

Semcac Head Start

Parent/Guardian Handbook

2011 – 2012



Together We Build Bright Futures

An Equal Opportunity Program



Your Family + Head Start = The Right Fit

We believe that your family *together* with Head Start will build a bright future for your child. Our mission statement says it best:

Building bright futures by educating young children and empowering their families and communities.

You are your child's first and most important teacher. Your choice to give your child the opportunity to attend Head Start is paving the way for a bright future. Your child's formative years are birth to age eight. That's why the surroundings

in which your child develops matters so much. During these years your child is:

- Developing the foundation for life-long learning.
- Taking his/her first steps to future opportunities.
- Beginning to realize his/her individual dreams.

Head Start is a high quality preschool program providing comprehensive services to children and families. Your Head Start Teacher and classroom staff want to form a partnership with your family this program year.

- High quality means that your child's preschool education is geared to his/her needs. Staff are trained to know what age appropriate learning is for three and four year olds.
- Comprehensive services means that your child's total well-being is important to us. We'll assist you in keeping your child healthy and ready to learn.

Head Start supports families in reaching four objectives. They are:

- Strengthen your family as the primary nurturers of your child/children,
- Provide your child with educational, health, and nutritional services,
- Link your child and family to needed community services,
- Involve you in making decisions for the program.

You are about to begin an exciting journey if this is your child's first year enrolled in Head Start! If this is your family's second year, you'll continue the journey. You will have the awesome experience of mentoring families new to Head Start. Take this as a challenge and get involved! Have fun! There are many opportunities for involvement that are mentioned later in this handbook.

Semcac Head Start offers Center-based services. We have also developed collaborative partnerships with community programs to best serve families. No child will be denied enrollment to Head Start on the basis of disability, race, sex, creed, color or national origin.

There is no charge for Head Start Services. Yet we do ask for you to take responsibility in meeting various federal and state requirements. This helps our program keep funded. Making sure your child has excellent attendance and bringing your child up-to-date with Well Child and dental exams are just two of the ways you can help. Thanks for your assistance and involvement.

We look forward to getting to know you!

Please join us!
Parents are always welcome in the classroom.
Children love having their Parents
volunteer at the center!



CLASSROOM SERVICES

Children come to the Head Start center Monday through Thursday. The program runs from September through May. Daily sessions are 3 ½ hours each and children attend the preschool Head Start center Monday through Thursday. Centers are licensed under Rule 3 by the Minnesota Department of Human Services.

WHAT WILL MY CHILD LEARN?

Our goal is for children to grow and develop to their full potential. We want children to experience the excitement of making new discoveries and mastering new skills. Together parents and teachers work toward helping the child develop the skills necessary for success in kindergarten and beyond.

There are specific areas of development and learning for young children:

- Physical Development and Health; Small and large muscle coordination, balance, cut with scissors, hold a pencil. Self care, safety, healthy choices.
- Social & Emotional Development; Ability to get along with others, taking turns, respecting others, developing friendships. Confident, develop healthy self-esteem, deal with feelings, develop self-control.
- Approaches to Learning; Show interest and curiosity about the world, choose, start and finish activities, participate in group learning activities.
- Language Development; Understand language and use language to express ideas to others.
- Literacy Development; Interest in books, ability to get meaning and information from print, awareness that language is made from smaller pieces of sound, alphabet knowledge, understand that print has meaning, beginning writing skills.
- Math; Number and quantities, patterns, measurement, comparison, shapes
- Science; Concepts and facts about the natural and physical world, ability to observe and collect information and use it to solve problems.
- Creative Arts; Music, movement, art, drama
- Social Studies; Understand one's relationship to the family and community, taking care of the environment, understanding past, present and future and how it relates to me.

Curriculum

The pre-school years are a time of rapid physical growth, brain development, and learning about the world. Children need a variety of experiences to build skills and increase their knowledge and understanding in all areas of development and learning.

Young children learn through hands on experiences and interacting with adults and other children. Developmentally Appropriate Practice means the way we teach and the materials we use are matched to

the age, stage, and needs of children in the class. Teachers carefully plan individual and group activities that provide opportunities for learning. We use the Creative Curriculum as a framework for planning.

Teachers develop a weekly lesson plan that organizes activities and experience around a theme. Parents/Guardians can review the lesson plan at any time because it is posted in the classroom. We encourage you to suggest activities or ideas as well. A detailed Curriculum Summary/Child Care Program Plan is available from your Teacher.

