



Volunteer Observations

Welcome

Welcome to the volunteer observation program at Lamaze Family Center Ann Arbor (LFCAA). Observing classes at LFCAA can be an amazing opportunity to learn how LFCAA educates and supports women and their families from pregnancy to preschool in a non-medical setting. At LFCAA we promote the well-being of the family and the concept of family-centered care. We believe that education and community support empower families to make informed choices in both pregnancy and in parenthood. All of our programs, taught by trained professionals, strive to impart a unique blend of knowledge, resources and support to benefit families.

While observing LFCAA classes, you can make your experience what you want it to be. Introducing yourself to the educator prior to the start of class will give you a unique opportunity to establish yourself as a professional willing to help and learn in the classroom. Your offer can include help with set-up or take down of the classroom, assist families during the practice session, or help in way you and the educator decide. This is your chance to make the most out of your experience while following our guidelines outlined in the following pages.

When observing at LFCAA, you may contact either administrative person with questions or concerns or for additional support. Here is our contact information:

Stephanie Schaldenbrand, Executive Director
stephanie@lamazefamilycenter.org

Meredith Lovelace, Marketing and Programs Manager
Meredith@lamazefamilycenter.org

Thank you for your interest in observing classes at the Lamaze Family Center Ann Arbor. We look forward to having you become a part of the Lamaze family.

Sincerely,

Stephanie Schaldenbrand, MA, LCCE, CD(DONA)
Executive Director

Steps to becoming a volunteer observer

1. Write a letter or email expressing your goals for observing and which organization you are completing your training.
2. Discuss (via meeting, phone or email) with a LFCAA administrative staff your goals and availability for observing. All classes, times and locations are located on our website at www.LamazeFamilyCenter.org for helping you check availability for observing.
3. Read and sign confidentiality agreement (can be done electronically).
4. Connect with your assigned LFCAA educator who will be your mentor/support during your time at LFCAA. Contact information will be provided.
5. Observe classes (based on schedule and interest).
6. Check-in with administrative staff upon completion of observation in a timely manner.

Guidelines for Observing

We have an open door philosophy for providing an opportunity for individuals to observe our classes. We welcome and encourage outside individuals to observe the many prenatal and postpartum classes offered at LFCAA. We want individuals to have an opportunity to positively experience our classes as an observer while fulfilling necessary requirements for their training.

To guarantee that our families have the best experience possible while attending our classes, we have established the following guidelines when observing our classes. It is important that your presence as an observer does not disrupt or alter the integrity of our curriculum. Your participation in class will be at a level determined by you and your educator prior to the start of the observation. While observing please keep the following in mind:

1. Please refrain from making comments or interjections during class time. You may approach your educator during break or after class to follow-up with any comments or concerns that may arise from observing.
2. Please refrain from having conversations with participants.
3. LFCAA Educators have the expressed authority to ask you to leave the class if that educator deems your participation in the class to be disruptive or in any way potentially harmful to our families.
4. It is your responsibility to know and fulfill all requirements necessary for completion of training/observation. Your educator will sign the necessary form(s) once these requirements have been met.
5. Your observation is voluntary. You are not required to provide food, drink or etc. during your observation. You may offer to help the educator with set up or take down of the classroom as a form of gratitude.

Confidentiality Form

Volunteer Confidentiality Agreement

This agreement applies to all volunteers/observations associated with and/or involved in the activities or affairs of Lamaze Family Center Ann Arbor ("LFCAA"). This includes all activity associated with LFCAA at its main office and all outreach site locations.

All data, materials, knowledge and information generated through, originating from, or having to do with LFCAA or persons associated with our activities, including contractors, is to be considered privileged and confidential and is not to be disclosed to any third party. All pages, forms, information, designs, documents, printed matter, policies and procedures, conversations, messages (received or transmitted), resources, contacts, e-mail lists, e-mail messages, client, staff or public information is confidential and the sole property of LFCAA.

This also includes, but is not limited to, any information of, or relating to, our educators, clients, operations and activities. This privilege extends to all forms and formats in which the information is maintained and stored, including, but not limited to hardcopy, photocopy, microform, automated and/or electronic form.

Client information, including all file information, is not be disclosed to any third party, under any circumstances, without the consent of the LFCAA educator that is supervising you and the Executive Director.

Any disclosure, misuse, copying or transmitting of any material, data or information, whether intentional or unintentional, will subject you to disciplinary action and/or prosecution, according to the procedures set by LFCAA and any applicable laws.

My signature signifies I agree to these terms and will abide by, adhere to and honor all of the above.

Signature of Volunteer

Date

Signature of LFCAA employee supervising volunteer

Date