

Parent Volunteer Opportunities

Policy:

Arrowhead Head Start will provide a variety of volunteer opportunities for parents that are relevant to the needs and best interests of Head Start children, parents, and families. These opportunities may lead toward increase of knowledge, skills, self-enrichment, self-confidence, and self-sufficiency.

Procedure:

- Head Start staff will be sensitive to the needs of parents and families by providing a variety of volunteer opportunities. Volunteer opportunities may be made available during the day, evening or weekend; before, during, or after class time; with children, parents, or both; individually or in groups.
- Head Start staff will offer volunteer opportunities as they arise, and will offer volunteer opportunities for parents that suit their interests, talents, and careers.
- Staff will offer volunteer opportunities during orientation, home visits, Socializations, Parent Committee Meetings, Policy Council Meetings, and through Site Newsletters, Flyers, phone calls, texts, emails, and face-to-face conversations.
- Volunteer opportunities that will be offered include but are not limited to participation in Policy Council, Executive Committee, Parent Committee, Health Services Advisory Committee (HSAC), other service advisory committees as deemed appropriate, Minnesota Head start Association (MHSA), Interview Team, site newsletter assistant, classroom assistant, field trip helper, storyteller, puppeteer, or parent meeting speaker.
- Staff will ensure the best volunteer experience for parents.
 1. At time of arrive, staff will:
 - Welcome the parent
 - Make available an adult name tag
 - Orient parent to volunteer site, including
 - facility layout
 - evacuation routes and procedures
 - daily schedule
 - materials
 - volunteer responsibilities and expectations
 2. At time of departure, staff will:
 - thank parent
 - have parent sign relevant in-kind form(s)
 - ask for feedback on the experience
 - ask parent when they plan to volunteer again
- Volunteers may not bring siblings of Head Start children to the site during their volunteer time.

This policy complies with Head Start Performance Standard 45 CFR Section 1304.40

Approved by Policy Council on February 16, 1999.

Updated on 3-22-2005

Updated and Approved by Policy Council Executive Committee on 3-14-16.