

Head Start

Volunteer Handbook



Central Office

Rolling Plains Management Corporation
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Rolling Plains Management Corporation is an equal opportunity provider and employer.

WELCOME TO HEAD START!
VOLUNTEER HANDBOOK



In 1964 the Office of Economic Opportunity established a panel of experts to develop a child development program to meet the needs of children from low-income families. The panel, chaired by Dr. Robert Cooke, included pediatricians, educators, psychiatrists, social workers, nurses, and psychologists. The panel recommended that such a program should have as its primary goal, the creation of an environment in which every child has the maximum opportunity and support in developing his or her full potential. It was decided that in order to create such an environment, each program must provide extensive health services and social services in addition to an education program. The panel suggested that the Office of Economic Opportunity encourage a variety of programs designed in accordance with local community conditions and special needs of the children. These recommendations shaped the philosophy and goals of Project Head Start.

Head Start, funded by the Office of Economic Opportunity (O.E.O.) began in the summer of 1965 with an eight-week summer program. In 1969, Head Start was delegated by O.E.O. to the Department of Health, Education, and Welfare (H.E.W.). It is now a program within the Administration for Children and Families at the Department of Health and Human Services.

Rolling Plains Management Corporation operates a Head Start Program that is providing early childhood development and health services to 294 children in Archer, Baylor, Cottle, Foard, Hardeman, Knox, Wilbarger, and Young counties. Most of the children, who range in age from 3-5 years, are from low-income families and children with disabilities are served.

Rolling Plains Management Corporation has been operating a Head Start Program since 1966. The current Head Start Program locations are:

Archer City Child Development Center
220 Cherry Street (P.O. Box 1113)
Archer City, Texas 76351
(940) 574-2347

Olney Child Development Center **
316 Spring Creek Road (P.O. Box 562)
Olney, Texas 76374
(940) 564-3239

Chillicothe Child Development Center
200 South Avenue K (P.O. Box 311)
Chillicothe, Texas 79225
(940) 852-5471

Dunbar Activity Center
502 Willett Street (P.O. Box 180)
Paducah, Texas 89248
(806) 492-3632

Foard County Neighborhood Center
Highway 6 (P.O. Box 242)
Crowell, Texas 79227
(940) 684 1965

Turner Child Development Center
219 East 3rd (P.O. Box 442)
Quanah, Texas 79252
(940) 663-6823

Graham Child Development Center
1805 4th Street (P.O. Box 1715)
Graham, Texas 76450
(940) 549-6365

Seymour Day Care Center
301 North East
Seymour, Texas 76380
(940) 888-5232

Knox City Child Development Center
500 North 2nd Street (P.O. Box 456)
Knox City, Texas 79529
(940) 658-3770

Wilbarger County Preschool
926 East Paradise
Vernon, Texas 76384
(940) 552-8156

Munday Child Development Center
941 Bowie (P.O. Box 38)
Munday, Texas 76371
(940) 422-5363

The children attend Head Start concurrently with the public school calendar. Class hours are 8:30 A.M. to 12:30 P.M.

** One classroom goes 12 months, 8 hours a day.

VOLUNTEERS



Throughout Head Start's history, policies regarding the use of volunteers have been incorporated in various documents affecting program administration, operation, and evaluation. From its inception in 1965, Head Start has actively promoted using volunteers and community resources to expand and improve program operations for the benefit of Head Start children and families. The importance of using these resources has been formally recognized in different Federal policies, such as those

requiring programs to:

1. Ensure that the third person in the classroom is a volunteer.
2. Have volunteers participate to the fullest extent possible in all program operations.
3. Calculate the value of volunteer time as part of the non-federal match for Federal monies.
4. Use community resources to provide services to children before spending Federal funds.

Volunteers of all ages, ethnic groups, interests and talents are welcome and needed in every component aspect of the Head Start program. The ways in which you can volunteer are:

1. Read stories.
2. Help serve the meals. All volunteers are welcome to eat lunch with the children.
3. Help teachers prepare materials and assist in the classroom.
4. Read or translate in language other than English.
5. Take materials to be prepared for the classroom and work on them at home.
6. Assist in maintaining playgrounds.

