



EARLY LEARNING COALITION
OF ORANGE COUNTY



EPIC 
VOLUNTEER PROGRAM



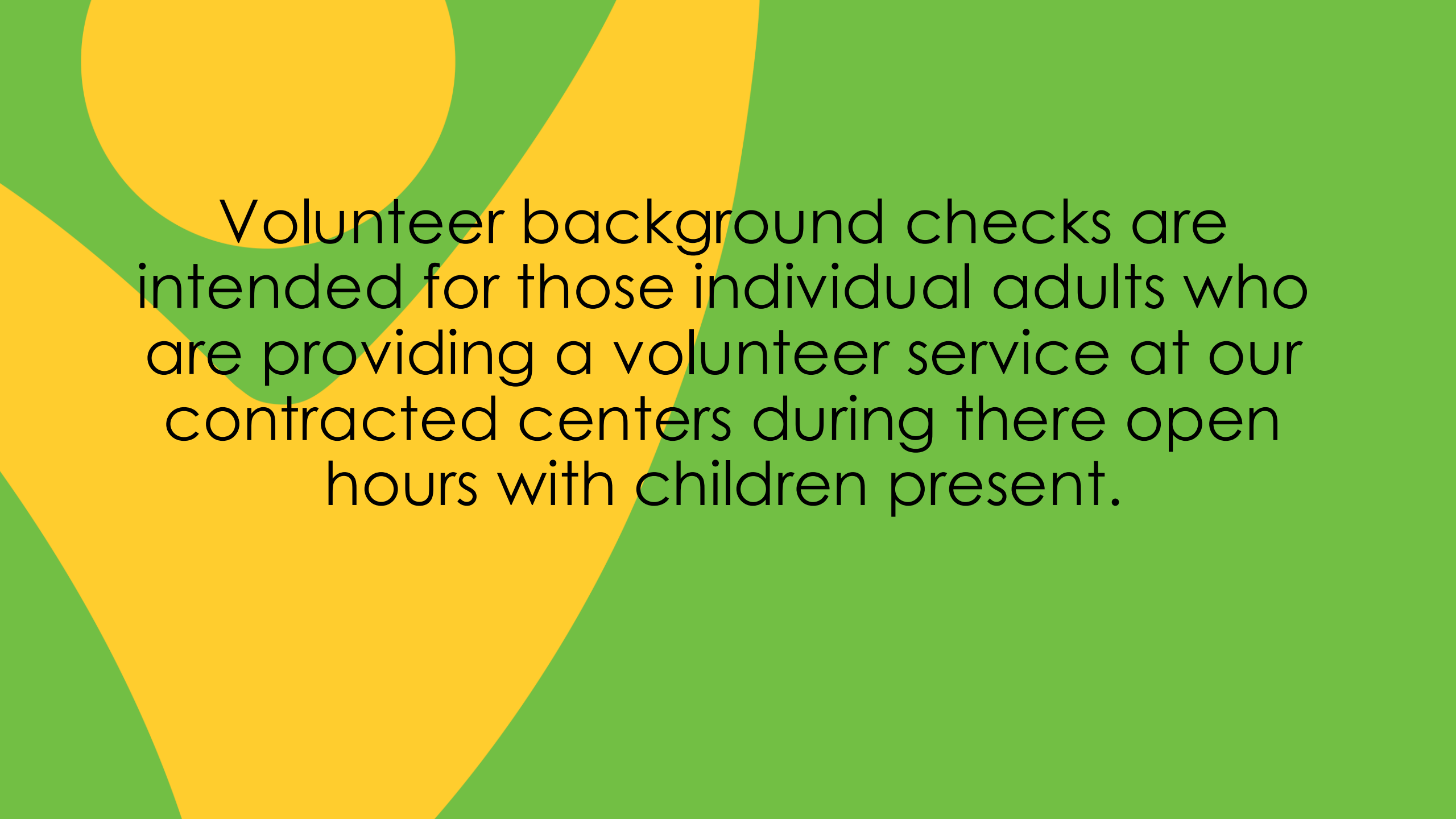
Our community is very fortunate to have thousands of people from our community like you, who are dedicated to supporting both our children and our centers. Our Coalition volunteers display selfless acts of service to assure that all children at contracted centers receive a quality education in a safe and secure learning environment. We are extremely proud of this commitment to quality education and appreciate your interest in joining as our partner in providing the finest education possible for our children. This orientation outlines what is required of you as a ELCOC E.P.I.C program volunteer and will give you an overview of the various opportunities, policies, and procedures that schools and volunteers must follow in order to maintain a safe and caring learning environment for our students.