Daily Schedule

Children are actively engaged throughout the day. The daily schedule is also posted at the center. A typical schedule includes:

- Group Meeting – Children practice communication skills as they express their thoughts, ideas, feelings and share. It provides an opportunity to talk about and solve problems that affect the whole group. Perhaps most important, meetings provide an opportunity for children to experience a sense of belonging to a group.
- Choice Time – Children explore the learning centers and activities. They choose what activities interest them. To keep the time organized, there are rules the children follow.
- Story Time – Literacy is a key component throughout our day. Stories are read and discussed. Props are used to help children retell stories.
- Small and Large Group Activities – Teaching staff work with children on a specific activity. It may be a game, a project for the classroom, or a hands-on investigation of an interesting topic.
- Meals – Healthy food choices, good manners, and enjoyment of sharing a meal with friends are important parts of the meal and snacks.
- Outside/Gym – Active play indoors and outdoors.

Healthy Habits

Throughout the day children are learning lifelong health habits such as hand-washing; tooth-brushing; dressing for the weather; healthy food choices; safety in the home and in the classroom; and more. We practice fire, tornado and lockdown drills in the center.

A Word about Play

Play is a child's work. It's how they learn about themselves and the world around them. Through play children learn:

- How to get along and work with others. Sharing and cooperation skills, listening to and respecting the ideas of others, coping when things don't go their way.
- How to use their muscles. Puzzles, blocks, cutting etc, develop eye-hand coordination. Running and climbing develop large muscles.
- How to use language to communicate. Solving conflicts using words. Expressing and controlling their emotions.
- How to be successful. Make decisions and solve problems. Builds self-confidence.

Attendance

- Regular attendance is necessary for your child to be successful. Poor attendance and tardiness hampers his/her ability to learn and be ready for Kindergarten. Preschool is an important step to your child's education future.
- If your child has to be absent please call your child's classroom BEFORE the start of class. Please give us the exact reason your child is missing school. Classrooms have answering machines so

you can leave a message. Meal orders and other daily scheduling depend on knowing if your child will be absent.

- PLEASE NOTIFY YOUR CHILD’S TEACHER EACH DAY YOUR CHILD WILL BE ABSENT FROM SCHOOL. For example, your child has a short term illness.
- If there will be an extended absence due to illness, family emergency, or other reasons, please notify your Teacher of your child’s expected return date. An Extended Attendance Agreement may be initiated.
- If attendance is a concern, the Teacher and/or Family Service Worker will contact you directly to determine the reason for your child’s absence. Staff will offer encouragement, services, and support to you in order to maintain regular attendance. An Attendance Agreement will be initiated which will include:
 1. What will happen to assure regular attendance, and
 2. What will happen if there continues to be irregular attendance.
 3. You and the Teacher will both sign and date the plan.
- If the Attendance Agreement is not followed, you may be dropped from the program. Other families will be given the opportunity to attend.

Children Who are Learning English as a New Language

Head Start’s goal is for every child to grow and learn to their fullest potential. As more and more immigrant and refugee families have joined our classrooms, we too are learning how best to support children who are learning English as a new language.

After Head Start, your child will be attending an English-speaking kindergarten. To help your child be ready for kindergarten, English is the language of instruction in Head Start classrooms. Your child will be practicing his/her English in school with friends and hearing English spoken by the Teacher.

We respect and honor the cultures of all Head Start families. Culture, traditions, and language are an important part of your family. They give your child a sense of belonging and help them understand how they fit in the family and community. For that reason we encourage you to teach your children your home language and use it often. Research shows that a strong foundation in the home language makes it easier for children to learn to read, write and speak English.

We invite you and your child to share things that are important to your family with the rest of the class. It could be a song, story, activity, or traditional that is meaningful to you or your family. Your teacher will let you know about opportunities to come into the classroom to share or to help in other ways.

Your teacher will be sending home activities for you and your child to work on together. This will be a good opportunity to make connections between home language and English. We look forward to sharing this learning experience with you.

