

Big Sandy Area C.A.P., Inc. – HEAD START  
Program Policies and Procedures

## 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 parent decides to volunteer, the program will provide:
  - . Volunteer orientation (*see Volunteer Orientation/Training policy*) with emphasis on children never being left being alone with the volunteer.
  - . Volunteer Handbook
  - . Complete the Volunteer Health/Tuberculosis Assessment when volunteering on a regular basis.
  
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

*Approved by the Policy Council: August 2018*