



Region 7 ESC Head Start

Parent Volunteer Training Presentation

General Information for Parents/Volunteers

- The principal/childcare center director is in charge of each school/childcare center.
- Classroom volunteers must have a background check run and approved by the school principal/center director before volunteering.
- All volunteers must receive volunteer/confidentiality training before volunteering in the program.
- Every person volunteering in the classroom or elsewhere in the school/childcare center must check in at the office and follow the school/center procedures for visitors.
- The teacher and/or instructional assistant (Head Start only) are the responsible persons in each classroom.
- If volunteers choose to assist with children's meal time and volunteer for two hours, the volunteer's lunch may be paid by the Head Start program.
- Confidential records are not available to volunteers.
- Suggestions are encouraged and welcomed, but final decisions rest with the staff and/or school/center administration.

Standards for Volunteers

The Head Start Program is bound by law and policy to set certain standards so that public school/children center children (and their families) will be protected while they are attending school/childcare. The following are safeguards designed to protect patrons of the public school system:

- Volunteers must check in with the office when they arrive at school/center, ensuring that only authorized persons will be allowed on school grounds.
- Volunteers must not give medications or medical treatment to a child.
- Volunteers must not promote any political candidates or parties on the school campus/center.
- Volunteers must not promote any religious doctrines or beliefs.
- Volunteers must seek the aid of school/center personnel in case of discipline problems.
- Volunteers must not bring younger siblings on campus/center while volunteering.
- Volunteers must not evaluate, diagnose, or prescribe for students educationally.
- Volunteers must comply with the health requirements of the school district/center.
- Volunteers will not necessarily serve in his/her child's or grandchild's room.
- Volunteer's must follow established hygiene procedures while volunteering at the Head Start/Childcare center. This includes washing hands with soap and running water upon arrival.
- Regular classroom volunteers must complete a background check. (Childcare center volunteers must also have a current fingerprinting.)

Guidelines

- Appear neat and clean.
- Use appropriate speech and behavior at all times.
- Complete sign-in and sign-out sheets in the school office/child care center.
- Must follow ISD/center visitor rules and regulations.
- When on Campus, always wear a visitor tag.
- When a volunteer is not happy with his/her job assignment, the Family Service Worker should be notified.
- When present for lunch time, volunteers should eat at the table with the children.
- Fill out Volunteer sign-in sheet located in the Family Service Worker office.

Role of a Volunteer

Volunteers at Head Start have a big role in the children's lives. The teacher and children love to see your face when you come to the door. When you come to volunteer, you will be directed by a teacher, or a member of the support team. Your cooperation is always appreciated.

- **Any person interested in volunteering in the Head Start Program, and who is eighteen (18) years of age or older must complete a Volunteer Application Form.**
- Volunteers may include parents, guardians, family members and/or community people.
- All Volunteer Applications are kept confidential.

Ways You May Volunteer

Just to name a few...

- The teacher always needs a helping hand at different times of the day: nap, lunch, centers, field trips, etc.
- You may help by sharing cultural activities.
- Read aloud to children.
- Share a talent with the classroom.
- Help in setting up for different trainings.
- Distribute and assemble newsletter.
- Assist with special projects.

Any time you contribute is always helpful and welcomed.