

2007-2008 Volunteer/Sub Training

October 3	10:00am	Room 8
November 7	10:00am	Room 8
December 5	10:00am	Room 8
January 9	10:00am	Room 8
February 6	10:00am	Room 8
March 5	10:00am	Room 8
April 2	10:00am	Room 8

All Volunteer-Substitute Trainings are held at the Lincoln Early Childhood Center. You will receive training and be required to fill out some paperwork. Childcare is not provided.

Volunteer-Substitute Trainings are open to all Head Start Parents, extended family members, and the Pocatello/Chubbuck community.

*Please call 233-6606 to let us know if you are planning to attend.



330 Oakwood Drive
Pocatello, ID 83204

Phone: 208-233-6606
Fax: 208-232-4906
www.pochs.org



Volunteer Guidelines



208-233-6606

Volunteering in Head Start

Volunteering is rewarding and beneficial. Your children are so proud when you come to school, and you'll feel better about yourself.

As a parent, we suggest that you volunteer in the classroom. In order to volunteer in the classroom effectively, we ask that you attend the Volunteer /Substitute Training if possible. This equips you with developmentally appropriate practices in the Head Start Program.

Many of our paid staff started out just like you. They are former Head Start parents who volunteered and learned more about the program.

Often we ask parents to serve as paid substitutes when either the teacher or teaching assistant are unable to be in the classroom. In order to qualify for this position, a parent must first attend the Volunteer/Substitute Training and serve as a volunteer in the classroom for 14 hours.

We also let our parents know when positions open up at Head Start, so that they may get their applications in if they so desire.

By volunteering you get to know us, the program, and other parents better; and it opens up a career opportunity for you.

Volunteer often; we appreciate it and it is so valuable to our program.

IN-KIND

What is In-Kind? In-Kind is donated time, services, or goods from parents or the community. The federal government matches your time for dollars.

- 20% of our grant must be matched with In-Kind.

We generate dollars through time spent with the children.

- This program is free to you; all we ask is for each family to donate volunteer hours each month.

If every family were to donate four volunteer hours each month we would meet our 20% match.

How can you do this?

- Home visits
- Educational activities with your child that are kept track of on "green sheets" and are turned in weekly
- Volunteering in the classroom, on the bus, on field trips, etc.
- Serving on Policy Council or other committees
- Donating other services or goods

Volunteering



Don't be afraid to ask questions!

Volunteers are a part of the team and deserve the help and respect of the other team members. As a

team member, you must act with professionalism. Do not discuss private affairs outside the classroom. Things you may hear about our families are confidential.

Be sure to sign your volunteer time sheet each time you volunteer. It is important to include the date, time you arrived, time you left, service provided, and initial your entry each time you volunteer.

The daily schedule is posted in each classroom. Be sure to locate this so you can refer to it frequently throughout the day. Know what you will be doing in the classroom. You may wish to spend time with just your child, or you may wish to do things with more children. You can ask the teacher or assistant what they would like you to do.

You may be asked to work with a small group or with an individual child. You may be asked to help get children off the bus or help clean up. The possibilities are endless!

Whatever you choose to do when you volunteer at Head Start, we'll work with you to make it a positive, productive experience.

Volunteering at Home

Sometimes it is impossible for you to get to school to volunteer. There are a number of ways to volunteer at home. Some possibilities are:

- Baby-sitting for other parents while they volunteer
- Repairing toys
- Making doll clothes, puppets, or learning games
- Making phone calls for the teacher or a committee
- Working with your child on educational goals that are kept track of on "green sheets" and turned in weekly.

Volunteering in the Classroom

Helpful Hints from Kids:

- Respect our individual differences
- We need time to do things and to adjust to changes
- Give us choices whenever you can
- If we don't have a choice, don't give us one
- Stop us if we are doing something that looks dangerous
- Direct us in a positive way
- Help us learn by letting us try different

things

- Try to redirect us instead of scolding us
- Encourage us to be problem solvers
- Get on our eye level when you talk with us

What About Discipline?

We do not permit physical punishment in school. There are many alternative ways of getting your point across. If redirecting a child is not effective, refer any discipline needs to the teacher or assistant.

Art Area

Art develops the creative imagination of the children. During art activities the child is less interested in skill, exact representation or result than he is in manipulating and enjoying materials.

Block Area

This area is for building blocks and for playing with trucks and cars. The children learn that everyone has rights and these rights are respected by all.

Circle or Rug Time

Join the group by sitting with the children. Participate in songs or finger plays, stories and playing games. Do not answer questions directed to the children. Observe children and offer assistance when needed (tie shoes, walking in the hall ways.) Be attentive to children's needs. Offer support when needed.

Dramatic Play– Housekeeping Area

Children who engage in dramatic play often re-enact what they see and hear at

home. It helps them understand the adult world. Anything is possible. A child can become the mother, father, baby, garbage man, engineer, doctor, nurse, or whatever he likes. They are making a trial run for the future.

Manipulative Area

In this area the children work with small muscles, learn to solve problems, work together and share.

Quiet/Literacy Area

This area gives the child a chance to relax, talk quietly, and read a book.

Meal Time

You will have meals and snacks family style with the children. Talk with them about the day's activities. Encourage passing, serving selves, saying please and thank you, and remaining seated. The children will have mealtime responsibilities. Encourage the children to eat their meals, do not force.

The Bus

When loading, make sure children stand away from the bus until it comes to a full stop. Children must remain seated on the bus, in their harnesses. Food is not allowed on the bus. On field trips each adult is responsible for supervision of their assigned group.

And remember–

HAVE FUN!