

## Classroom Volunteers

### POLICY:

Provide meaningful opportunities for parents to volunteer.

*. This policy relates to Head Start Performance Standards 45 CFR Part 1304.41*

### PROCEDURE:

1. Inform parents of volunteer opportunities at:
  - . Parent orientation
  - . Home visits
  - . Parent meetings
  - . Conferences
  
2. When parent decides to volunteer, provide:
  - . Volunteer orientation (*see Volunteer Orientation/Training policy*)
  - . Volunteer Handbook
  
3. When parent arrives to volunteer:
  - . Welcome parent
  - . Have parent sign in
  - . Orient parent to classroom
    - Activity centers
    - Classroom schedule
    - Classroom materials
    - Emergency procedures
  
4. When parent is ready to leave:
  - . Thank parent for help
  - . Ensure that all relevant in-kind sheets are signed
  - . Ask parent if they plan to volunteer again
  - . Ask for feedback on their experience.