

EICAP HEAD START VOLUNTEER GUIDELINES

EICAP Head Start relies on parent and community volunteers to help us provide a quality program. Volunteers are vital to each area of the program. We appreciate the efforts of our families and the community to take time out of their busy schedules to assist us. THANK YOU!

When volunteering in the Center:

1. All volunteers must be free of communicable disease. If you are ill or not feeling well, please do not come into the Center. If you are unable to volunteer that day, please notify your Advocate or Center Manager as soon as possible. Take care of yourself until you are feeling better.
2. All volunteers must review the guidelines for the specific area in which they will assist. Sign the Volunteer Statement (CS/810), and complete the Volunteer Information (optional).
3. All volunteers will review and sign the Eastern Idaho Head Start=s Standards of Conduct (A/163) and agree to abide by them. Special consideration will be made to maintain confidentiality and to follow the Discipline Policy (E/406).
4. All volunteers must practice personal cleanliness and model good health habits.
5. All volunteers should feel free to ask questions of any staff member.
6. All volunteers will assist staff in maintaining a safe environment.
7. Regular volunteers must have a formal background check and fingerprinting. A regular volunteer is one who volunteers one or more days per week and/or three or more days per month on a regular basis.
8. Volunteers must have the teachers permission before bringing a sibling or another child into the classroom for the safety of the child.

Child Guidance and Discipline:

1. Use positive language when talking with the child. Consider what you want him to do, instead of what you don't want him to do. Always reinforce positive behavior.
2. Use I messages when giving directions or requests. Follow through on directions and requests. Make sure the child knows you mean what you say.
3. If the child is seeking attention, give appropriate attention first and then find out the reason for the behavior.
4. If the child is non-cooperative, give the child a choice within limits, or use redirection to another activity. Be firm, but kind.
5. If the child is aggressive, stop the behavior. Attend to the injured child, while reflecting the feelings of both children. Problem solve together.

Tips for the Classroom Volunteer:

1. Be calm and enjoy yourself. Work with children one-on-one. Remember: Keep your focus on the children. How would you want an adult to interact with you, if you were the child?
2. Get down on children's level. Kneel down to speak with a child directly. Treat each child as if they were the most important person in the world.
3. Make sure your voice does not rise above the child's voice. Use a pleasant tone, but avoid talking down to a child.
4. Please keep adult issues and conversations out of the classroom. You are here to work with the children, not to discuss adult topics with other adults.
5. Try using statements instead of questions when playing/working with a child. Tell them what you are doing and what they are doing. Encourage the child to do it by himself/herself.
6. Remember that anything you hear about children in the classroom is confidential.
7. KEEP IT SIMPLE!!!! MAKE IT FUN!!!!

Kitchen Volunteer:

1. Watch the Food Safety video V-201 from the center library.
2. Complete a tour of the kitchen with the center Nutrition Specialist or Center Manager.
3. Review and follow the Safety Precautions Checklist.

Bus Volunteer

1. Briefly check each child as they get on the bus for health concerns. Use the Daily Health Check. Agency policy/guidelines state that sick children will not be transported to class.
2. Assist the children to buckle their seat belt. All children must wear their seat belt the entire ride. Children can be reminded to remain in their seats, keep their hands and feet to themselves, and to use their inside voices.
3. Maintain order by keeping the children busy. Sing songs. Talk about whose house is next, what is the weather like, what colors are outside, etc.
4. Do not leave the bus, except to assist a child to cross the street. Never enter a home.
5. Check the bus list to make sure each child is dropped off in the correct place.
6. Check the children's emergency forms for the people who the parent has authorized Head Start to release the child to. If there is no one at the home 13 or over who is authorized, the bus will continue on the route, and take the child to the contracted day care center.
7. Walk through the bus after the route is finished and check for any left articles.

E.I.C.A.P. HEAD START Volunteer Application
"Helping People. Changing Lives."

VOLUNTEER APPLICATION

Individuals interested in Volunteering for Eastern Idaho Community Action partnership (EICAP) *Head Start* must complete all parts of this form before being considered for a position. Acceptance as a volunteer is contingent on the return of this form and the clearance of a background check.

The information in this application will be used solely to determine placement of you as you volunteer. No discrimination is implied. All information obtained will be kept confidential.

Name: _____ Date of Birth: _____

Address: _____ City: _____ Zip: _____

Telephone: _____ Message Number: _____ E-Mail _____

Company/Organization: _____ Number: _____

Are you currently a student? YES _____ NO _____ Where? _____

Are you Bilingual? YES _____ NO _____ Language: _____

How did you hear about this Organization/Agency? _____

Emergency Contact Person _____ Number _____

List two people as references who are not related to you:

1. Name: _____ Phone: _____

2. Name _____ Phone: _____

Volunteer Signature _____ Date _____



E.I.C.A.P. HEAD START

STANDARDS OF CONDUCT

All staff, consultants and volunteers of EICAP Head Start agree to abide by the program=s standards of conduct as listed below.

I agree that I will:

1. Respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability;
2. Follow the program=s confidentiality policies concerning information about children, families, and other staff members;
3. Not allow any child to be left alone or unsupervised while under my care;
4. Use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, I will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs;
5. Not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors or potential contractors, on behalf of Head Start. Significant value is determined to be over \$25.00; and
6. Not participate in any lobbying activities using federal funds on behalf of Head Start.
7. Actively participate as a mandated reporter of child abuse and neglect for the children in my care.

I have read the above statements and my signature verifies that I agree to follow the Standards of Conduct. I understand that failure to do so could result in disciplinary action up to and including termination of employment/position. I further understand that this form will be placed in my personnel, consultant or volunteer file.

Signature	Date
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Approximate
Date

City/State

Offense or Violation

I authorize Eastern Idaho Community Action Partnership to receive any and all information concerning myself related to my criminal records, and I understand that any of the above requested information not listed which appears on the security check will automatically disqualify me on the basis of falsification of the application.

Applicant's Signature

Date