

# WE LOVE OUR VOLUNTEERS!

## VOLUNTEER HANDBOOK

Here are some ways you can get involved. You are your child's first teacher and now that we're part of a team, help us to keep your child enthusiastic about learning!

Thank you,  
Jose Paz, Director DPS Head Start



## WHAT YOU CAN DO AT HOME

Take your child to the library and have him/her help you choose books you can take home and read together.

Let your child make up a story and tell it to you.

Encourage your child to use words when he or she is having a disagreement with someone.

Count out loud the number of oranges or cans of soup you put into the basket when shopping.

Encourage your child to help with chores around the house like sorting laundry, making beds, setting the table.

Help your child count out napkins, cups or spoons to put on the table so everyone will have one.

Include your child in conversations at the dinner table.

Play simple card games.

Join your child in building with blocks, Legos or other materials.

Keep drawing paper and crayons for your child to practice scribbling and creating line drawings.

Keep cutting materials around like magazines and construction paper. Help with scissor motion and give verbal encouragement when needed.

Take regular trips to a playground.

Collect objects on walks together and describe them to each other.

Make reading to your child a daily habit!



## WHAT YOU CAN DO IN THE CLASSROOM

Read to children one on one.

Facilitate children's learning in the following areas: art, cooking, sensory motor, language arts, music (singing or musical instruments), science, carpentry, dramatic play, dance, manipulatives, blocks, computer, or special projects.

Work with children who need individual attention.

Help in the classroom to supervise: tooth brushing, meal time, set-up and clean-up before and after meals, hand washing, transition times, outdoor play, getting dressed to go outdoors, clean-up time, or independent play time.

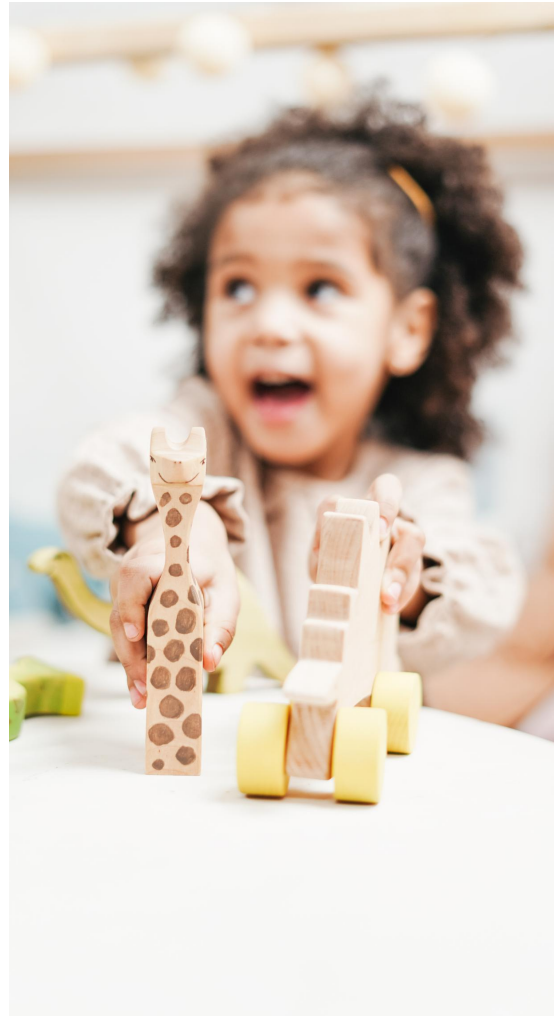
Share a special skill, talent, or interest: cooking, sewing, carpentry, musical instrument, pet, art, sport, craft, gardening, storytelling, computer, your cultural traditions, etc.

Participate by helping supervise field trips.

Prepare classroom materials: flannel board stories, puppets, fingerplays, etc.

Prepare classroom for activities: fill glue bottles, wash paint brushes, set up an extended area, get out science materials, fill water table or set up easel.

Help to maintain the outdoors: rake gravel on the playground, pick up trash and glass.





## OTHER VOLUNTEER ACTIVITIES

Head Start Parent Meetings

School Committees:  
Parent Teacher Association (PTA),  
Collaborative School Committee (CSC)

Parent Policy Committee

City-wide Policy Council

Participation in these activities is a great way to learn skills to carry with you in your continuing role in your child's education.

