

Fannie Battle Day Home for Children

VOLUNTEER HANDBOOK



Teaching Children, Empowering Families, Strengthening the Community

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Welcome

Welcome to the Fannie Battle Day Home for Children's volunteer program! Being a volunteer is extremely rewarding, educational, exciting and just plain fun. You can have a huge impact on the lives of the children and families served by our childcare center. It is a rewarding experience knowing that **YOU** can make a difference in the lives of these children.

Numerous volunteer opportunities are available where you can interact with a child. You can participate in the United Way Read to Succeed program, help a teacher in a classroom, assist with art, music, dance, chaperone field trips, or help a child with homework. If you would rather volunteer for tasks that do not directly involve children, that's great too! We always need help with classroom prep, library organization, fundraising, lawn-care, special events and more...no task is too small!

We would like to thank you for choosing to participate in our program. As a volunteer, you are a valuable asset to our organization and to the 100+ children in our care.

This guide has been prepared for you as a reference. It contains information regarding volunteer responsibilities, procedures that need to be followed, and ideas on how to make your volunteer time with us safe, fun and beneficial to all.

*"How wonderful it is that nobody need wait a single moment
before starting to improve the world."*

-Anne Frank

Mission Statement

To continue the tradition established in 1891 by our founder, Miss Fannie Battle: to provide affordable, high-quality child care for at-risk children in a nurturing environment while empowering families to reach their potential.

About Us

Created in 1891, **Fannie Battle Day Home for Children** is the oldest child care center in Middle Tennessee. Fannie Battle was a woman of great vision and dedication who saw a need and, against substantial odds, met it. As both a teacher and social worker, Miss Battle realized that unsupervised children were in danger, roaming the streets of Nashville while their parents worked. So she rented a room and began caring for the children. Her determination led to the creation of the Day Home.

The Day Home is open year-round Monday-Friday, 6:30a.m to 5:30p.m. and offers Infant, Toddler, Preschool, Pre-K, and School Age Programs to over 100 children ages 6 weeks to 12 years. Fees are set on a sliding scale according to income and parents are required to be working, in school or in a job training program. **Fannie Battle helps by offering affordable child care with low ratios, quality programs and year-round activities.** Our programs are enhanced by enrichment activities which reinforce developmentally appropriate activities and academic benchmark standards. We encourage Fannie Battle families to participate in their child's activities, and we host Family Nights throughout the year.

The Cost of Care

Of the children currently served by the program, **90% are from poverty or low-income families, 90% are from single parent families, 41% live in public housing, and 98% qualify for free/reduced meals.** In spite of these challenges, **69% of our families are working, 4% are continuing their education and 23% are working and going to school.**

Quality, affordable, engaging, and educational child care is difficult to find and continues to be a growing need for working low-income families. Fannie Battle addresses that need by **offering tuition on a sliding scale based on income with families required to be working or continuing their education.**

Without tuition assistance, parents would seek child care in non-regulated environments or would forgo work, becoming completely dependent on government assistance. In either case, the children might not receive the care, stability, and skills needed to succeed.

An Overview of Fannie Battle Programs

In August of 2011, we moved into our **new home at 108 Chapel Avenue**—a larger facility that is enabling us to grow and reach more children. The Day Home now serves over 100 children. Our new facility has provided amenities we desperately needed—ample (and safe) parking, a large community room with a stage, a larger library, up-to-date classrooms, and room to grow to serve more families.

The **Infant and Toddler Program** offers high-quality early childhood education to children ages 6 weeks to 30 months (curriculum, assessments, and individual goals for each child in all developmental domains). These classrooms emphasize the cognitive, physical, emotional, and social development at each stage of development. The families and teachers build quality relationships, creating a nurturing community.

