



Pediatric Resident Packet

*All of the following documents **MUST** be brought to UFECC on your first day. Missing documents may require the postponement of your placement.*

___ **Background Information**

___ **Letter from College of Medicine indicating a clear background**

See Angela Looney for this letter.

___ **Copy of Gator 1 Card or Driver's License**

___ **Emergency Contact Sheet**

___ **Photography Release**

___ **Parking Notice**

___ **Volunteer Guidelines.**

Read and return the signature page

If you have questions regarding this packet contact:

Center Director: Wendy Melchior at wmel60@ufl.edu

Baby Gator

Resident Background Information

Name: _____ Email address _____

Local Address: _____

Home Phone: _____ Cell Phone: _____

Education

College _____ Department _____

Hours of the two days you will complete rotation will be from 9am-12pm.

Describe previous experiences working with or caring for children:

Do you speak any languages other than English? If so, please list them.

1. _____ 2. _____ 3. _____



Emergency Contact Information

Name _____

The persons listed below can be contacted in case of an emergency:

1. Name _____ Relationship _____
Home phone number _____
Cell phone number _____
Work phone number _____

2. Name _____ Relationship _____
Home phone number _____
Cell phone number _____
Work phone number _____

Allergy or Medical Condition:

Please indicate if you have an allergy or medical condition the center should be aware of. Yes _____ No _____

If yes, please indicate what allergy or condition and if first aid will be needed.



Photography Release

UFECC staff; periodically take photographs of daily classroom activities. These photographs are occasionally used for social media, articles, presentations, or our website. We will not post photographs of any teacher/staff/volunteer who does not give us permission to be photographed. Please complete the form below so that we may use your photograph.

_____ Yes, I give my permission to be photographed while engaged in activities at UFECC. I understand that these photographs may be used on the UFECC website or published.

_____ No, I do not give my permission to be photographed.

Signature _____

Name (please print) _____

Date: _____



Parking

UFECC at Baby Gator does not provide parking.

Residents may not park in UFECC pick-up/drop off lots unless they are a parent of a child enrolled and have a parent parking placard.

UFECC is not responsible for any parking tickets.

Signature: _____

UFECC VOLUNTEER GUIDELINES

DO...

Talk quietly and gently with children at all times. Children like to talk about their games, their pictures, their new shoes, etc. Talking with adults gives them confidence and improves language skills, so it is important work.

DO...

Sit in the book corner and invite children to come and hear a story. Sharing a story with one or two children at a time is a very special experience and is probably the best way to encourage children to want to learn to read. Do allow children to talk about the pictures in the book and to “read” to you if they wish.

DO...

Sit down with children at the activity tables and help them with puzzles, pictures, etc. Encourage children to do the activities themselves, even though they may ask you to draw things for them. Adult demonstrations sometimes discourage children because they may feel inadequate.

ON THE PLAYGROUND

DO...

Play ball with the children—baseball, basketball, throw and catch. Due to the varied ages of the children, this is best done with one or two children at a time as some children cannot wait to take turns or play organized games.

DO...

Push the children on the swings. Make sure the children are sitting down while they swing and be aware that some children are afraid to go too high or may get motion sickness. Always listen to a child, when afraid of an activity. Encourage but never put pressure on a child to do something he or she is not comfortable with. Children know their own limitations.

DO...

Ask for guidance from the teachers. They will gladly let you know whether an activity is appropriate or not. If you are not sure how you can be most useful, ask a teacher what you can do.

DO...

Ask teachers about the children. We have several children at UFECC with special needs, but, because we try hard to integrate them fully, it may not be obvious.

PLEASE DON'T...

Engage children in wild physical activities such as swinging them around, tossing them in the air, etc. It can be most intrusive, but young children don't always know how to say "no" to an adult.

DON'T...

Wrestle with children or encourage them to be aggressive in any way. While there may be a place for roughhousing and wrestling, it is not at school with an adult who does not know them very well.

DON'T...

Try to engage teachers and other adults in long conversation. They are there to take care of the children who need constant attention.

DON'T...

Try to solve difficult disputes between children and yourself. Please ask the teachers to help; they know the approaches we use to resolve conflicts.

DON'T...

Be afraid to ask questions. We will always be happy to answer them. Please remember, everyone who works at UFECC- staff and volunteers alike, is there for the well-being of the children. They are our primary concern.

VOLUNTEER GUIDELINES

UFECC welcomes volunteers from many UF classes and values the help that these students provide in the classroom. Because of the large number of volunteers in the center, we have established the following guidelines for volunteer participating in our program. These guidelines will apply to all volunteer.

- The Volunteer Screening requirements must be completed before volunteer hours can begin.
 - Each volunteer must sign in and out in the main office.
 - Each volunteer will be provided with a volunteer badge. It must be worn at all times while on our campus.
 - Volunteers must keep their own record of hours worked, if a set number of hours are required by their class instructor. Please keep up with your volunteer hours on an ongoing basis for quick reference by staff or your instructor.
 - Each volunteer must read and follow the Volunteer guidelines and Do's and Don'ts for our program.
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I have read the UFECC at Baby Gator volunteer guidelines and the Do's and Don'ts for volunteers. I will adhere to these guidelines and regulations at all times while completing my resident rotation.

Signature _____

Name (please print) _____

Date: _____