

 <b>Policy #:</b> Parent Involvement 6.2	<b>Effective Date:</b> 09/2009	<b>Page #:</b>
<b>Ref #:</b> PS: 1304.40 (d) (2) PS: 1304.41 (a) (3) TNL: 1240-4-3.07 (8) (a) (b)	<b>Policy Council Approval Date:</b> 09/2009	<b>Revision Date:</b> 07/2009

**POLICY: PARENT AND COMMUNITY VOLUNTEERS**

**PERFORMANCE OBJECTIVE:** Head Start/Early Head Start shall provide opportunities to participate in the program. Parents must be welcomed as visitors and volunteers and encouraged to observe children as often as possible and to participate with children in group activities. The program must also perform community outreach to encourage individuals to participate as volunteers. Each contact with staff or visit to a Head Start/Early Head Start site will provide an opportunity for training and/or learning new information about the program.

**PROCEDURE:**

Head Start/Early Head Start staff members must be alert to the opportunity to provide orientation information and training to all prospective volunteers.

Qualifications for volunteers are:

- An interest in or desire to contribute to the success of the Head Start/Early Head Start program.
- A desire to maintain a positive, helpful attitude and work harmoniously within a center or Head Start/Early Head Start group.
- The willingness to work toward achieving Head Start/Early Head Start program goals and to follow policies and procedures.
- To obtain a TB test if volunteering one or more days a week.
- Community volunteers who provide services in the classroom for more than twenty (20) hours per calendar week will be required to meet the criminal background check and Vulnerable Persons Registry.

The teacher or his/her designee will ensure a volunteer job application with current address, phone number, emergency contact info, etc. is completed and maintained on site. The teacher or his/her designee will also maintain volunteer records that include dates of service for all volunteers. The staff shall be responsible for and supervise the activities of volunteers to assure safety of the children.

Suggested ways for parents/volunteers to help in the Head Start/Early Head Start program:

- Attend Policy Council meetings, parent trainings, assist with and attend parent committee meetings and encourage other parents/community members to volunteer.
- Volunteer in the classroom, assist on field trips, complete volunteer projects at home and attend parent-teacher conferences.
- Accompany children on visits to the dentist, doctor or health department or assist the teaching staff in providing health education in the classroom.
- Assist with food services or discuss healthy food choices, color, shape and texture with children.
- Complete activities at home articulated by the teacher and that support the classroom curriculum in order to support the child's Head Start/Early Head Start experience.