

**Sequatchie Valley Head Start
Rules for Volunteers**

1. Eat the same food the children eat. If you do not want to eat when the children are eating, work in another area of the center.
2. Let the teacher or cook control the food and distribute seconds.
3. Schedule your time with the teacher. If you come unexpectedly, ask before you eat.
4. Smoke only in 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 while at Head Start.
6. Head Start children are not punished. We use redirection and look for ways to recognize good behavior. The teacher will explain this to volunteers.
7. Dress appropriately to work with children. Ask the teacher about dress requirements.
8. All Head Start children's records and information about Head Start children and families is **confidential** and should not be discussed. Staff will remind volunteers about confidentiality of records and information.
9. Exposure control training is required for all persons giving first aid and others likely to be exposed to body fluids in the centers. Always avoid contact with blood and other bodily fluids. Ask the staff about more information 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 Volunteer Personnel File at the Head Start center.
11. I understand that I may not supervise children or have any private access to a child to include taking a child to the restroom or a space out of view of staff.
12. Please always remember to complete an inkind form for all volunteer hours. Teaching and FPA staff can assist you with this.

If the volunteer is a student and is completing a general or student observation, the management team needs to be notified. This must have prior approval before observation begins.

I have read and understand the above rules.

Volunteer Signature

Date

Center / Class

Teacher