

Bradford-Tioga Head Start/Pre-K

5 Riverside Plaza * Blossburg, PA 16912 * 1-800-808-5287 or (570) 638-1400



Dear Volunteer:

Welcome to your Head Start/Pre-K Classroom! Thank you for being one of our volunteers. Your presence in the classroom will help the staff give more small group time and individual attention to each child. 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!

This letter will tell you things that will help you to be a successful volunteer. The staff are ready to suggest ways that you can be actively involved either in the classroom or at home.

Volunteering is fun! Enjoy yourself and the children!

The Head Start/Pre-K Staff

VOLUNTEER JOB DESCRIPTION

You are qualified for this job if you:

- ▶ Are someone who likes working with 3, 4, and 5 year old children
- ▶ Are willing to learn more about the growth and development of children
- ▶ Are able to come on a scheduled basis and be dependable
- ▶ Can work side-by-side with paid staff as a member of the team, willing and able to follow directions
- ▶ Are willing to adapt to a flexible program
- ▶ Are ready to provide additional emotional support to the children who need it
- ▶ Understand that children learn by seeing, hearing, touching, smelling and tasting
- ▶ Look forward to participating in one or more of the following activities: Read stories - Discuss pictures
- Play games - Art, drama, and music - Serve and eat meals - Accompany field trips
- ▶ Attend an orientation session and center parent committee meetings during the year
- ▶ Safeguard the privacy of each family by keeping all knowledge of individual children confidential
- ▶ Are not missing a day of school to visit Head Start/Pre-K

The volunteer serves as a member of the classroom staff and works under the direct supervision of the teacher. The volunteer provides additional staff in the classroom making it possible to give individual attention to each child.

HOW CHILDREN LEARN

1. Children learn by doing, not by watching
2. Children learn by asking questions and by searching for answers to their questions
3. Children learn by discovery
4. Children learn by using all their senses
5. Children learn by experimenting
6. Children learn by sorting and combining objects
7. Children learn by repeating experiences
8. Children learn by building confidence in themselves



PLEASE AVOID.....

1. Visiting with other volunteers and with staff while children are present
2. Talking about a child when any children can hear you
3. Comparing children. Each one is different and needs every chance to be successful!
4. Scolding a child for an incorrect answer. Never laugh at the effort a child has made
5. Gossiping about people in the community

SPECIAL CONSIDERATIONS

1. Please do not come to the center if you are ill. This includes a cold, sore throat, or cough. It is impossible to prevent the spreading of germs in a classroom situation.
2. Children learn by example, so we ask that you act as a model by using good health habits while in the classroom, especially by washing your hands with soap before handling food and after toileting.
3. If your child is in the classroom, prepare her before you come to class. Explain that you are in the classroom to help all the children. Sometimes your child will act very differently when you are present. Although it is hard, you should ignore this behavior. Do not scold or treat your child differently from the others. Be calm and allow the teacher to handle the situation. The more you volunteer, the better your child will adjust to your presence.
4. We prefer that you not bring younger or older children with you when you volunteer in the classroom. Anyone who cares for your children so you can volunteer is also credited with volunteer time. Take turns with child care and volunteering.
5. The telephone in the center is to be used by visitors and volunteers for business or emergencies only. A 5 minute time limit is set to make sure that important incoming calls are not missed.
6. Smoking is not allowed anywhere in the Head Start/Pre-K Center, around our property, or in the bus. In order to smoke you must leave the premises.

HOW YOU CAN HELP WITH THE CHILDREN

1. Be friendly; listen and talk to the children
2. LEARN THEIR NAMES and use them frequently
3. Ask a child questions that make him think about what he is doing and that encourage conversation
4. Encourage each child to do things on her own and to think of her own solutions and ideas.
5. Join in with the children when you have no special assignment. Keep yourself busy!
6. Sit with the children when eating and model good table habits of polite conversation and table manners
7. Be sympathetic if a child is upset by something. Try not to pass your fears (of bugs, lightning, or snakes!) to the children.
8. Treat all children fairly. Offer praise and encouragement whenever appropriate
9. Remain neutral if your own child is involved in an argument
10. Wear comfortable clothes, low shoes; something washable; be prepared to sit on the floor
11. Be ready to follow directions from the teacher willingly the teacher is in charge!
12. Ask questions! Talk with the staff about the tasks they assign you. They want you to be successful!
13. Find out about classroom routines, such as bathroom use, drinks, spills, clean up time, going outside, going home,

and help with all of them

14 Know what to do in emergencies--where the phone is, where the first aid kit is.

15 Keep everything you see and hear CONFIDENTIAL. If asked, tell other parents that you enjoy working with their children.

