

<input type="checkbox"/> <i>Homework Helper (September - June)</i>				
<i>List 4 Elementary Schools in order of preference.</i>				
1		2		
3		4		
<i>Circle Days Available from 3:30 to 5 p.m.</i>				
Mon	Tues	Wed	Thurs	MONTHS AVAILABLE:



Applicant Information

EMAIL: _____

First Name	Last Name	School	Today's Date	Grade
Address		City Wayne	State NJ	Zip 07470
Student ID #		Birth Date		
Home Phone Number	Student Alternate Phone Number	Parent Emergency Phone Number		

Guidance Counselor Information

GPA	Guidance Counselor Printed Name	Guidance Counselor Signature	Date
<input type="checkbox"/> GPA = Top Half of class			
<input type="checkbox"/> GPA = 3.3 or better			
Comments (not required)			

Teacher Referral for respect, work ethic and dependability (Key: 1=Excellent, 2=Good, 3=Fair)

Rating	Teacher Name	Teacher Signature	Date
Comments (not required)			
Rating	Teacher Name (Optional)	Teacher Signature	Date
Comments (not required)			

Student Volunteer/Work Application



Prior Related Experience					
From	To	Role/Job Title	Duties		
Organization or Business Name		Contact Reference Name		Contact Phone Number	
From	To	Role/Job Title	Duties		
Organization or Business Name		Contact Reference Name		Contact Phone Number	
Prior Youth Programs or District volunteer or paid work					
From	To	Details			
From	To	Details			

Explain why you would like this position.

Signature Section

1. I/We verify the information on this application is true and accurate.
2. I/We have read, understand and agree with the *Volunteer/Work Guidelines*, and understand that all policy and rules for the District of Wayne remain in effect and apply to any Volunteer or other work.
3. I/We agree to ensure transportation to and from the job is consistent and on time.

Student Printed Name	Student Signature	Today's Date
Parent/Guardian Printed Name	Parent/Guardian Signature	Today's Date

**Submit completed Application to Shari Plocker at
Wayne Youth Programs, 1006 Hamburg Turnpike, Wayne, NJ 07470**

Homework Helpers – Responsibilities Details

Objective:

To help children grades K-5 to understand and complete daily homework assignments, and provide the encouragement, support and direction to make homework a positive experience.

Procedure:

1. Follow ALL procedures as noted on the Wayne Public Schools Volunteer Guidelines.
2. Introduce yourself to the Extended Day Staff Members (Staff will be informed in advance of Homework Helper names.)
 1. The Site Lead will review Program Rules, and will ensure Caregiver Staff coverage includes the Homework area.
3. The Site Lead Caregiver will identify a child or small group of children that may need help on a certain skill or subject.
 1. This will rotate to give all children a chance to benefit.
4. Wear the WCP-WED Homework Helper Name Tag while working.
5. Homework Helpers are to address Participant behavior and conduct related to respect and program rules.
 1. The Caregiver staff member who is responsible for the area that includes the Homework table is to handle any child discipline and forms required.
6. Complete timesheets accurately and hand in to your Site Program Lead at the end of the month.
7. DO NOT:
 - ◆ Be alone with a child or groups of children or take a child or groups of children to the bathroom or other school locations.
 - ◆ Perform other Extended Day Program duties such as playing with the children, serving or cleaning up after snacks, etc.
 - ◆ Take pictures of the children.
 - ◆ Enter the Elementary School before 3:30 or stay at the school after 5 p.m.
10. Work the hours scheduled unless absent from school.
11. When absent from school or anticipated absence from work, call the Youth Programs Specialist at 973-968-7423.
12. Provide written notification to the Youth Programs Specialist or the Site Lead Caregiver at least a week in advance in the case of early resignation from the position.

