

Classroom Volunteers

POLICY:

The program will provide meaningful opportunities for parents to volunteer.

This policy relates to Head Start Performance Standards 45 CFR Part 1302.34, 1302.50, 1302.94

PROCEDURE:

1. Inform parents of volunteer opportunities at:
 - Parent orientation
 - Home visits
 - Parent meetings
 - Conferences
2. When a parent decides to volunteer, the program will provide:
 - Volunteer orientation (*see Volunteer Orientation/Training policy*) which includes:
 - Head Start philosophy/goals
 - Confidentiality policy
 - Standards of Conduct policy
 - Appropriate staff-child interaction
 - Safety and emergency procedures
 - School hours and daily schedule
 - Volunteer Handbook
3. When parent arrives to volunteer:
 - Welcome parent
 - Have parent sign in
 - Orient parent to classroom activity centers, schedule, materials, emergency procedures, and standards of conduct
4. When parent is ready to leave:
 - Thank parent for the help
 - Ensure that all relevant in-kind sheets are signed
 - Ask parent if they plan to volunteer again
 - Ask for feedback on their experience