

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations

Subpart: I-Human Resources Management

Section: 1302.94 Volunteers

Subject: Volunteers

Policy:

Tri-County Community Council, Inc. Head Start/Early Head Start will provide opportunities for parents and others to volunteer in the program. Regular volunteers will have to meet certain State requirements.

Procedure:

1. All volunteers must attend training to help volunteers understand the Head Start/Early Head Start Program.
2. A designated staff member will train all volunteers.
3. Parents and volunteers that volunteer more than 10 hours in a month must complete a level 2 background screening.
4. Each volunteer must sign a confidentiality statement and the Code of Conduct/Ethics form.
5. Head Start/Early Head Start will follow the state and local laws concerning appropriate screenings for communicable diseases.
6. A file will be kept in the office on each parent or volunteer who volunteers more than 10 hours a month.
7. All volunteers will sign-in/out to keep track of their hours.
8. Center Staff will have various duties that are available for volunteers to do.
9. The center staff will supervise volunteers at all times.
10. Children must never be left alone with a volunteer.
11. Center staff must ensure that in-kind forms are properly filled out and signed.