

COMMUNITY VOLUNTEER HANDBOOK



Mountainland Head Start, Inc.



Serving children and families in Juab, Utah, and Wasatch Counties

264 West 300 North • Provo, Utah 84601

Our mission is to promote school readiness for children and self-sufficiency for families in need through quality comprehensive services and community partnerships.

Volunteer Handbook

BE SOMEONE'S HERO

Welcome to the Mountainland Head Start, Inc. volunteer program. Your desire to serve children in your community has been received and you are now able to enter our classrooms and/or administrative offices.

Volunteering and giving of your time is easy and fun. As a volunteer, we ask you to do three simple tasks:

1. Coordinate your schedule each week with teachers or administrators so they can make preparations for your service hours.
2. Sign-in and sign-out of Help Counter to track your volunteer hours.
3. Be on time so that you do not interrupt instruction or projects already in place.

As a new Mountainland Head Start, Inc. volunteer, you may have questions concerning the children in your class or specific questions about the program and needs. Our Head Start staff is available to help you. Please communicate any concerns or questions to the teacher or administrator you are working with. Further assistance is available by contacting our administrative office at 801-375-7981.

Our administrative office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. Our classroom hours are Monday through Thursday mornings 8:00 a.m. to 12:00 noon, afternoons 12:30 p.m. to 4:00 p.m. (depending upon location).

Your Volunteer Commitment

The Importance of Fulfilling Your Service

The Mountainland Head Start, Inc. program in Juab, Wasatch, and Utah Counties provides early childhood education to 817 low-income and disabled students Monday through Thursday throughout the academic school year. Our classes begin in August and end in May.

Our purpose is to promote the school readiness of low-income children by enhancing their cognitive, social, and emotional development through the provision of health, educational, nutritional, social, and other services that are determined, based on family needs assessments.

Funds to operate Mountainland Head Start, Inc. come directly from the federal government. However, the government only provides 80% of the funds necessary to operate our program. The other 20% must come from cash donations or in-kind contributions from our community. In-kind is the donation of time, space or materials used in the program that would otherwise be purchased.

Your volunteer contribution is critical to our program in helping us to reach our required non-federal match goals.

*If you want to touch the past,
touch a rock.
If you want to touch the present,
touch a flower.
If you want to touch the future,
touch a life.
~ Author Unknown*

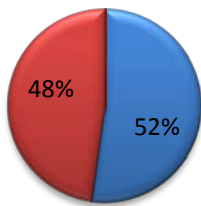
All volunteers must complete a registration form prior to volunteering in any of our facilities. Regular volunteers, those donating eight or more hours a week for four consecutive weeks, must also complete a background check and TB screening.

Mountainland Head Start, Inc. Student Statistics

Demographics: 2011-2012 School Year

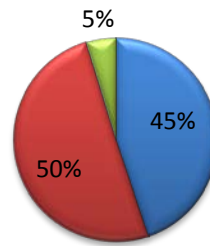
Gender

■ Male ■ Female



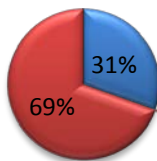
Race

■ Caucasian ■ Hispanic ■ Other



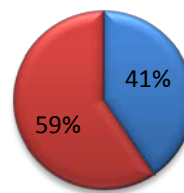
Age

■ 3 yrs. old ■ 4 yrs. Old



Parental Status

■ One Parent ■ Two Parents



Mountainland Head Start, Inc. volunteers contributed 47,165 hours of service in the 2011-2012 school year.

Volunteer Reminders

Please be aware:

- High sugar foods are restricted on the premises and are not to be given to students. Our classrooms have strict nutrition guidelines as mandated by the federal government.
- We have a “no nut” policy, this includes Almond Milk, on our premises. Please do not bring anything containing nuts.
- If you volunteer for two or more hours and would like to stay and have lunch with the kids we invite you to do so. Please inform the teacher if you will be staying so we can plan accordingly.
- We invite you to make recommendations for our lunch menu but please keep in mind that lunch is created by our nutrition team and must meet federal regulations. There are no exceptions unless medically necessary.
- Volunteers are not allowed to be alone with any staff or student.
- Volunteers should report any injuries immediately to a staff member.
- If you receive a call while volunteering, we ask that you please step out so as not to interrupt instruction.
- Volunteers sign-in and sign-out using Help Counter

Volunteers Sign In On The Computer

Welcome
Monica Bartlett

Where will you be helping next?
Please select one

An Activity **A Classroom**

Enter hours worked earlier or at home

or select a custom quick pick

Book Fair Activity
Carnival Activity

Quick picks are base on your previous sign in

Cancel

Thank you for helping to make sure our children succeed!

Head Start Facts

Did you know?

