
Subject : Classroom Volunteer

Source: This policy complies with Head Start Performance Standard 45 CFR 1304.40.

Policy

Provide meaningful opportunities for parents to volunteer at Early Head Start.

Procedure

- 1) Parents are informed of volunteer opportunities at:
 - a. Orientation Home Visit
 - b. Parent Meetings

- 2) When parent or community members decide to volunteer, provide:
 - a. Volunteer Orientation
 - b. "North Texas Parent & Child Development, Inc. Early Head Start Volunteer Handbook"
 - c. Explain policy and obtain signature on Confidentiality Statement (*see* Confidentiality policy).

- 3) When parent arrives to volunteer
 - a. Welcome parent.
 - b. Have a parent sign in on Attendance Sheet for USDA purposes. (*see* Attendance and Meal Count Forms policy)
 - c. Orient parent to classroom, including:
 - i. Centers
 - ii. Classroom schedule
 - iii. Classrooms materials
 - iv. List of where volunteers are needed
 - v. Emergency procedures

- 4) When parent is ready to leave:
 - a. Thank parent for help.
 - b. Assure that all relevant In-Kind forms have been signed.
 - c. Ask parent when they plan to volunteer again.
 - d. Ask for feedback on the experience