

**SEQUATCHIE VALLEY HEAD START
RULES FOR VOLUNTEERS**

1. Eat the same food the children eat. If you do not want to eat, work in the room
2. Let the teacher or cook control the food and distribute the seconds.
3. Schedule your time with the teacher. If you come unexpectedly, ask before you eat.
4. Smoke only in the authorized area. Ask the teacher where this area is located. There is no smoking in the center or in Head Start vehicles.
5. Talk quietly and positively to the children. Tell children what they should do in a quiet but firm voice. We do not spank the children. There will be no nagging, screaming, jerking, cursing or hitting in the classroom.
6. Only Head Start staff will punish a child. We use the Time Out Method. The teacher will explain this to all volunteers.
7. Dress appropriately to work with children. Ask the teacher about the dress requirements.
8. All Head Start children's records and information about Head Start children and families is confidential and should not be discussed. The teacher will give volunteers information about confidentiality of records and information.
9. Exposure control training is required for all persons giving first aid in the centers. Avoid contact with blood and other bodily fluids. Ask the teacher about more information on Exposure Control rules and equipment.
10. I understand that if I volunteer more than thirty (30) days during the school year, I will secure a t.b. skin test (which can be paid for by Head Start). I also understand that if I become a regular volunteer, I will have a Volunteer Personnel File at the Head Start office in South Pittsburg.

I have read and understand the above rules.

Signature of Volunteer: _____ Date: _____

Center: _____

Teacher: _____

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