- Head Start children are found to have a greater degree of motivation than their non-Head Start peers.
- Head Start has immediate positive effects on children’s socio-emotional development, including self-esteem, achievement motivation, and social behavior.
- Head Start parents report positive changes in their personal lives, behaviors, and attitudes-including an increase in knowledge of available social services and resources.
- Head Start children participate more fully in school and are less often identified as children with serious academic problems than those not enrolled in early childhood programs.
- Young women who have experienced a quality early childhood program are one-third less likely to have out-of-wedlock births and 25 percent less likely to be teen mothers.
- At-risk children, not afforded the opportunity to participate in a quality early childhood program, are five times more likely to be arrested repeatedly by age 27.
- Parents who are more actively involved with Head Start are found to have greater life quality and satisfaction and increased confidence in coping abilities.
- In a George Mason University poll, 86 percent of police chiefs nationwide said, “expanding after school and child care programs like Head Start will greatly reduce youth crime and violence.”

The Titanic was built by professionals. The Ark was built by volunteers – Barbara Bush

(Above information compiled from The Impact of Head Start Children, Families, and Communities: Head Start Synthesis Project (1995); US. Department of Health and Human Services, Administration for Children, Youth, and Families) excluding the last notation of the George Mason University Poll.

Program Funding

In 1964, the Federal Government created a panel of child development experts to design a program to help communities overcome the barriers of young children living in poverty. The findings of that panel report became the blueprint for Project Head Start.

Mountainland Head Start, Inc. receives 80% of the funds necessary to operate our program from the federal government. The remaining 20% comes from in-kind contributions.

Participant contributions are important to support the program, therefore volunteer hours and donations are encouraged.

Financial Donation:

<p style="text-align: center;">Type and Description of Donation:</p> <p><input type="checkbox"/> Service or Volunteer _____</p> <p><input type="checkbox"/> Supplies _____</p> <p><input type="checkbox"/> Equipment _____</p> <p><input type="checkbox"/> Cash _____</p> <p><input type="checkbox"/> Discount _____</p> <p><input type="checkbox"/> Space _____</p>	<p style="text-align: center;">Purpose:</p> <p><input type="checkbox"/> Educational</p> <p><input type="checkbox"/> Training</p> <p><input type="checkbox"/> Medical or Dental</p> <p><input type="checkbox"/> Curriculum Extender</p> <p><input type="checkbox"/> Administrative/Office</p> <p><input type="checkbox"/> Other _____</p>	<p style="text-align: center;">Total Volunteer or Service Hours:</p> <p>_____</p> <p>In-Kind Rate:</p> <p>\$ _____</p> <p><i>(Office use only)</i></p>	<p style="text-align: center;">Total Dollar Value:</p> <p>\$ _____</p> <p><small>(Donations of supplies, equipment and space should be valued at their fair market value at the time of donation)</small></p>
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Name (Company or Individual) _____

I certify that the above description and value of donated items and/or services is accurate and true to the best of my knowledge.

Donor Signature, Title

Date

YES, I would like a copy of this documentation sent to: _____
Address, e-mail or fax #

Receipt of merchandise or service acknowledged by:

Signature of Head Start Representative

Date

Signature of Head Start Executive Director

Date

Directory

Center	Address	Center Phone #
Heber Center	195 E. 500 N. Heber, UT 84032	435.654.1216
Lehi Center	176 S. 500 W. Lehi, UT 84043	801.768.1224
Pleasant Grove Center	485 W. 220 S. Suite 100 Pleasant Grove, UT 84062	801.785.6578 PG 1 801.785.1250 PG 2
Aspen Center	925 W. 2000 N. Orem, UT 84057	801.224.6013
Orem Center	710 W. 255 N. Orem, UT 84057	801.225.9652 Orem 1,2 801.225.9660 Orem 3,4
Provo Center	1002 S. 1100 W. Provo, UT 84601	801.377.0585 Provo 1 801.377.0956 Provo 2,3 801.932.0333 Provo 4,5 801.377.4584 Provo 6-8
Springville Center	550 S. Main St. Springville, UT 84663	801.491.6946 Class 1,2 801.491.9377 Class 3,4
Payson Center	587 W. 400 S. Payson, UT 84651	801.465.1318
Nephi Center	396 E. 600 N. Nephi, UT 84648	435.623.0941
Administrative Office	264 W. 300 N. Provo, UT 84601	801.375.7981

Holidays

Mountainland Head Start, Inc. observes the following Holidays:

Labor Day

Thanksgiving (3 days)

Christmas (7 days)

New Years Day

Martin Luther King Day

President's Day

Additional days closed:

October Fall Break (2 days)

October Teacher Prep Day (varies each year)

April Spring Break (5 days)

And other days as per our general school year calendar

ADMINISTRATIVE OFFICE STAFF

Heidi Sanders	Community Outreach & Volunteer Coordinator	801.375.7981 ext. 164	hsanders@mountainlandheadstart.org
Sonia Pineda	Executive Director	801.375.7981 ext. 116	spineda@mountainlandheadstart.org
Patricia Jones	Education & Child Development Services Director	801.375.7981 ext. 129	pjonas@mountainlandheadstart.org
Kristin Palkki	Family & Community Services Director	801.375.7981 ext. 133	kpalkki@mountainlandheadstart.org
Jan Burroughs	Health & Nutrition Services Director	801.375.7981 ext. 107	jburroughs@mountainlandheadstart.org
Kathy Kirk	Administration & HR Director	801.375.7981 ext. 123	kkirk@mountainlandheadstart.org