There are many other ways you can volunteer. Children feel special when you are there to see what he or she does from day to day.

Volunteers are very important to our program and can provide meaningful experiences for the children enrolled. We understand that some people may have other children and wish to volunteer: however, we must request that only enrolled children are at the center during regular center hours. If you have other children and want to volunteer, please ask for activities to do away from the center. This way, you can contribute as a volunteer as well as care for your other children at the same time.

VOLUNTEER ORIENTATION

In order to assist you in your role as a volunteer, orientation meetings will be scheduled several times during the year. All volunteers must attend an orientation meeting prior to volunteering in classroom activities. These meetings may be designed for individuals or in group settings. They will be fun and informative. Background checks and FBI fingerprint checks are required for frequent and regular volunteers.

DISCIPLINE

It is the policy of Rolling Plains Management Corporation that no child enrolled in any of its programs, regardless of the age of the child, shall be spanked while they are in our care at the center or away from the center. Children will not be humiliated, yelled at, or rejected. Discipline and guidance will be consistent and based on individual needs and development.

CONFIDENTIALITY

Records of children enrolled in the program are kept confidential. Health findings, educational needs, etc. are only reviewed by those persons needing such information in order to work with the child and their families to meet their needs. Children's files are kept in a locked cabinet in order to insure confidentiality. Health histories are made available to the professionals working with the children in the program only with parent's permission.

SMOKE FREE ENVIRONMENT

Federal law requires that there is no smoking in any of our facilities or at any function where children or parents are in attendance. We would appreciate your cooperation in adhering to this policy.

ATTIRE

Appropriate dress should be observed while volunteering in the centers. If you have any questions, please direct them to your local Center Director.

EMERGENCY AND FIRST AID PROCEDURES

In the centers, there are maps of exit routes in case of an emergency. You can check with your Center Director and she will explain the routes to you and the procedures used for emergencies. There are staff that are certified in First Aid and CPR in each center. Your Center Director can tell you who these are.



PERFORMANCE STANDARDS

Head Start Programs are federally mandated by "Performance Standards" which address all components of the program. There is a copy available in each center.

TRANSPORTATION

Transportation will be provided for you to come to the center to volunteer. You may request transportation through the Center Director.

STATEMENT OF VOLUNTEER RIGHTS

1. The right to be treated with respect.
2. The right to have the same working conditions as staff doing similar tasks.
3. The right to receive feedback on the quality of work, including areas needing improvement.
4. The right to participate in training that will enhance job performance and personal development.
5. The right to be kept informed about program activities and calendar changes.
6. The right to receive recognition for contributions to the program on an ongoing basis.
7. The right to state grievances in an appropriate forum.
8. The right to be given meaningful work.
9. The right to apply for and receive preference for Head Start paid positions for which they are qualified.

STATEMENT OF VOLUNTEER RESPONSIBILITIES

1. The responsibility to arrive on time, report absences, and perform assigned tasks.
2. The responsibility to accept and advocate for program goals and aims, particularly for the children.
3. The responsibility to respect children, staff, and family member confidentiality.
4. The responsibility to adhere to program policies and regulations.
5. The responsibility to attend in-service training sessions.
6. The responsibility to make constructive suggestions for improvement.
7. The responsibility to be free of communicable diseases when you are at the center.

When you visit, please remember:

- To sign the in-kind sheet.
- To sign in with the Center Director.
- To request that the teacher assign you meaningful duties in which you are comfortable.
- To make suggestions about other activities for parents to assist with and
- To come often, we need your help to make the program a success!

Since Head Start is a program for the development of the total child, it is essential that all providers of learning experiences and services coordinate with the teachers. This will eliminate too many demands on the child at one time. We hope that you will enjoy coming to our centers to volunteer and to work with all of these wonderful children. We are really looking forward to a great year in Head Start and we hope that you will be a part of it. Thank you so much for volunteering your valuable time and helping us to make our Head Start program one of the best in the area.

Please fill out the attached volunteer application and give it to the Center Director. We need your help and the children need YOU!

We desire to maintain a quality program. If you observe any activities or practice that you feel are inappropriate, please call Mary Jo Tole at 1-800-633-0852. Thank you.