## HOW TO DO IT

In most cases DPS requires volunteer to complete a volunteer application and background check form. You can find the application here <https://app.sterlingvolunteers.com/en/Candidates/Account/Register> or reach out to your family liaison for questions or support.

Try to get to know the rules when you first enter a classroom.

Explain the rules to children so that they understand there is a reason behind them. For example, "We use our inside voices at Head Start. That way we don't disturb others around us."

Recognize and bring attention to a child's positive behavior. For example, "I like the way John is sitting quietly."

Be sure to speak to children in a quiet, controlled voice.





*Thank  
you!*

"We cannot always build the  
future for our youth, but we  
can build our youth for the  
future."

-Franklin Delano Roosevelt



# VOLUNTEER ORIENTATION AGREEMENT

## STANDARD PRECAUTIONS

- WASH HANDS FOR A MINIMUM OF 10 SECONDS WITH SOAP UNDER RUNNING WATER:
  - BEFORE SETTING THE TABLE, PREPARING FOOD, AND EATING
  - AFTER HANDLING PETS
  - AFTER ANY CONTACT WITH BLOOD OR BODY FLUIDS
  - AFTER CLEANING UP A TOILETING ACCIDENT
  - AFTER BLOWING YOUR NOSE OR GOING TO THE BATHROOM
- ALWAYS USE GLOVES WHEN DEALING WITH BODILY FLUIDS. IF A CHILD WETS HER PANTS, WEAR GLOVES WHEN PUTTING WET CLOTHES IN BAGS. WHEN A CHILD HAS A NOSEBLEED, WEAR GLOVES AND HAND A TISSUE TO THE CHILD TO HOLD HIS NOSE.

## MEDICATION

- ALL MEDICATION, EVEN TYLENOL, MUST BE KEPT IN A LOCKED CONTAINER. PLEASE DISCUSS WITH STAFF WHERE TO LOCK UP PURSES THAT CONTAIN MEDICATION.

## CHILD ABUSE

- IF A CHILD TELLS YOU THAT AN OLDER PERSON IS HURTING HIM, LET THE TEACHER OR LIAISON KNOW RIGHT AWAY.

## STANDARDS OF CONDUCT

- RESPECT AND PROMOTE THE UNIQUE IDENTITY OF EACH CHILD AND FAMILY REGARDLESS OF GENDER, RACE, ETHNICITY, CULTURE, RELIGION, OR DISABILITY.
- ALL INFORMATION ABOUT CHILDREN AND FAMILIES IS CONFIDENTIAL AND MUST REMAIN INSIDE THE CLASSROOM. EVEN A CUTE STORY ABOUT A CHILD'S ACTIVITIES CAN BE MISUNDERSTOOD, SO DO NOT SHARE NAMES OR DESCRIPTIONS OF SPECIFIC CHILDREN WITH ANYONE OTHER THAN STAFF.
- DO NOT LEAVE ANY CHILD UNSUPERVISED.
- USE POSITIVE METHODS OF CHILD GUIDANCE. DO NOT ENGAGE IN CORPORAL PUNISHMENT, EMOTIONAL OR PHYSICAL ABUSE, OR HUMILIATION. IN ADDITION, CHILDREN CANNOT BE PUNISHED BY A METHOD THAT DENIES BASIC NEEDS (I.E., BY TAKING AWAY SNACKS OR MEALS).

THE GOALS AND UNDERLYING PHILOSOPHY OF HEAD START AS THEY ARE IMPLEMENTED BY OUR PROGRAM ARE REFLECTED IN OUR MISSION STATEMENT: "THE DENVER PUBLIC SCHOOLS HEAD START PROGRAM IMPLEMENTS PRACTICES TO REFLECT THE CHANGING LIFESTYLES AND CULTURAL DIVERSITY OF CHILDREN AND PARENTS. WE PROVIDE A DEVELOPMENTALLY APPROPRIATE PROGRAM IN A NURTURING ENVIRONMENT WHICH BUILDS BOTH THE CHILDREN'S AND PARENTS' SELF-ESTEEM, ENABLING THEM TO REALIZE INDIVIDUAL POTENTIAL."

**PARENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**HS STAFF SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_