

Baby House  
3502 Easter Stanley Road  
Tallahassee, Florida 32308



Preschool  
3519 Easter Stanley Court  
Tallahassee, Florida 32308

www.thelearningpavilion.org  
P: (850) 921-KIDS(5437)  
F: (850) 921-4734

## VOLUNTEER APPLICATION

Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Reason for Volunteering: \_\_\_\_\_

Please list any experience you have working with children:

Please list any skills, talents, or hobbies that could help you in working with children:

Please list any goals or objectives we may be able to meet during your service hours:

What days and times do you wish to volunteer?

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Special Events \_\_\_\_\_

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## REQUEST FOR LOCAL LAW RECORDS CHECK

Dear Sheriff \_\_\_\_\_,

Pursuant to Chapter 435, F.S., The Learning Pavilion, requests a Local Records Check on the applicant listed below:

Name: \_\_\_\_\_  
                    Last                                      First                                      Middle

Alias: \_\_\_\_\_  
                    Last                                      First                                      Middle

Alias: \_\_\_\_\_  
                    Last                                      First                                      Middle

SSN: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
                                    Month                                      Day                                      Year

Sex: M \_\_\_\_\_ F \_\_\_\_\_

Race: B \_\_\_\_\_ W \_\_\_\_\_ Other: \_\_\_\_\_

Results:

No Local Criminal Arrest: \_\_\_\_\_

Record Found and Attached: \_\_\_\_\_

Insert Volunteer Affidavit

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## DISCIPLINE POLICY ACKNOWLEDGEMENT

*We are required by the Department of Children and Families to give employees and parents written notice of our policy regarding discipline. Please read carefully and sign below that you understand our Discipline Policy and that you agree to adhere to this policy.*

The intent of this policy is to prevent misbehavior, rather than simply “react” to it. Instead of punishing a child after they have misbehaved, the environment should be set up so that the child will be less likely to misbehave. This means that certain conditions should be kept in mind: enough toys, enough space, enough activities, enough time, etc. When young children are involved in activities that they enjoy and can pursue at their own rate, they are less likely to misbehave out of frustration. When they are praised and encouraged for their efforts, they are less likely to misbehave to get attention. When children are taught to play cooperatively, they are less likely to fight among themselves. In these ways, some potential problems may be anticipated and eliminated.

**Nevertheless, misbehavior will sometimes occur. At these times, The Learning Pavilion employees WILL USE the following APPROPRIATE RESPONSES:**

- Calm, positive, and developmentally appropriate language will be used to redirect children’s behavior when necessary to other activities, toys, or play spaces.
- Children may be reminded of the rules through a restating of the limits that we place on their behavior.
- If misbehavior continues, older children may be asked to sit apart from their peers until they are ready to rejoin the group.

**The Learning Pavilion employees WILL NEVER USE the following responses to misbehavior:**

- Children under one year of age will not be disciplined in any manner.
- Children shall never be subjected to discipline that is severe, humiliating, or frightening. This includes harsh language, verbal threats of corporal or excessive punishment, name-calling, derogatory remarks, or any action that could lower the pride, dignity, or self-respect of a child.
- Children shall not be subjected to discipline that is associated with food. A child may not be denied meals, dessert, snacks, treats, party food, etc.
- Children may not be denied rest as a form of discipline, nor subjected to discipline because they fail to rest at designated times.
- Children may not be subjected to discipline that is related to toileting.
- Children will not be subjected to discipline involving total isolation (I.E. time-out) or that denies them participation in special activities.
- Children will not be subjected to spanking or any other form of corporal punishment. This includes paddling a child, slapping a child on the hand or any other part of the body, pulling a child’s hair, arm or other extremity, pinching a child or any other action that is painful or might cause a child bodily harm.

Employee/Volunteer Name: \_\_\_\_\_

Employee/Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## CONFIDENTIALITY STATEMENT

I, \_\_\_\_\_ understand that all The Learning Pavilion client student information is confidential regardless of whether it relates to medical, psychological, emotional, educational or personal status. This includes, but is not limited to client files, family histories, developmental assessments, medical records/reports, support plans, therapy evaluations and plans of care, progress notes and other documentation.

I agree that no information relating to any client of The Learning Pavilion will be released, either in writing or verbally, by me without prior written permission from the parent or guardian.

I also understand that information relating to other employees and their employment status is confidential. This includes, but is not limited to, employee personnel records, medical records, payroll information, and information relating to confidential agency investigations or other confidential agency business.

I agree that as an employee or volunteer of The Learning Pavilion at no time will any clients or students full name be used by me in any discussion or in any report I may prepare as a result of my time spent at the center. All client and student names will be changed unless prior written permission is received from the parent or guardian.

I understand that violation of confidentiality, including the unauthorized access, review, possession, or disclosure of confidential information is a disciplinary offense and will result in termination of my employment.

\_\_\_\_\_  
Employee/Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date