Homework Helper Tips

1. Ask first before answering. Ask the child to read the directions to you or what the first step is in completing the assignment is, so you know they are reading and understanding what they need to do.
2. Help take the pressure off: never pressure a child or tease because he/she didn't understand something. You never know when a tease can seem hurtful to a younger child...
3. Ask the child how his/her teacher taught him/her to complete the assignment or if there are any special directions....For Example:
Math may be figured out using different methods like making a number line or counting sticks.
Language Arts, Social Studies, Science, Writing/ Reading Comprehension Questions might be answered by restating the question in the answer with a complete sentence..
Spelling Sentences might need to include a certain amount of words.
For help with Reading, you can help a child with his/her reading by sitting with him/her and listening to a book or story and helping him/her "sound out" words that are stumbling blocks.
4. Speak slowly and clearly. Children may have learning styles that do not process words and thoughts as quickly as you do.
5. Check to see if the child understood you by asking the child a question about the directions. (Be careful not to ask if they 'understand' the information. Rather ask something like "where do you think you should start with this question/problem?"
6. Ask the child to "try it out". Help by reminding during the first few repetitions. Then stop talking and see if the child can perform independently.
7. Use MANY congratulatory statements: "WOW! You did great!", "Good Job!", etc. Help the child(ren) celebrate and enjoy the mastery. Also use many reassuring statements, like "No problem! We can figure this out together! We all get stuck sometimes, but we can get unstuck."
8. Allow time for repetition. Do NOT move the child immediately on to a new learning subject or lesson unless he/she is eager to move on.
9. If a child shows you a test, congratulate the correct answers. Use the incorrect answers as a learning opportunity. More learning takes place when tests are reviewed soon after being given.
10. Start with the simplest concepts and/or concrete items. Use them as building blocks. Gradually move to abstract concepts. (EG: Well, you see how you got question #3 right? It is the beginning for question #6. Can you do what you did for #3 first, then we will take it the next step?
11. Never do FOR a child what they can do for themselves. Instead, demonstrate on a different question (EG, make a related math problem that needs the same steps, but doesn't have the same numbers.) Remember that children do the best when they feel good about themselves.

If you have any questions or problems, we are here to help. And THANK YOU for helping our kids!!!!

These guidelines have been developed to help our Student Volunteers enjoy a positive and successful time in district volunteer programs. If you have any questions or problems, we are here to help.

12. *Treat this volunteer work as you would a job. Bring your best behavior and attitude, and be alert to following program directions and doing a good job.*
 - i. Remember that ALL Wayne Public Schools Policy and Procedures apply during your volunteer work for the district, inclusive of but not limited to dress codes, behavior/conduct, consequences, etc.
 - ii. Be there, be on time, and do your best work while you are there. Call if you will be late or absent. Do not leave your designated area and responsibilities without permission from your Program Lead.
 - iii. Perform any personal work or discussions before or after (never during) your work times.
 13. Keep in mind that you are held to a higher standard when working with children younger than yourself. The children you are working with are NOT your peers: you are their role model.
 - i. When working with children, *NEVER* make jokes, tease or judgments about race, gender, religion, appearance, intelligence, etc. Instead use *MANY* congratulatory statements: "WOW! You did great!", "Good Job!", etc. Help the child(ren) celebrate and enjoy mastery and feel good about themselves. Also use many reassuring statements, like "No problem! We can figure this out together!"
 - ii. Demonstrate respectful behavior by actively listening to adults, peers and children, and avoiding loud or critical discussions. Handle peer or supervisory relationships and discussions privately where children or others are not involved or over-hearing the discussion.
 - iii. Do not discuss social events, literature, web sites, dates, personal issues, TV shows, movies, etc. that are not rated PG. *'When in doubt leave it out'* of your discussions and interactions with the children.
 - iv. If a child says something that causes you concern about his/her welfare or the welfare of others around him/her, let your Staff Supervisor know immediately. Do not discuss this with any others (your peers, children under your care, your family, etc.) and do not take action beyond the scope of your training.
 14. NEVER give out your personal information (E.G. phone numbers, web sites, etc.) to children or their parents, and do not ask for this information from the children you work with or adults who you come in contact with. Only the program staff should know how to contact you.
 - i. If during any volunteer work with us, any adult solicits personal information or relationships or talks or behaves in a manner that concerns you, alert the Program Lead immediately.
 - ii. Working for or involvement with parents or guardians of the children under your care is a conflict of interest in ensuring ALL children benefit equally from your time and consideration.
 15. Do not engage in any physical contact with the children other than a handshake, high-fives, pat on the back or arm, or rescue from a dangerous situation.
 16. Do not bring in, show or give out materials, food, gifts/rewards, videos/DVDs/CDs, pictures, or anything that has not been approved by the School and/or the Program.
 17. Never go away from the program area with one or more children without another staff member with you.
 18. There is no use of hand-held electronics allowed except during an emergency situation. This is inclusive of Cell phone calls or text messages, iPods/MP III/etc., hand-held games, cameras, recording devices, etc.
 19. *Only program supervisory staff may take pictures of children* in a program based on parental signature on photo permission forms. Never take pictures or record the children in the program.
 20. Remember that all information about the child and family is confidential. Avoid anything that might sound like gossip, and never write about, discuss with others or post online any information about any child in the Program.
 21. Consistent with policy on participation in sports and clubs, you may not volunteer or work on days in which you are absent from school.
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I understand and agree to comply with the Guidelines as set forth above.

[Student Signature]

[Printed Parent Name]

[Parent Signature]

[Date]