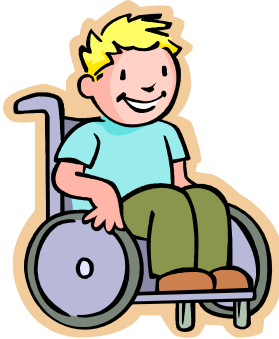
Conferences and Home Visits

Parents/Guardians and Teachers are partners working together to help children grow and learn. Family contacts are made four times throughout the year in your home and in the classroom. Your child’s Teacher and you will:

- Identify your child’s strengths and needs along with your family’s strengths and goals.
- Evaluate your child’s progress.

- Set goals and plan activities that will help your child grow.
- Review community resources and information available to help your family.

DISABILITIES/SPECIAL NEEDS



- Every effort is made to meet each child’s individual need. If your child has a diagnosed disability or special need, Head Start will work with your local school or other agencies to coordinate services.
 - If you have any concerns about your child’s development, talk to your child’s Teacher.
 - Referrals for evaluation are made based on information from developmental/sensory screenings, classroom observations, medical records/history, and Parent/Guardian comments/concerns.
 - Written parental permission must be obtained before a referral is made to a School District or any agency.
 - When the evaluation is complete, a meeting is held with Parents/Guardians, various school district staff and Head Start staff. It will be determined if your child qualifies for services from the school district (ECSE). If so, and you agree, an Individual Education Plan (IEP) will be developed.
- Head Start staff support parents through referral and the evaluation process. If you have questions at any time, contact your child’s Teacher.

HEALTH – KEEPING MY CHILD SAFE AND HEALTHY

Head Start Health Services Goals Are To:

- Help meet each child’s physical, dental, and nutritional need by identifying problems, then referring and following-up as needed. Health and safety practices are followed throughout the Head Start Program.
- Provide direction in establishing life-long healthy habits.

The following is an overview of our health services. Please also see the Health Handbook for Parents for more information.

ACCIDENTS/INJURIES/EMERGENCIES



- Each child must have an Emergency and Release Information form on file. This form gives necessary approval for emergency treatment if needed. The State of Minnesota licensing rules requires that you identify and list at least 2 other contact people other than yourself, who we can call if there is an urgent situation.
- **Please let those people know that you have listed them as a contact person and that they may be called if we cannot reach you.**
- If a child is injured at the center or on the bus, the parent will be called. If Head Start Staff are unable to reach the parent, persons on the Emergency and Release Information form are called.
- Our staff is certified in First Aid and CPR. If needed, medical professionals will be contacted and the child will be transported to a medical facility accompanied by staff.

COMMUNICABLE DISEASES

- A “Health Alert” notice will be sent home the same day that a communicable disease is reported to the site.
- Contact your Teacher within 24 hours if your child has a contagious disease.



HEALTH, DENTAL, AND DEVELOPMENTAL SCREENINGS

- Developmental and Social/Emotional screenings are completed annually to assist in the planning for your child.
- Children enrolled in Head Start need to complete a health exam or Well Child Check. It is important to get this completed as soon as possible as the state of Minnesota allows only 30 days for your child to attend Head Start without it. Dental exams are required annually and within ninety (90) days of enrollment.
- If health and dental exams are not completed as required, your child may not be able to attend until exams are complete. Please note that we request your cooperation in completing these requirements in order to keep our funding, but more importantly, because of the great benefit to your child’s long-term health.
- Head Start staff will work with you to get these exams completed by assisting with arranging appointments, transportation, etc.

ILLNESS/EXCLUSION

To prevent spreading illnesses to others, keep your child home from the center if your child has any of the following:

- A temperature of 101 F orally/100 F auxiliary (under the arm) or higher before fever reducing medication is given.
- Vomited 2 or more times in the last 24 hours.
- Diarrhea (3 or more loose stools) within 12 hours before center.
- Open and draining sores.
- Mouth sores with drooling.
- Unusual color of skin, eyes, stool or urine.
- Eyes that are draining pus.
- Undiagnosed skin rash, lice, ringworm, scabies that are untreated and contagious to others.
- A constant cough, chest discomfort, difficulty breathing, or wheezing.
- An infection, such as strep throat or impetigo, and has not completed 24 hours of medication.
- Is not able to participate in activities because of discomfort, unusual tiredness, irritability, or continual crying.
- Requires more care than the program staff can provide without compromising the health and safety of your child or the other children in their care.

When a home visit is scheduled and someone in your family is ill, it is courteous to call your child’s teacher so that the visit can be rescheduled.

If your child becomes ill at the center the following steps will be taken:

- 1) You will be notified to come and pick up your child.
- 2) If we are unable to contact you by phone, persons on the Emergency and Release Information form will be contacted to pick up your child.

