

### **Child Care Provider**

- Provide baby-sitting for another parent who is volunteering at center or attending a Head Start meeting.

### **Art Helper**

- Make games, posters, or signs. The teacher will supply you with all the materials you need.

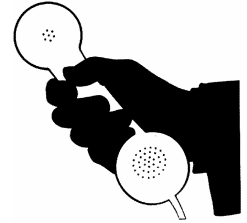


### **Carpenter**

- Repair damaged toys, assemble new toys, or build shelves.

### **Laundry**

- Wash a load of doll clothes or dress-up clothes. Mend or sew items for center.



### **Phone Tree**

- Call the other parents to remind them of meetings or special events.

And many more special jobs...your ideas are welcome! Let your child's teacher know you are ready and willing to help. Your teacher will find things for you to help with.

## **HEADSTART VOLUNTEER HANDBOOK**

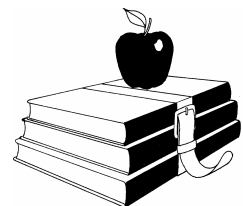
As a Head Start parent you now have the opportunity to be a part of an exciting program involving you and your family as Head Start VOLUNTEERS.

Volunteering is essential to all Head Start programs throughout the United States. The success of the program depends upon active participation of parents and others in the community. Your knowledge, time and talent can all contribute to this effort. The Head Start program is required to have a certain amount of volunteer effort (called "Inkind") to continue receiving funding.

By Volunteering, you and your family will become acquainted with our local Head Start program, see its strengths and goals, and help staff make it a fun learning experience for all.

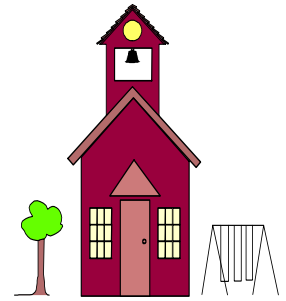
There are many ways that volunteers can contribute to Head Start. Each volunteer comes to the program with different experiences, skills, and talents. Each had a unique contribution to make.

This handbook was designed to help you become the best volunteer you can be. The following pages will give you examples of ways you can volunteer. We want to make your time spent with us as enjoyable and rewarding as possible.



## CENTER/SOCIALIZATION DAY

Center/socialization days are for children to learn through play. Here's how you can help them learn from their play activities. **BE PREPARED** – look through the center lesson plans and ask the teacher questions. Here are some of the typical activities found at all centers.



### Arrival

- Help children on or off the bus and into the building (seat belts, steps, and doors.)
- Let children remove their own outside clothes and find their place to put them.
- Give children assistance when they need it – encourage the children to help themselves.



### Meal Time

- This is a time for children to talk to others around the table, try new foods, learn facts about food, and practice mealtime manners.
- Let children serve themselves, pour juice, and clean up spills.
- Help them when they need it.
- Use disposable gloves when handling food.
- Sit and eat with children.
- Remind children of positive mealtime manners, i.e. use “please” and “thank you,” use napkins, sit on chair, feet on floor.
- Talk to children about the food, their friends, and their favorite games.

## VOLUNTEERING AT HOME IS EASY & IT HELPS SO MUCH!

### Home Visits

- Be at home and ready for the visit. Practice activities with your child during the week, i.e. sort laundry by colors or count socks for practice.
- Share the activities with other members of your family – let everyone be involved.



### Center/Bus

- Be ready when the bus comes for center/socialization day.
- Let the bus driver know you're ready. Wave or open the door and then go with your child to the bus and buckle your child into the carseat or seat belt.
- Be at home when the bus brings your child home. Come out to meet the bus. We need to know that you are home before your child can get off. Please inform your teacher in writing of any changes in drop-off or pick-up location.



## POLICY COUNCIL

Represent your Parent Center Committee at monthly meetings. A parent from each Head Start program comes to Zumbrota to share ideas, plan Head Start activities, and be a part of program decisions. A parent reports from Policy Council to each Parent Center Committee.

## FIELD TRIPS

- Lend an extra pair of hands.
- Be responsible for a small group of children. Keep them together.
- Call and make arrangements for the group to visit a special site you know about. (Check with your teacher first for policies regarding field trips.)
- Read a story or lead an activity that would prepare the children for the field trip.
- Write a thank-you note after the field trip.



## Bathroom/Hand Washing/Tooth Brushing

- Volunteers will NOT be asked to take children to the bathroom.
- When help is needed, disposable gloves must be worn and thrown away. A new pair is needed for each child.
- Wash hands with soap and water after going to the bathroom and before each mealtime.
- Children brush teeth once during center/socialization day. Each child has their own brush and will be provided with toothpaste. Let the children help themselves, i.e., rinse own brush.
- Children brush together in groups of two or three.
- Wipe up spills and toothpaste.

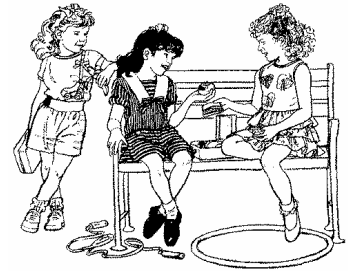
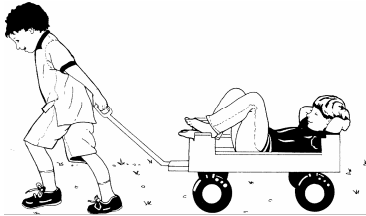


## Group Time

- This is a time for the children, teacher, bus driver/aide, and you to come together for name recognition, story time, songs, music, and games.
- Help children participate by listening, singing, answering questions, and following directions.
- Sit with the children, sing songs, and have fun!

## Free Play

- Is an opportunity for children to play and be with other children. They may choose from many toys, games, art projects, and special activities.
- Join in their games and activities. Pretend with them. Talk to them, i.e. housekeeping-“I love spaghetti. Are you making spaghetti? What’s your favorite lunch? How do you make that?””
- Encourage sharing.
- When helping with artwork, let children create their own “Masterpieces.”
- Try to spend a few minutes with each child. They like to feel that you are interested in what they are doing – it makes them feel good.
- Be positive, smile, laugh, and have a good time.



## BUS

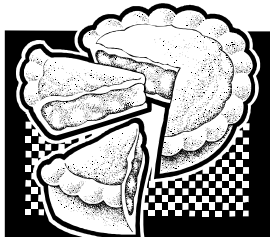
Safety is a primary concern during bus transportation. You can help in the following ways:

- Greet children and assist them up and down steps.
- Help with seat belts if children have difficulty.
- Keep distractions for the bus driver at a minimum.
- Talk to children as you ride. Encourage talking quietly.
- Make sure everyone stays buckled when on the bus.



## PARENT CENTER COMMITTEE

All Head Start parents are responsible for being a member of this committee.



- Attend all meetings (either for the year.)
- Call other parents to offer a ride or get one.
- Be a meeting aide. Come early to help set up chairs, make coffee, etc.
- Plan your own training and activities for the meeting.
- Plan our child’s center field trips and special events.
- COME!

# *HEAD START VOLUNTEER HANDBOOK*

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