16 Call the center as soon as possible if you can't come at your scheduled time. We count on your help!

Remember— You are Welcome and We need You!



BRADFORD-TIOGA HEAD START BEHAVIOR-DISCIPLINE POLICY

POLICY:

Bradford-Tioga Head Start/Pre-K uses positive discipline to teach children to control their own behavior and to solve their own problems. Young children are in the process of learning what is and what is not acceptable behavior. Discipline is teaching children to follow limits and rules. Discipline helps children develop self-control, feel secure, respect others, express emotions appropriately, and to become self-reliant. Ongoing communication between the parents/guardians, the child, and the Head Start staff will help the child's development and ease the transition between home and school.

Staff and parents/guardians need clear guidelines on the program's behavior/discipline policy. In the Bradford-Tioga Head Start/Pre-K program, parents/guardians volunteer in the classroom as a third member of the teaching team. The teachers, however, are responsible for any discipline that is necessary. Parents do not punish or discipline children in the classroom, including their own children.

All Discipline is done by Head Start/Pre-K Staff

Bradford-Tioga Head Start

Volunteer/Participant Confidentiality and Ethics Acknowledgement

As a volunteer/participant for Bradford-Tioga Head Start you are entering into a commitment to the rights of those we serve in the area of confidentiality and Ethics. By signing your name in the space below, you are signifying that you understand the Bradford-Tioga Head Start Volunteer/Participant Confidentiality and Ethics Acknowledgement that follows:

Confidentiality – any information concerning the children and families we serve

You understand that no information about a child/family is to be shared. You also understand that conversations in public areas will not consist of confidential information. You understand that you are not authorized to access any information about anyone we serve even if the person is a friend, a relative or an employee.

Anyone who shares confidential information or is found to be accessing information about a child/family will be subject to termination of volunteering within Bradford-Tioga Head Start.

Ethics

As a volunteer/participant for Bradford-Tioga Head Start, you will/have not engage(d) in or condone behavior that is inhumane or that resulted in illegal actions. Should a volunteer/participant be involved in any behavior of this nature or that would directly reflect on the reputation of Bradford-Tioga Head Start, you may be subject to termination of volunteering within Bradford-Tioga Head Start.

Bradford-Tioga Head Start reserves the right to prohibit any individual from the premises of Head Start facilities and/or attending any Head Start function and to cease services when the involved individual has or is:

- Been convicted as a perpetrator of violent crimes or offenses against children and/or adults
- Considered to pose a danger to children, volunteers or staff due to mental health issues, domestic violence, etc.
- Acted in such a way that they would be detrimental to the provision of quality services to children and families (i.e. inappropriate language, breach of confidential information inappropriate discipline of children)

Volunteer/Participant Signature_____ Date_____

**Student volunteer – by signing this form, you are agreeing not to use confidential information (i.e. children's names) when writing observations, notes, etc for use of class.*

Print Name_____ Classroom_____

BTHS Teacher Signature_____

Date_____

BTHS Staff: Please keep originals at center in a Volunteer/Participant Folder in your file cabinet or if it is a parent/guardian place in child's file.

Bradford-Tioga Head Start

Volunteer Tuberculosis (TB) History Questionnaire

A “regular” volunteer has been interpreted to mean an individual consistently volunteering at a child day care center or Head Start classroom at least three times per month. According to Pennsylvania State Regulations, Tb screening must be conducted on a “facility” person (volunteer) who serves in a child day care center or Head Start classroom.

Early Detection of Tuberculosis

This questionnaire gives guidance in identifying individuals with suspected or confirmed TB so that appropriate measures can be promptly initiated.

INSTRUCTIONS:

- Circle the correct answer
- Add any comments to support your answers at the bottom of the page

TB HISTORY:

1. Have you ever had a positive TB skin test?

Yes No Don't Know

2. Have you ever had an abnormal chest x-ray?

Yes No Don't Know

If yes, how long ago? _____

3. Have you recently had the mucous you cough up tested for TB?

Yes No Don't Know

If yes, were you told it was positive for TB? _____

4. Have you ever been told that you have Infectious Tuberculosis?

Yes No Don't Know

If yes, how long ago? _____

5. Have you ever been treated with medication for Infectious TB?

Yes No Don't Know

If yes, how many medications? _____

6. Are you still taking TB medications?

Yes No

7. Do you live with or have you been in close contact with someone who was recently diagnosed with TB?

Yes No Don't Know

