Volunteer Orientation & Training

<u>Family Advocate</u> - The Family Advocate may take the parents/volunteers as a group or individually and review:

- Review the Volunteer Job Description *below*
- Explain volunteer hours in and out of the classroom
- Review recording volunteer time and mileage, if applicable
- Review volunteer schedule
- Introduce staff to parents/volunteer, if applicable
- Train on Mandated Child Abuse Reporting (use SOC 100 policy as guidance)
- Review Policy Council, if applicable
- Review communication process i.e. newsletters, if applicable

To ensure safety, a staff member will be the only one ever to accompany children to the bathroom or opening secured entry doors into the classroom.

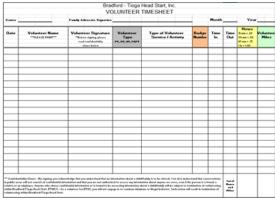
VOLUNTEER JOB DESCRIPTION

Bradford-Tioga Head Start, Inc. Volunteer works under the direction of a teacher. Assist in classrooms and/or on field trips, interacting with all children while completing activities involving the developmental domains (such as: fine motor skills, gross motor skills, social skills, social interaction, and language skills).

<u>Volunteer Sign-In Sheet</u> - All volunteers must complete a Volunteer Time Sheet. Volunteers MUST sign their name on the Volunteer time sheet (EDFS106) as required for the safety of our children and for auditing purposes

Volunteer Dress Code

The volunteers are representatives of Bradford-Tioga Head Start, Inc. and must present a good image to the community as a whole. Volunteers will dress appropriately for the conditions and performance of their duties. Revealing garments are prohibited.



Volunteer

To ensure your child's safety, a staff member will be the only one ever left alone with children and will be the only one to open secured entry doors into the classroom. CONFIDENTIALITY is important.

<u>Bradford-Tioga Head Start, Inc. Technology related Devices</u> — Volunteers do not have access to any Bradford-Tioga Head Start, Inc. technology related devices without direct employee supervision to ensure program safety practices and policies are being followed.

<u>Volunteer Photographs</u> - Only cameras provided by Bradford Tioga Head Start Inc. are allowed to be used for taking pictures of children; personal cameras (including cell phone cameras) are not allowed. Volunteers are prohibited from using their personal devices while volunteering.

<u>Volunteer Meals</u> – Any volunteer who plans to attend the classroom must sign up with the Family Advocate in advance to ensure a meal is ordered for them.



<u>Teachers</u> – complete with perspective volunteer during free play or another available time; be sure to also review the planbook with the perspective volunteer.

VOLUNTEERS ARE GREAT

Welcome! Thank you for being a volunteer. You can be sure your help is needed and valued!

Preschool children are learning so much and changing so fast! It's exciting and rewarding to be involved in their rapid development, helping them to learn and grow!

Children learn by:

- Hands on
- Asking questions and searching for the answers
- Discovery
- Using their senses
- Experimenting
- Sorting and combining
- Repeating experiences
- Building confidence in themselves



PBIS

Bradford-Tioga Head Start, Inc. uses the Positive Behavior Intervention Support which is an evidence-based, tiered framework for supporting students' behavioral, academic, social, emotional, and mental health. PBIS includes 3 school rules (i.e., Be Safe, Be Kind, Be Responsible) to be followed, while providing guidance on appropriate behavior by modeling, practicing and positive reinforcement.

HOW YOU CAN HELP

- Be friendly, kind, listen and talk.
- Ask questions that encourage conversation.
- Encourage to do things on own
- Join in. Keep yourself busy!
- Sit with the children.
- Engage the children in a positive discussion. Be a good role model.

SPECIAL CONSIDERATIONS

- Children learn by example, so we ask that you act as a model by using good health habits while in the classroom.
- If your child is in the classroom, prepare him/her before you come to class.
- Leave younger or older children at home when you volunteer.
- Bradford-Tioga Head Start, Inc. is a Tobacco Free program that does not allow any tobacco products in, on or around any Bradford-Tioga Head Start, Inc. grounds/facilities and/or program vehicle. If you must smoke, you must leave the premises.