



### **Daybreak Volunteer Guidelines for UMW Undergraduate and Graduate students**

1. All Daybreak volunteers are expected to arrive by 1:00 pm in order to review the activity schedule and information about the student you will be working with for that session.
2. We understand that occasionally emergencies do occur but these families are counting on us to provide respite. If an emergency does come up and you need to cancel, please call the student coordinator's (Heather DeCou) cell phone immediately, (540) 419-2720 to let us know, so we can pair your student up with another volunteer. We would hate to turn anyone away because volunteers did not show up.
3. Please use People First Language at all times-this describes the student first before the disability and describes what a student person *has*, not who a person *is*. For instance, "Student with Down Syndrome" vs. Down Syndrome student. For more information see the People First handout.
4. We love children! However, as Daybreak volunteers it is necessary to ask that you leave your children at home when you volunteer unless they are a Daybreak participant. We need you to be able to focus fully on students at Daybreak. We hope your volunteer time and break from your children will provide you and your children with renewed energy when you return home.
5. Attire is important. Volunteers represent UMW. You will need to maintain a professional appearance and be nicely groomed. You should wear comfortable clothing that you do not mind getting a spill on but you should aim for a neat appearance. No logo shirts (except UMW). No tight fitting tops. No tight pants, tight jeans, or tight shorts. No displaying of skin or loose low hanging tops or pants. Please no jeans with holes in them. No baseball caps. No flip-flops/sandals. You will be bending over working with students-make sure no undergarments can be viewed. Wear sneakers, dress comfortably, but be covered and clean! It is necessary that parents feel comfortable leaving their children with you and what you wear is important.
6. Volunteering with Daybreak means you will have access to confidential disability information. Please remember that all information about the students and/or their family members is private and strictly CONFIDENTIAL. Any information about students or families

you gain during your work with Daybreak is NOT to be discussed in front of any child, family member, or out in the community.

7. If you need to inform a coordinator about a student need/concern, please make sure to do it privately, away from other Daybreak participants and parents. We meet as a group before the children arrive (1:30 pm) and that is the best time to discuss any concerns or questions you might have. Your coordinators have a lot of experience with special education in schools and the community and we're happy to explain some characteristics or reasons why we've set something up a certain way BEFORE Daybreak begins.
8. If an issue arises and you are concerned about the safety of child, please inform the coordinators immediately. When in doubt, ask for help!
9. We believe in positive discipline and structuring the environment to limit time off-task. Make sure that Daybreak participants hear all the positive things they are doing-these children need a lot of praise! In the event that a misbehaving child is not able to be re-directed back to task, to another task, or to make a better choice, please touch base with the coordinator and we'll provide an opportunity for the participant to take a break and get ready to re-join the group when they are ready to make better choices.
10. Remember, we are here to provide not only respite for the families but fun, play-based educational activities for the students! Daybreak is an exciting opportunity to work with students and to develop meaningful relationships, daily living, and social skills! Let's make this a wonderful experience for everyone!
11. Let's make a goal of informing parents of at least three wonderful things their child did each time at Daybreak. These parents need to hear that we enjoyed time with their child and that their child was successful at Daybreak. Don't let the parent leave without hearing positive feedback about their child!