughter should be injured in any type of accident while on duty.

PARENT/GUARDIAN \_\_\_\_\_ DATE \_\_\_\_\_  
(SIGNATURE)

PARENT/GUARDIAN \_\_\_\_\_ DATE \_\_\_\_\_  
(SIGNATURE)

VOLUNTEER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### Emergency Contact Information:

#### MOTHER

Parent Name \_\_\_\_\_  
Home Address \_\_\_\_\_ Work Address \_\_\_\_\_  
Telephone: Home ( ) \_\_\_\_\_ Work Phone # ( ) \_\_\_\_\_  
Cell ( ) \_\_\_\_\_ Email Address: \_\_\_\_\_

#### FATHER

Parent Name \_\_\_\_\_  
Home Address \_\_\_\_\_ Work Address \_\_\_\_\_  
Telephone: Home ( ) \_\_\_\_\_ Work Phone # ( ) \_\_\_\_\_  
Cell ( ) \_\_\_\_\_ Email Address: \_\_\_\_\_

## Kids Kastle - Youth/Junior Volunteer Contract

All Volunteer are asked to follow these guidelines.

**Attendance:**

1. Placement assignments are made prior to the first day of volunteering. Changes in assignments must be coordinated through the Director.
2. Arrive on time. If for any reason you will be late:  
Call Kids Kastle and let us know how late you will be.
3. In case of illness:  
Call Kids Kastle as soon as you can to inform us that you are ill. (24 hrs. prior to shift if possible). If you are ill two or more days consecutively you will be required to bring a doctor release to return to your scheduled shift.
4. If you are unable to volunteer for any reason other than illness:  
Call Kids Kastle to see if we can find a replacement.
5. Two weeks of vacation time are approved and considered excused absences. Please schedule this time at least 2 weeks in advance.
6. Volunteer services are closed all major holidays: New Years, Memorial Day, Independence Day, Labor Day, Thanksgiving (Thursday & Friday), and Christmas Day.
7. Failure to communicate any absence,(illness, vacation, other planned or unplanned absences) in advance of an assigned shift will be noted in the volunteer's personal file. After three "no shows - failures to call" the volunteer will be terminated.
8. Excessive absences are grounds for dismissal.
9. If a volunteer has excessive absences, defined as four or more absences within three months, he/she will be counseled regarding attendance by the Director.
10. Volunteers are not permitted to leave the ground of Kids Kastle without written parental consent during their shift (email, signed note with contact phone number). Violation of this policy will result in immediate dismissal.
11. Volunteers are expected to be in their work areas or completing an errand or task for the assigned department while volunteering. It is imperative that staff members can always locate youth/junior volunteers.
12. Volunteers are required to sign-in prior to each shift.
  - a. It is a regulatory requirement that staff whom are volunteering have confirmation at all times regarding who is on site in a volunteer capacity.
  - b. Failure to sign in may be grounds for dismissal.
  - c. Falsification of time records may be grounds for dismissal.

**Behaviors:**

1. Customer confidentiality must be respected at all times.
2. Observing all safety rules is required at all times without exception.
3. Hand hygiene compliance is required at all times as discussed in orientation and during training.
4. Attention to detail and responsibility assigned are critical.
5. Demonstrate E5 behaviors at all times: **Exceeding Expectation, Every Customer, Every Interaction, Every Time.**
6. Friends are not permitted to visit with volunteers who are on active duty. This includes other volunteers not assigned to the area.
7. Personal phone use is limited to communicating with parents, guardians in appropriate area during breaks. Otherwise, handheld video games, iPods, MP3 players, and all other personal electronic devices are not to be used while on duty.
8. Homework may not be completed while on duty as a volunteer.
9. Volunteers should not use gum or fragrances.
10. Do not use profanity.
11. Do not sleep while on duty.
12. Kids Kastle is a smoke free facility – inside and outside property.
13. Loitering is not permitted. This includes visiting staff or other volunteers on days/times when not assigned to volunteer.
14. Failure to respect authority by using or demonstrating inappropriate language or behaviors will be cause for counseling and/or dismissal from the program.
15. Gifts and tips must not be accepted from the children or their families.
16. Volunteers or their families are not permitted to care for the children enrolled at Kids Kastle in other capacity other than on the premises of Kids Kastle. Moonlighting will be grounds for dismissal.