- You will receive a copy of the monthly menus. You are encouraged to be a part of menu planning by offering menu suggestions.
- You are welcome to join us for mealtime. Please notify the Teacher at least one day before you will be eating a meal with us so we could place the order.
- Due to strict health and safety guidelines, all foods offered at Head Start must be purchased or provided by Head Start. No other food will be allowed for any reason.
- A consultant Dietician is available to parents and staff and will assist with growth problems and nutrition issues of enrolled families.

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. If you think you have experienced discrimination, you may file a complaint. Write: USDA, Director, Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410. – or – Call: (202) 720-5964 (Voice or RDD). USDA is an equal opportunity provider and employer.

PARENT INVOLVEMENT

Parent Involvement is the cornerstone of Head Start. Parents/Guardians are their children’s first and most important teacher. You know your child’s strengths, needs, and interests better than anyone else. Your participation is welcome and needed. Children with Parents/Guardians involved in their education are more likely to:

- Enjoy learning and school life and do better in school;
- Improve their skills and attitudes such as developing confidence in themselves;
- Become better prepared for the future.
- Have a positive attitude about school when they see their Parent/Guardian volunteering in the classroom, attending parent meetings, or involved at school in other ways.



Positive male involvement plays a key role in the child’s positive development. Examples are:

- Lower levels of disruptive behavior, acting out, depression, and telling lies;
- Obeying parents, being kind to others, and being responsible;
- Boys especially have fewer behavioral problems, while girls are happier and more confident.

Parents and teaching staff plan activities together that help children grow as individuals and as members of the class group. Your child’s Teacher will help you set age appropriate goals for your child.

Your Participation Matters

The Federal Government funds Head Start but our local communities must match 25% of the funding in volunteer hours or donations. This non-federal match is called *In-Kind*. In-Kind is a term used to describe how families and communities can help Head Start collect this non-federal share.

Ways you can be involved to help meet the In-Kind goal:

- Volunteer in the classroom.
- Participate on a field trip.
- Do educational activities with your child at home.
- Help with classroom newsletters.
- Help plan activities/field trips with teaching staff.
- Help create bulletin boards.
- Attend Parent Meetings and Family Activities.
- Participate on Policy Council (our governing board).
- Complete a parent survey.
- Mend or fix books, toys, or furniture for the classroom.



By giving your time, you show others that Head Start is a valuable resource for families and communities. Your teacher will always have an In-Kind form for you to sign. In-Kind is a very important part of the Head Start Program. Please remember to sign an In-Kind form for anything you do for the program. If we do not reach our goal, we have to return money to the federal office at a rate of \$4 to every dollar not met. Every dollar really does make a difference.



Each site has Parent Meetings and Family Fun Events:

- Share ideas, feelings, concerns, and opinions.
- Help plan activities for your child.
- Gain knowledge from special speakers.
- Share, learn, and strengthen parenting skills.
- Learn about classroom activities.
- Learn about Policy Council decisions.
- Meet other parents, make friends, and HAVE FUN!

Policy Council

Parents/Guardians with children in the program now, past Parents, and community members make up the Policy Council. Every Head Start site elects two Parents/Guardians to represent it at Policy Council. This gives Parents/Guardians the chance to take part in making decisions to better our program. Some of the work of Policy Council is to:

- Voice ideas of your local parent committee and share Policy Council information with your local parent committee.
- Have input into program design, planning and policies. For example, help determine enrollment criteria.
- Be involved in the hiring and, if needed, dismissing of staff.
- Serve as a link to the community and advocate for Semcac Head Start.

Program Quality

Parent/Guardian input is important to improve our Head Start program. Your constructive feedback is welcome at any time, however, there are three times during the program year when we ask you:

- For menu ideas in November.
- All families are given a simple survey in the spring of the year and are asked to rate the program by your own experiences.
- The program completes a full “self-assessment” in spring. Teams are formed of Policy Council members, Semcac Board, staff and community representatives. It is an opportunity to learn new skills and help the program improve.

“WHAT ELSE DO I NEED TO KNOW?”

BACKGROUND STUDY CHECKS

A background study check is completed on a person who is employed, volunteers on a regular basis, and/or has direct contact with the children in the program.