The **Preschool and Pre-K Program** offers high-quality early childhood education for children ages 2½ to 4 years. The program serves 36 children total with 1:8 ratios in the preschool room and 1:10 ratios in the pre-k room. In addition to fulfilling the mission of Fannie Battle, the goal of this program is to ensure that each child enters kindergarten ready for success. The program offers full-time, year-round, quality early childhood education which includes professional teachers, educational curriculums, individual child assessments and individual goals for each child in all developmental domains, and enrichment outings and activities.

The **Metro Pre-Kindergarten** offers academics, enrichment activities and outings and care during the academic year between the hours of 8:00 a.m. and 2:00 p.m. to 20 children. This program is free between the hours of 8-2 for children who meet the requirements - - qualifies for free or reduced lunches, is 4 by September 30th of the current academic year, English Language Learner or qualifies to receive special education services. The program employs a professional certified teacher, and also includes educational curriculum and report cards. In addition to fulfilling the mission of Fannie Battle, the mission of this program is to prepare four-year old children with rich learning opportunities that will ensure their success in kindergarten.

The primary focus of the **Literacy Program** is to ensure that disadvantaged children are ready to be successful in kindergarten by providing books, classroom materials, curricula, training for teachers & parent workshops in an urban child care center. Our classrooms are enhanced with the addition of listening centers, writing centers, and improved classroom book centers; our center offers a library where parents are able to check out books with their children for enjoying together at home. Assessments include Get It Got It Go, PALS-Pre-K, Get Ready To Read and the Early Language and Literacy Classroom Observation tool.

The **School Age Program** offers quality before, after, and school-break care and includes transportation, meals, homework supervision, tutoring and enrichment activities and outings. The program serves approximately 50 children ages 5 to 12 years. The Summer Enrichment Program offers a full, well-rounded schedule of academic and enrichment activities and outings Monday-Friday from June to August. The program maintains a waiting list, has high attendance, is affordable, has a low teacher/student ratio and is a huge success. The children have fun while learning!

Fannie Battle Volunteer Opportunities

Listed below are some of the most common volunteer opportunities. **Whether you can donate one 1-hour shift per week, less or more, you are helping the children, families and staff at Fannie Battle Day Home for Children.** Please look over the descriptions, find the ones that pique your interest and review your schedule. From there, you will be able to get “plugged in” and begin to feel the enjoyment that volunteering brings.

- ★ **CLASSROOM VOLUNTEER:** helping with day-to-day activities, outdoor activities, or simply interacting and playing with the children of Fannie Battle.
- ★ **VOLUNTEER READER:** 1-on-1 or small group reading in the classroom. You don't have to do anything but read, help learning-readers! *“By the time a middle-class child starts kindergarten, he or she has been exposed to 1,000 to 1,700 hours of one-on-one reading. A poor child has been exposed to only 25 hours of one-on-one reading.”*
- ★ **HOMEWORK HELPER:** The School Age children, ages 5-12, need helpers for reading and homework. Hours are 3:30 to 5:30 p.m. on school days. For days when school is out and the school age children are attending Fannie Battle all day, times can be adjusted.
- ★ **SPECIAL PROJECTS / PARTIES:** Assist teachers with in-classroom projects and activities (*Thanksgiving, Christmas, Grandparents Day, Mother's Day, Teacher Appreciation Day, etc.*)
- ★ **PRE-K GRADUATION:** Assist the teachers in planning graduation and/or attend the Pre-K graduation ceremony. Graduation is a family event; the children are dressed in cap and gown and perform for their families.
- ★ **SKILL-BASED:** IT Support, marketing, painting, general maintenance, etc. are always needed and appreciated services!
- ★ **ADMINISTRATIVE SUPPORT:** Assist the staff by answering phones, helping with mailings and general office work.
- ★ **SEASONAL PROJECTS:** Assemble Thanksgiving baskets, adopt a child/family at Christmas, or support our Back-to-School supply drive.
- ★ **LEADERSHIP & EVENTS:** Volunteers committed to the mission of Fannie Battle are always needed to serve on the Board of Directors, as part of our annual Caroling, or towards our newest event, Yum!East.
- ★ **GROUP / CORPORATE VOLUNTEERING:** We offer groups of all kinds the opportunity to work together in a positive, team environment. Spend your next corporate volunteer day or church service day with the children of Fannie Battle!

