

 Policy #: CP-2	Effective Date:	Page #: 1 of 2
Ref #: 1301.4; 1302.40(b)	Policy Council Approval Date:	Revision Date:

COMPONENT: COMMUNITY PARTNERSHIPS

SUBJECT: PARENT AND COMMUNITY VOLUNTEERS

PERFORMANCE OBJECTIVE: To perform outreach encouraging volunteers from the community to participate in the Head Start Program.

POLICY AND PROCEDURE:

The Head Start Program encourages parents and community members to volunteer during program operating hours; volunteering by parents is not mandatory. The following volunteer opportunities, as well as many others, are available:

- In the governance of the Head Start classroom and program by:
 - Attending and supporting the monthly Parent Committee meetings
 - Serving as officers of the Parent Committee
 - Serving as elected members of the Policy Council
 - Serving on various committees, such as the School Readiness and/or Health Advisory Committee
- Volunteering at Head Start Centers in the following ways:
 - In the Classroom
 - Help teachers with children in the classroom during group time, center time, playground time, mealtime, etc. to carry out daily activities
 - Serve as an additional adult supervising children on field trips
 - Present cultural activities to children
 - Assist teachers with bulletin boards
 - Assist teachers in the preparation of classroom materials (i.e. clean toys, label items, organize classroom materials, prepare classroom displays for teachers)
 - Read stories to the children
 - Assist with restroom breaks and brushing teeth
 - In the Office
 - Assist with copying
 - Assist with answering the phone
 - Prepare parent bulletin board
 - Use computer for assigned tasks.
 - Assist with other duties as available
 - Help with preparing the monthly newsletters

In the Kitchen

- Assist with setting up meal carts
- Assist with washing dishes
- Assist with cleaning in the kitchen
- Assist with other duties as available

On the Bus

- Receive training to serve as a bus monitor
- Ensure all children are buckled in seat belts and backpacks stowed safely under seats
- Ensure children remain seated on the bus
- Maintain an appropriate noise level so as not to disrupt the driver

In the Community

- Help recruit children for Head Start by telling other parents of preschool children about Head Start
- Assist staff in posting flyers in the community
- Assist staff during community meetings or events

Information about volunteer opportunities will be provided in the Parent Handbook, at Open House, and at Parent Orientation and monthly Parent Committee Meetings. Parents receive and are trained from the Volunteer Orientation Handbook during Parent Orientation. Community volunteers will be trained on and receive a copy of the Volunteer Orientation Handbook on an as needed basis.