

Volunteer Guidelines

- Become familiar with center/classroom rules.
- Be cheerful and friendly. Speak quietly and stoop so that you are on the child's level when you talk.
- Be positive with the children. Praise them often for good manners and behavior.
- Encourage the children to do things for themselves at every opportunity (buttoning, opening milk cartons, etc).
- Learn the children's names and use them. Tell them your name and encourage them to use it.
- Play with the children. Sit on the floor, pretend with them, play games, build with blocks, etc.
- Talk with children at mealtime and role model table manners.
- Embrace the differences in children and promote the unique identity of each child and family.
- Volunteers should learn the fire, emergency procedures, and other health and safety rules.
- Volunteers should become familiar with the day's activities by talking with the Teacher.
- Volunteers may not be left alone with children.
- Volunteers may carry a personal cellular phone; however, the ring tone must be turned off or on silent when in the classroom. Volunteers are asked to step outside of the center to make or receive calls.
- Head Start is a smoke-free environment. There is to be no smoking or vaping in any building, on any grounds, or in any vehicle, used by Head Start or Early Head Start.

Do Not Ever:

- Maltreat or Endanger the health or safety of children
- Use corporal punishment
- Use isolation to discipline a child
- Bind or tie a child to restrict movement or tape a child's mouth
- Use or withhold food as a punishment or reward
- Use toilet learning/training methods that punish, demean, or humiliate a child
- Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child
- Physically abuse a child
- Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family
- Use physical activity or outdoor time as a punishment or reward
- Do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition.
- Volunteers are prohibited from viewing records other than those of their own children.
- Volunteers must not bring other children with them when volunteering in the classroom as it is against childcare regulations.

It is both a State and Federal requirement that all suspected cases of child abuse and/or neglect be reported. Everyone is a mandated reporter under the Tennessee Code on Child Abuse and Neglect. Staff shall not prevent or discourage anyone from reporting.