If you can't come to the Day Home, there are many more ways you can help. . .

- ★ Collect and donate items from our wish list, such as paper towels, toilet paper, school supplies, art supplies, copy paper, books, and other items
- ★ Collect donations for the Day Home in lieu of birthday gifts
- ★ Donate funds to support our programs
- ★ Organize a caroling group and go Caroling for Fannie Battle
- ★ Spread the word about Fannie Battle Day Home for Children!



Fannie Battle Volunteer Policies & Guidelines

Fannie Battle Day Home for Children relies on its volunteers to be dependable and effective during their volunteer hours. By meeting these commitments, the program operates smoothly and the maximum benefit is derived for the children. It is also important that we are expecting you; all volunteers must be approved prior to arrival. All Day Home volunteers must abide by the policies and guidelines.

Volunteer Requirements

- Be at least 18 years of age (*unless a specific exception has been made*)
- Commit to a mutually agreed upon schedule
- Be comfortable working with children and as part of a team
- Complete and sign Volunteer Information Sheet
- Review Volunteer Handbook
- Sign Volunteer Agreement / Confidentiality Form / Photo Release Form

Additional Requirements, As Needed

- Complete Background Check form (*for volunteers providing services for more than twenty (20) hours per calendar week*)
- If needed... Attend a Volunteer Orientation Session

Commitment

It is important to remember that the children's needs must be considered, and one of their needs is for continuity. The amount of time you spend at the Day Home each visit will vary depending on the activity. As a Day Home volunteer we ask that you take your commitment seriously since there are children, staff, and other people involved that are depending on you. Thank you for offering your time, your talents and your love to the children and families at Fannie Battle Day Home for Children.

Parking

Please park in the spaces located in our front parking lot or in spaces directly behind our building on the same side (not in the restaurant parking). Parking behind our building is ours until you get to Scott Avenue. (Please ensure your car is not near our neighbor's grass.)

Volunteer Sign-In/Out Binder in Front Lobby

Whenever you visit the Day Home to volunteer, please make sure to sign in and out in the binder located on the front desk, noting your activities/hours. In the case of an emergency, we need to know who is here. We also compile and report volunteer hours in reports to our Board of Directors and community. These numbers are also used when writing grants and to let all of you know what an incredible contribution you make to the children here! Please be sure to have a "VISITOR" or "VOLUNTEER" badge on at all times. Upon leaving, please be sure to notify a director (Sara Longhini, Shavette Summers, Melanie Shinbaum) or the receptionist, and return your badge.

Personal Belongings

We recommend that during your volunteer time at the Day Home you lock your personal belongings and valuables in your car since we do not have a way to secure them for you. You are also welcome to leave your car keys, cell phone, or coats in the Reception area or bags or purses in the director's offices (these spaces are not locked or supervised at all times).

Cell Phones

Cell phones are to be kept off, silenced, or on vibrate. Please step out of the classroom should you need to utilize your cell phone (for texts or calls). Please do not allow children to access your cell phone.



Appropriate Attire

Every volunteer contributes to the Day Home's image and should dress appropriately when working with children and families. Clothes should be neat, clean, comfortable, and not prohibit any activity or experience with the children. Not considered appropriate are the following:

- Low cut pants, shorts, skirts, tops, etc.
- See-through clothing
- Any visible undergarments
- Inappropriate text or print on any clothing attire
- Excessively low necklines, short shorts or skirts
- Bare midriff

Bathrooms

There is an adult bathroom located in the back of the Auditorium. You may also utilize bathrooms in the school-age classrooms (if you are volunteering in that area) or the adult bathroom in the toddler room (if volunteering in that area) or the bathroom located at the end of the hallway on the Infant/Toddler floor.

Smoking Areas

Smoking is NOT permitted in the Day Home or on the premises.

