



# **“A PLACE TO BE ME”**

SPONSERED BY: CHILDREN’S DISPENSARY INC.

## **STAFF & VOLUNTEER HANDBOOK**

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Sponsored By:  
Children’s Dispensary Inc.

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## **Mission Statement**

**“To enhance the learning and enrich the lives of people with special needs.”**

## **Vision Statement**

**It is our vision to be recognized for our excellent programming for people with special needs.**

## **Our Goals**

- Promote and enhance leadership skills through a variety of fun activities

- Enhance peer interactions and social skills among children/adolescents of varying levels of abilities
- Provide a supporting, accepting, and fun environment of new life skills
- Enhance creativity and imagination
- Promote acceptance of all people no matter what their ability
- Learn in a calming environment

# Security/Safety

## General Safety Reminders:

1. All individuals desiring to serve our Programs must complete and submit an Application.
2. All individuals desiring to serve our Programs must complete a full criminal background check or provide a reference letter.
3. NEVER BE ALONE WITH A CHILD.
4. Adult/Child Ratio Guideline  
1 Staff Member/Volunteer  
per 3 children

# Team Requirements

1. Those serving our Programs must be 16 years of age unless given special permission.
2. All individuals must have completed and submitted either a Staff or Volunteer Application and the other necessary forms before serving at any our Programs.

# General Procedures

## Staff &Volunteers

1. Must arrive 30 minutes before Fun & Learn and 15 minutes before Bowling and Teen Club.
2. Staff must be the last to leave the programs; making sure all children and volunteers have been picked up. **ABSOLUTELY NO CHILD IS TO BE TRANSPORTED BY STAFF WITHOUT PRIOR AUTHORIZATION FROM THE EXECUTIVE DIRECTOR.**
3. Your number one priority is your assigned child/children.
4. Personal discussion among Staff members or volunteers is prohibited during our programs.
5. After the program is over there will be a brief meeting to discuss the programming session. Staff and Volunteers are encouraged to ask questions and share ideas.

6. Staff & Volunteers must turn in a schedule of days they will be attending programs prior to the starting date of the session.
7. If a Staff member is unable to attend the program that he/she is scheduled for he/she must notify the Program Administrator in writing at least 48 hours in advance.
8. Executive Director, Program Director or Program Administrator will pair up Staff/ Volunteers and children/adolescents.
9. If any Volunteer or Staff member has an issue with a participant they are assigned to please notify the Executive Director, Program Director or Program Administrator and there will be a change made immediately.
10. Occasionally a child/adolescent will display resentment, aggravation, or other problems. Be sure to observe the child/adolescent carefully. So that you are able to use your judgment in

deciding the proper penalty time outs,  
counting, etc.

11. Working with special needs children, a child might have to be restrained from harming himself/herself or someone else. Please notify the Executive Director, Program Director or Program Administrator immediately.

**12. No child will ever be hit, spanked, etc.**

13. The use of cell phones while working is prohibited!

# Fun & Learn

## General Information

**Location:** St. Mary's College, Regina Hall

**When:** Saturday Mornings

(See Current Schedule)

**Time:** 10:00 a.m. – 12:30 p.m.

**Notes:** Sessions are themed for creative learning.

## Schedule

Staff & Volunteer Arrival	9:30
Setup	9:30-9:45
Volunteer Instructions	9:45-9:55
Child arrival	9:55-10:05
Opening Activity	10:00-10:15
Activity 1	10:15-11:15
Snack	11:15-11:30
Activity 2	11:30-12:15
Closing Activity	12:15-12:30
Cleanup & Discussion	12:30-1:00

# Bowling

## General Information

**Location:** Elk's Bowling Alley

**When:** Monday Evenings (See Current Schedule/Calendar of Events)

**Time:** 5:00 p.m.-7:00 p.m. (School Year)  
1:00p.m.-3:00 p.m. (Summer)

### Schedule

Staff & Volunteer Arrival

Child Arrival

Pizza

Bowling

Clean up

Discussion

### School Year

4:45

4:55-5:05

5:05-5:30

5:30-6:55

6:55-7:00

7:00-7:15

### Schedule

Staff & Volunteer Arrival

Child Arrival

Pizza

Bowling

Clean up

Discussion

### Summer

12:45

12:55-1:05

1:05-1:30

1:30-2:55

2:55-3:00

3:00-3:15

# Teen Club

## General Information

**Location:** Elks Card Room

**When:** (See Current Schedule)

**Time:** 5:00 p.m. – 7:00 p.m.

**Notes:** Sessions are themed for creative learning.

## Schedule

### **Staff Arrival &**

**Volunteer Arrival**

**4:45**

Child Arrival

4:55-5:05

Dinner

5:00-5:30

Activities

5:30-6:50

Cleanup

6:50-6:55

Teen Pick Up

6:55-7:00

Discussion

7:00-7:15

# Summer Camp

## General Information

**Location:** Varies (See Current Calendar of Events)

**When:** TBA

**Time:** TBA

**Notes:** Sessions are themed for creative learning.

Staff & Volunteers must arrive 30 minutes prior to the scheduled start time of all the scheduled days. On field trip days Staff & Volunteers must arrive 15 minutes prior to the scheduled departure times.

# Contacts

**“A PLACE TO BE ME”  
Children’s Dispensary, Inc.**

2015 W. Western Ave., Suite 233

South Bend, IN 46619

PHONE (574) 234 – 1169

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[cdaplacetobeme@sbcglobal.net](mailto:cdaplacetobeme@sbcglobal.net)

[www.childrendispensary.org](http://www.childrendispensary.org)

<b>Staff</b>	<b>Title</b>	<b>Cell</b>
April Kwiatkowski	Executive Director	250-2748

I, \_\_\_\_\_ have read and understand the Staff & Volunteer Handbook for the Children's Dispensary Inc. I herby acknowledge my responsibilities as a Staff Member and or Volunteer.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_ have read and understand the Staff & Volunteer Handbook for the Children's Dispensary Inc. I herby acknowledge my responsibilities as a Staff Member and or Volunteer.

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Signature

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Date

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Signature

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Date

