



A Community Action Agency

EARLY HEAD START & HEAD START VOLUNTEER & CONFIDENTIALITY STATEMENT

CHILD'S NAME: \_\_\_\_\_

We recognize parents and family members as the primary educators in their child's life. We welcome and encourage volunteers to be involved in every area of our Early Head Start/Head Start programs. A parent or family member's presence in the center/classroom gives children an awareness of the importance and value of education.

Would you be interested in volunteering in any of the following ways?

- Help prepare or participate in classroom activities
Attend workshops and other educational activities
Assist with special events and holiday activities
Read stories to the children
Share cultural heritages, interests and talents
Type / file / organize documents
Participate and plan Parent monthly meetings
Become a Policy Council/Committee member
Other special talent, you would like to share: \_\_\_\_\_

- As a volunteer in our center, an OLHSA Head Start staff member will supervise you in the classroom you have been assigned. As a volunteer you will not be left alone and you will be supervised at all times. You will not be assigned toileting or diapering duties with the children.
Names, addresses, and other personal information you may learn while volunteering in our center are confidential and are not to be discussed with anyone except an OLHSA Head Start staff member.
Regularly scheduled volunteers (volunteering more than 4 hours a week or on a consistent basis) must complete the OLHSA volunteer packet (including Volunteer Information Card, Volunteer Confidentiality Agreement, Conviction History Inquiry Consent Form, Public Registry Inquiry Consent Form, Volunteer Conditions Form).

Participation of Head Start parents is voluntary and shall not be required as a condition of any child's enrollment.

1st year Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_
2nd year Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_
3rd year Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (3rd Year ONLY)

EARLY HEAD START & HEAD START LICENSING NOTEBOOK NOTIFICATION

OLHSA Early Head Start/Head Start maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans since May 28, 2010. The notebook is available for review by parents/guardians during regular business hours. Licensing inspection and special investigation reports from the past two years are available on the Bureau of Child and Adult Licensing website at www.michigan.gov/michildcare I have been informed about the availability of Head Start's licensing information.

1st year Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_
2nd year Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_
3rd year Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_