

### ***General Tips and Guidelines for Parents/Volunteers to Remember***

- ✓ Be cheerful and friendly. Talk and laugh with the children. Speak quietly and stoop so that you are on the child's level when you talk. Use the child's name often.
- ✓ Do not ever physically hit, pinch, slap, or jerk a child. *Physical harm to a child will not be tolerated!*
- ✓ Be positive with children. Praise them often for good manners and behavior. Remind children of rules in a positive way. Example: "Please walk, Mary" or "Johnny, the blocks are for building".
- ✓ Do not talk negatively about any of the children and or share information about the children and families with anyone. Do not say anything to children to make them feel bad about themselves such as they are bad, a sissy, a crybaby, etc. Also never frighten children by threatening them with a spanking, "calling Mom or Dad" or "telling the teacher". Our job is to help the children feel loved, safe, and secure.
- ✓ We do not expect or want you to correct the children except by reminding them of appropriate behavior when it is needed. Should you feel a child's behavior needs correcting beyond reminders, talk immediately with the teacher. Staff only is permitted to manage behaviors beyond reminders.
- ✓ Give a child a choice when possible. Example: "You may use the crayons to draw a picture or you can use the markers." If you give a child a choice, be ready to accept his/her answer.
- ✓ When it is time to change to a new activity, give the child a warning. Example: "In a few minutes it will be time to put away the toys."
- ✓ Talk with children during mealtime and role model table manners.
- ✓ Play with the children. Sit on the floor, pretend with them, play games, build with blocks, play house, etc.
- ✓ Allow a child time to experiment and find out for himself. Assist the child if he needs it, but let him try to do it first himself. Encourage him!
- ✓ Please encourage children to do things for themselves at every opportunity (buttoning, zipping, opening milk cartons, etc.) then praise them for efforts even if they are not successful. Practice often brings success.
- ✓ Expect differences in children and changes in each child's actions

- ✓ Give the children sincere praise. Say, "You have really worked hard on your picture," etc.
- ✓ Be a part of the classroom at all times while you are in the center.
- ✓ If you have something special you would like to do in the center, like playing a guitar, etc., plan ahead with the Teacher.
- ✓ Volunteers are under the supervision of the Teacher.
- ✓ Become familiar with the center/classroom rules.
- ✓ SMOKE-FREE ENVIRONMENT There is to be no smoking or vaping in any building, on any grounds, or in any vehicle, used by Head Start or Early Head Start.
- ✓ Parents and volunteers may carry a personal cellular phone, however, the ring tone must be turned off or on silent when in the classroom. Parents/volunteers are asked to step outside of the center to make or receive calls.
- ✓ Volunteers should learn the fire, emergency procedures, and other health and safety rules.
- ✓ Volunteers should become familiar with the day's activities by talking with the Teacher.
- ✓ Volunteers must have a tuberculin screening or test/chest x-ray (if indicated) if volunteering more than one day a week.
- ✓ Volunteers must not bring other children with them when volunteering in the classroom as it is against child care regulations.
- ✓ Volunteers may not attend to children in the bathroom.
- ✓ Do not eat or drink anything in front of the children that they are not allowed to have.
- ✓ Have fun and enjoy the children.
- ✓ Remember if you have any questions; please feel free to ask any of the staff.