The goals of the E.P.I.C Volunteer Program are to:

- Provide individualized educational assistance to children
- Improve children's self-worth by increasing the opportunity for educational achievement
- Assist and support teachers/staff with non-instructional tasks and duties
- Stimulate community interest, concern, and support for education
- Establish coalition-community partnerships for quality education
- Enhance all aspects of the educational process



The background features abstract, overlapping shapes in shades of green and yellow. A large yellow shape is on the left, and a large green shape is on the right, with smaller green and yellow shapes interspersed between them.

Volunteer background checks are intended for those individual adults who are providing a volunteer service at our contracted centers during their open hours with children present.



E.P.I.C Volunteers are a very vital part of the ELCOC!

Our Volunteer Application Process is 3 easy steps:

Step #1 Registration

Please go to www.elcoc.org/E.P.I.C

- **You must have a Social Security Number to complete the application. We use your social security number for the background check.**

Step #2 Background Check

For the safety of our students, the ELCOC performs a national background check through a private contracted company.

Step #3 Orientation

An Orientation is suggested for all new volunteers.

Returning volunteers who have not had a break in service for more than one year will NOT need to attend another orientation.

Important Things To Know

The coalition retains the right to accept or deny volunteer applicants at their discretion.

Each applicant is required by law to disclose all criminal law violation information.

This includes pleas of no contest, probation, adjudication withheld, and convictions in a criminal offense (felony or misdemeanor) or if there are any criminal charges currently pending against them.

Lack of disclosure will result in the automatic denial of the application.

Standard Reasons For A Volunteer Denial

Falsification of the Volunteer Application

Misdemeanors:

1. Related to Drug Offenses
2. Related to Violence

Felony Convictions

- Any Charges Related to Harming or Endangering a Child

Student Safety is our #1 Priority!



Commonly Asked Questions and Answers

Q. As a volunteer working with children, how do I handle discipline issues while at the school?

A. All discipline issues must be directed to a teacher or a center employee. Remember to never put your hands on a child.

Q. As a volunteer, should I be left alone with a child or a group of children?

A. A volunteer should never be completely alone with a student. This is for the volunteer's protection as well as the child's protection. Also, a teacher should never ask a volunteer to watch their class.

Q. May I bring my pre-school aged child along with me when I volunteer in the center's?

A. Younger children present a liability issue for the school. We want volunteers to give their undivided attention to the children and to the volunteer assignment. The answer is unfortunately, NO.

Q. What if I have to cancel my volunteer assignment?

A. If this happens, please call us at 407-747-0851 and let us know. We will let the center know.

Q. What about student confidentiality?

A. Anything that you see or hear at school regarding a student's academic progress, behavior, or a school related incident is strictly confidential and must not be repeated. Please do not discuss whatever you see or hear with anyone, especially with your children.



Please Report Child Abuse

If you suspect a child is a victim of child abuse, immediately notify a center Administrator or the teacher in the class.

Please Report Bullying

If you suspect a child is bullying another child or if a child is the victim of bullying, immediately notify a center administrator or the teacher in the class.



Do You Have Any Questions?

On behalf of the Early Learning Coalition of Orange County thank you for making a difference as a Volunteer!

We hope you enjoy your volunteer experience.

We appreciate YOU!