

## **CLEARCREEK TOWNSHIP SAFETY TOWN**

### **INTRODUCTION**

Congratulations on becoming a part of our Safety Town. Without you, we cannot operate a successful program. We know you will be sacrificing many hours rather than swimming or doing other fun activities this summer and we are thankful you have volunteered for this program. We hope Safety Town will be one of the most interesting, challenging, educational, and fun experiences in your life. Through your efforts, know that you will teach children safety topics that could help save lives and prevent accidents in their future. Good luck and have fun!

Thank you,

Officer Nicole Cordero – Clearcreek Township Police Department

Officer Charles Sweet – Clearcreek Township Police Department

Officer Aaron Nicley – Springboro Police Department

## CLEARCREEK TOWNSHIP SAFETY TOWN OVERVIEW

As volunteers you are expected to fulfill a worth-while and responsible position to make Safety Town a success and beneficial to the children. Your duties as a Safety Town volunteer include the following:

1. Before class begins the volunteers need to place the handouts for that day's lesson in each of the children's folder.
2. As the children arrive at the beginning of class their name tag and t-shirt need to be passed out to them. Most of the children will need assistance with getting the t-shirts and name tags on.
3. Two volunteers are needed at the sign in/sign out registration table at the beginning and the end of each class. The registration table will be located outside the gym doors. The volunteers will need to confirm the designated pick up person's identification card (driver's license) matches with the sign in/out list for **PICK UP ONLY**. It is not necessary to confirm identification at drop off.
4. Please make sure the parents stay outside the gym at **PICK UP** for safety reasons. One volunteer will be responsible for sign out while the other volunteer will be responsible for retrieving the child from the gym and taking them to the designated pick up person.
5. During Safety Town make sure the children are with you at all times. No running anywhere! (including in the gym).
6. DO NOT push the children when they are on the pedal cars.
7. Explain the safety rules and teach them the traffic rules while walking them around the mat.
8. Keep groups together when changing from classroom to the gym. Wait until the other group is finished before entering the room.
9. At the end of class, line up the children in front of the cones that match their color to collect their t-shirts and name tags then return them to their designated folder. Also pass out any handouts or crafts that are in their folder.
10. Make sure all the children's names are on their craft after they completed for that day so it will get returned to them at the end of class.

## **CLEARCREEK TOWNSHIP SAFETY TOWN VOLUNTEER RULES**

1. You will be provided a t-shirt to match your group. Please dress appropriately and similar to school dress code. For example: no ripped shorts, low cut shorts. Tennis shoes are preferred since we will be doing a lot of walking and you will be risking your toes getting run over by pedal cars.
2. The two session times are 9-11 am and 1-3 pm. Please arrive 30 min prior to the start of each session to help set up. If you are ill or unable to attend due to an emergency please text me so I can arrange for another volunteer to take your place in your absence. (937)603-7440.
3. At the end of each class please touch base with an officer to let them know you are leaving.
4. The school must be kept clean to ensure continued use for our Safety Town. Please make sure the floors are cleaned up of any trash, pick up any messes left in the bathroom, wipe tables and any spills, and clean up work areas.

### **HINTS FOR SUCCESS WITH THE CHILDREN**

- BE POSITIVE (EX: PLEASE WALK INSTEAD OF DON'T RUN)
- NEVER RIDICULE, PUT DOWN, OR COMPARE A CHILD
- DO NOT SHOW FAVORITISM, BABY THEM, OR PUT THEM ON YOUR LAP
- TELL THEM AND SHOW THEM WHAT YOU WANT THEM TO DO
- KEEP TRACK OF THE CHILDREN AT ALL TIMES. NEVER LEAVE THEM ALONE
- DO NOT SWITCH A CHILD TO ANOTHER GROUP WITHOUT APPROVAL OF AN OFFICER
- ENCOURAGE CHILDREN TO USE BATHROOM AT DESIGNATED TIMES
- IF YOU ARE HAVING A PROBLEM WITH A CHILD SPEAK WITH ONE OF THE OFFICERS
- TEACH THE CHILDREN THE PROPER WAY TO LINE UP AND WALK IN A LINE
- ALL ACCIDENTS NEED TO BE REPORTED TO AN OFFICER IMMEDIATELY
- REMEMBER TO LEAD BY EXAMPLE. THE CHILDREN LOOK UP TO YOU AND ARE WATCHING EVERYTHING YOU DO