**Dress Code:**

1. Name tags are to be fastened to the collar of the shirt with the name always visible. Name tags may not be defaced in any way.
2. Uniform are to be clean and neat. Professional casual
3. Clean tennis shoes or walking shoes are recommended. No open toed shoes, flip flops or sandals.
4. Hair must be clean and neatly groomed.
5. Simple taste jewelry is allowed.
  - a. Jewelry that dangles can present a hazard and is not approved
  - b. Numerous rings can harbor germs and should be removed while volunteering
  - c. No facial or body piercings are allowed.
6. Nails should be moderate in length and clean. Acrylic nails are not permissible.
7. Any youth/junior volunteer in violation of the dress code will be sent home to change or have the appropriate clothes brought to him/her.
  - a. You cannot volunteer unless you are in uniform.
  - b. Two violations of the dress code are grounds for dismissal.

Kids Kastle Day Care & Preschool  
**YOUTH/JUNIOR VOLUNTEER CONTRACT**  
**SIGNATURE VERIFICATION FORM**

I have received and agree to uphold the information contained within the Kids Kastle Day Care & Preschool Volunteer Youth/Junior Contract.

---

Youth/Junior Volunteer – Print/Signature Date

---

Youth/Junior Volunteer Parent/Guardian Signature Date

---

Youth/Junior Volunteer Parent/Guardian Signature Date

---

Director’s Signature Date



Kids Kastle – Youth/Junior Volunteer  
**MENTOR INSTRUCTIONS**

**Volunteers are NOT Allowed:**

To be left alone with any child

To approach parents about any child's behavior problems.

Leave the premise or use electronics devices, phone, cell phone, etc. while on duty.

To discipline or reprimand any of the children. Depending on the age of the child/children, the volunteer may redirect, remove or ask the offender or the child being hurt to leave the area AND should notify the teacher of the behavior.

**Acceptable List of Activities for Volunteers to perform  
WITHOUT DIRECT SUPERVISION** (after proper instruction):

Sweeping outdoor area – black top and concrete – fenced area

Raking wood chips into fall zones – fenced area

Washing outside picnic tables – fenced area

Gather or put away supplies from the teachers supply room, when asked

Wash clean, and then disinfect tables indoors

Take the trash out to fenced area (not street)

Sweeping/Mopping procedure

Dishes, using the three sink dish washing method, clean towels and clothe & then air drying before putting them away (after removing sharp knives)

Prepare the nap room

Sanitizing nap mats

Launder (heat/sanitize), fold nap blankets and put them away

Gardening in fenced area of back yard

Knocking down cobwebs indoor and outdoor

## **WITH SUPERVISION** (after proper instruction)

How to help an injured child (emotionally and physically)

Assist with toilet training and the changing of soiled clothes for children 2-5 yrs.

Read to a child, or a group of children using age appropriate materials & procedures

Lead and teach board or outdoor games to the children

Know the Playground Rules & how to help with playground duty

Helping children pick up toys, indoor and outdoor

Aid in the classroom and on field trips, either in charge of a small group or how to aid the teacher with a larger group of children

Helping the teacher in planning lessons and activities

Retrieving play equipment from outside the fenced area

## **INFANT ROOM** - Adult supervision at all times

After being properly instructed about each area, a volunteer may:

### **Change Diapers** (only with the written permission from the volunteer's parent)

Strapping the child on the table

Dressing & undressing the child

How to clean a baby's bottom front to back (girls) & around genitals (boys)

Wearing gloves each time, how to remove the gloves and wrap a diaper

Hygiene of hand washing both their hands and the child's

Sanitizing the changing table each time

### **Bottle Feed Babies**

How to use the tap purifier (+ No hot water through it)

Making a bottle; water/powdered formula ratio

Room temperature water vs warming a bottles (if required)

How many ounces to feed per age or parent instruction and how many times a day

How often and why you need to burp a baby

Using bibs and burp cloths

### Feeding of solid foods

Children are not allowed to walk around with food or drink

At what age solid food is appropriate

Need parental consent before trying new baby foods & watch for allergic reactions to new foods

How much to feed & how many times a day

Using Bibs

High chair restraints

Spoon feeding infants/toddlers vs letting them feed themselves

Cleaning area afterwards

Space between seated children

### Holding/Comforting infants-young toddlers

Sitting in a chair or on the floor is preferable, depends on the age of the volunteer

### Hygiene and Germs

Use the child's own blankets when cradling and comforting children against you, so as not to pass germs from one to the next

How and when to sanitizing mouthing toys

### Sleeping Position

Infants should be put on their backs to sleep. A child that can change their sleeping position as they chose should be allowed to sleep in any position they chose