

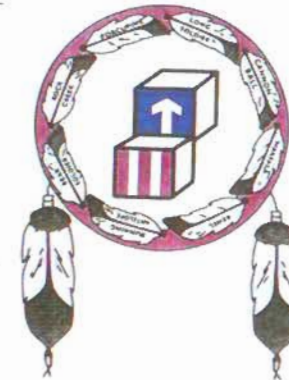
Standing Rock 0-5 Head Start Program

Name: _____

Classroom: _____



PARENT VOLUNTEER PACKET



CHECK OFF LIST FOR VOLUNTEER PACKETS

_____ POSITION DESCRIPTION _____

_____ VISION STATEMENT/VALUES _____

_____ HEAD START CONFIDENTIALITY _____

_____ HEAD START TB FORM _____

_____ STANDARDS OF CONDUCT _____

Sent: _____

Returned: _____



STANDING ROCK SIOUX TRIBE HEAD START PROGRAM POSITION DESCRIPTION

POSITION:

Classroom Volunteer

SUPERVISOR:

Head Start Teacher

QUALIFICATIONS:

- Must be 18 years of age or older
- Must Obtain a TB skin test
- Must complete a Volunteer Packet
- Must complete a background screening (child abuse & neglect)
- Must have knowledge & desire to work with pre-school children
- Must sign confidentiality form and abide by the confidentiality policy
- Must become familiar with program policies and procedures

DUTIES AND RESPONSIBILITIES:

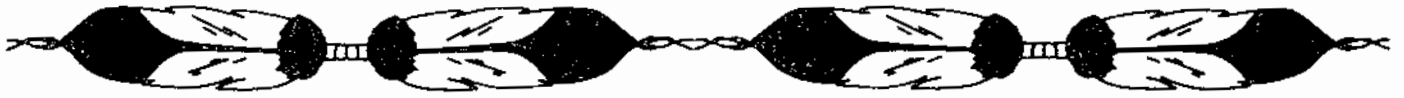
- Assist Teachers with supervision of students
- Assist in center area activities
- Assist classroom staff with paperwork
- Assist in bus run (2nd rider)
- Be willing to volunteer when classroom staff is absent
- Assist Staff at mealtime, bathroom use, outdoor play, tooth brushing, circle time, and age appropriate readiness groups
- Assist Staff on field trips
- Assist with transition activities
- Assist Staff with cleaning duties
- Assist with book fairs

Volunteer Signature:

Date:



Revised 06/26/07



Standing Rock Sioux Tribe Head Start

Vision Statement

The Standing Rock 0-5 Head Start Program's vision is to educate families by providing a diverse learning experience.

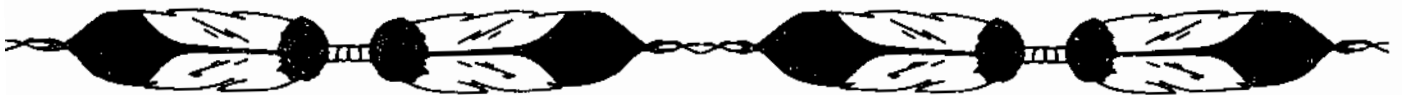
Head Start Values

We, the Standing Rock Sioux Tribe Head Start, value our children, families and community agencies through:

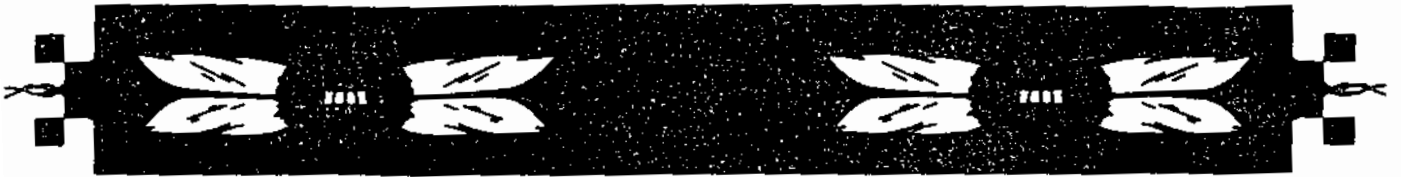
- Teaching and modeling Lakota Virtue's-generosity, Wisdom, Bravery, and Fortitude.
- Creating an enriched learning environment that supports individual child development, families and staff.
- Advocating for all children, families and community agencies.

Parents Name:

Date:



Revised 08/09/07



Standing Rock Sioux Tribe Head Start Program

Confidentiality

Children and family records, which are a requirement of Head Start Performance Standards, which states that all Records are protected by confidentiality procedures, Parent and Volunteers are prohibited from reviewing records other than those of their own children. Records on families are open only to Head Start Staff, Consultants, and Authorized Federal Officials on a need to know basis:

- Records must be kept in a locked file cabinet.
- Access to records will be limited to Head Start Administration, Staff, Consultants and Teachers.
- Staff accessing records must sign the check out form that is provided in front of each file, recording their name, title, date and reason for accessing file.

Signed:

Date:

Address:



Revised 07/06/07



Standing Rock 0-5 Head Start Program

Post Office Box 473
200 Proposal Avenue
Fort Yates, North Dakota 58538
701-854-3457
Fax 701-854-7257

Parent Volunteer Packet **TB Form**

Date: _____

Name: _____

Address: _____

Let this signed form indicate that _____ has had a TB test.

Have you found the presence of a condition that would prevent this person from working? (Please circle)

YES

NO

Physicians Signature: _____



Revised 07/06/07



Standing Rock 0-5 Head Start Program

Post Office Box 473
200 Proposal Avenue
Fort Yates, N.D. 58538
701-854-3457
701-854-7250
Fax 701-854-7257



HEAD START

STANDARDS OF CONDUCT AGREEMENT

PROCEDURE/CONTENT:

1. To respect and promote the unique identity of each child and family and refrain from stereotype on the basis of gender, race, ethnicity, culture, religion, or disability;
2. To ensure that no child be left alone or unsupervised while under their care;
3. To use positive methods of child guidance and absolutely not engage in corporal punishment, emotional, or physical abuse, or humiliation. In addition, to not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.
4. Employees that deal with awards and contracts will not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors or potential contractors.

As an employee, volunteer, or consultant I have read over the above Standards of Conduct and agree to abide by these standards while performing my job duties, and that if I do not abide by these standards it may result in my suspension, or termination of employment.

Volunteer Signature: _____

Date: _____

Revised 07/06/07