Accident Prevention and Reporting

Fannie Battle Day Home for Children strives to provide a safe, hazard free workplace. Accidents do happen, but with training, forethought, attention to detail, and personal responsibility for keeping areas hazard free, we can greatly reduce the number of accidents at the Day Home. Accident prevention is everyone's job. If you see a safety hazard (such as broken toys or equipment, spilled water on the floor, etc...) please address it immediately. If you don't know what to do, or if you are unsure if it is a safety hazard, please talk to a director (Sara Longhini, Shavette Summers, Melanie Shinbaum) or the receptionist immediately.

Working with Children

Volunteers are encouraged to show restraint when displaying affection to the children. Words of praise, expressions of encouragement/excitement ('high five', fist-bumps) and hugs are certainly acceptable. However, we ask that volunteers refrain from swinging children by the arms/legs, picking up children (except in the infant and toddler rooms), tossing children in the air, or holding children in your lap. Please remember when interacting with children to use appropriate voices and interactions based on their ages.

Volunteers are not allowed to feed children (infants cannot be fed by volunteers) or to assist in any diaper changing, toilet training or toileting routines. We do not encourage violence or rough play. Please refrain from any play that includes violence (guns, etc.) or rough play (wrestling, tackle football, etc.).

Meal Time

As a volunteer if you are volunteering during a meal time please feel free to eat with our children. Generally, we have enough food to serve volunteers. Please do not bring in outside food or drink into the classrooms (unless it is water). Outside food or drink can be stored properly, and you can eat in a separate location.

Personal Health

Volunteers should not report for duty if they are contagious or have fever, cold, skin infections, diarrhea or other signs of infection. As we know it is yours, our children's health is our first concern.

Hand Washing

The single most effective way to protect from infection is washing your hands. All volunteers are required to wash their hands according to the following established procedure:

- Wash hands upon arriving and before leaving the classroom
- After using the bathroom
- Before and after eating

Fannie Battle Day Home for Children

VOLUNTEER INFORMATION

GENERAL INFORMATION

First Name _____ MI _____ Last Name _____ Ms. Mrs. Mr.

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell _____ Work _____ Other _____

E-mail Address _____

Birthday (Month/Day) _____ (Please include year if under 18 years - Age _____)

EMERGENCY CONTACT

First Name _____ Last Name _____

Relationship _____

Telephone - Day _____ Evening _____

SCHOOL INFORMATION – Please fill in if you are currently enrolled in school & hours are for school

High School _____ Grade Level _____

College/University _____

PARENT / GUARDIAN INFORMATION – *If you are 17 years of age or younger, parent or guardian must sign.*

First Name _____ Last Name _____ Relationship _____

First Name _____ Last Name _____ Relationship _____

Telephone - Day _____ Evening _____

As a volunteer of Fannie Battle Day Home for Children, I agree to conduct myself in a professional manner and to maintain appropriate confidentiality of any information relating to Fannie Battle Day Home for Children and the families we serve. I also hereby authorize Fannie Battle Day Home for Children, Inc. and their respective parents, subsidiaries, affiliates, contractors, licensees, assigns and advertising agencies to use, and to permit others to use, and hereby release each of them from any liability or claim for the use of photograph for purposes of advertising, promoting, and publicizing Fannie Battle Day Home for Children, Inc. in perpetuity and any media or market now or hereafter known throughout the universe. I receive no compensation or consideration of any kind in return for the rights granted by me herein, other than the promotional value resulting from my participation.

Signature _____ Date _____

Parent/Guardian Signature _____ Date _____



VOLUNTEER SERVICE LOG

Name _____

Group/School/Organization _____

Year in School: Freshman Sophomore Junior Senior
College/High School

Address _____

City _____ State _____ Zip _____

Phone _____ Type _____ Email _____

Emergency Contact _____ Phone _____

| Date | Description of Service/Project/Classroom | Time In | Time Out | Total Hours |
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TOTAL HOURS