BEHAVIOR GUIDANCE POLICY

In accordance with Minnesota Department of Human Services Licensing Rules, staff uses positive methods of discipline which encourage self-control, self-direction, self-esteem, and cooperation. In the event of a child’s inappropriate behavior, these positive methods include:

- Redirecting the child to another activity.
- Giving the child a choice of activities.
- Working with the child on a one-to-one basis.
- Providing immediate, age appropriate consequences.

Behavior that is harmful or could cause injury to self or others will not be tolerated. Such behavior will be dealt with immediately and in an appropriate manner. The Teacher will contact the Parent/Guardian to share information and concern. Together, Parents/Guardians and Teacher will plan methods to deal with the behavior and to help the child develop self-control.

Staff is prohibited from using discipline such as:

- Subjecting a child to corporal punishment, which includes rough handling, shoving, hair pulling, ear pulling, shaking, slapping, spanking, etc.
- Subjecting a child to emotional abuse which includes name calling, ostracism, shaming, making derogatory remarks about the child or the child’s family, and using communication (yelling, sarcasm, ignoring and silence, etc.) that threatens, humiliates, or frightens the child.
- Punishment for lapses in toilet habits.
- Withholding food, light, warmth, clothing or medical care.
- Using mechanical restraints, such as tying.

If you believe staff is using inappropriate discipline, please bring it to the attention of the County Coordinator for your site.

CENTER CLOSING will happen when:

- Local school system closes due to bad weather.
- Hazardous road conditions.
- Outdoor temperature falls below a safe level for young children.
- Unusual circumstances: fire, flood, heat failure, no water, etc.
- Insufficient number of staff.



Sites may start late for similar reasons.

Listen to your local radio and/or television station for updates.

CONFIDENTIALITY

All staff and volunteers sign a confidentiality and ethics statement in order to insure that confidentiality is maintained for all children and families. Information about your child or family cannot be given out to anyone unless we have received your written permission, a court order, or child protection is involved. Please do not ask staff or volunteers about other Head Start children or families. By law, staff is prevented from sharing information to protect all families and staff.

DRESSING FOR HEAD START



- Your child's day includes active and sometimes messy play. Please dress him/her in comfortable and easy to clean clothes.
- Children need to be dressed to play outside including jackets, boots, mittens and hats when the weather is cold. Because outdoor play is important, the children will go outside in temperatures down to 0 degrees.
- Head Start promotes the physical development of children with activities like running, climbing, jumping, hopping on one foot and skipping. For your child's safety he/she needs to wear a full tie-up shoe like a tennis shoe or one that closes with Velcro. No sandals, flip flops, open toed shoes, dress shoes or high heels are permitted.
- Please send an extra change of clothing to be kept at the center.

EMERGENCY PLAN OF ACTION

Emergency plans are posted in each classroom. Each classroom has a First Aid Kit, Fire Extinguishers, and Emergency Exits. Please take note of these items when you are in the classroom. Emergency drills are routinely conducted.

END OF YEAR EVENTS

The end-of-year event is an opportunity to recognize and celebrate the time children and families have spent in Head Start. Celebrations might include a family get together at the park or something that everyone can enjoy. Events are planned locally by parent groups and teaching staff.

FIELD TRIPS

Field trips are planned for children to have a chance to learn about the community. Teachers will send out slips in advance for you to sign giving permission for your child to participate in field trips.

HOLIDAYS/BIRTHDAYS

We recognize that holidays and celebrations play an important part in the lives of children and families. Classrooms will recognize holidays and events that are agreed upon by staff and parents in individual centers.

Families recognize birthdays in different ways. Our policy is that birthdays are acknowledged as a special day for each child. Teachers plan specific activities/privileges for the birthday child. "Birthday parties" will not be held in Head Start classrooms. Please do not send birthday treats.

INDIVIDUAL CHILD/FAMILY FILES

Every child will have an individual file containing information regarding the child. All children's files will be kept confidential, in a locked file. These files are open only to:

- Head Start administrative and teaching staff,
- Federal or state program staff, including Department of Human Services Licensing,
- Child's parent(s)/legal guardians,
- Individuals with Child Protection Court Order

Parents/Guardians must sign a release giving Head Start permission to forward records to other agencies, persons or appropriate school district.

INSURANCE COVERAGE OF CHILDREN

Head Start has insurance, which covers your child if there is an accident/injury while on the bus, in the classroom or while participating in any Head Start activity.

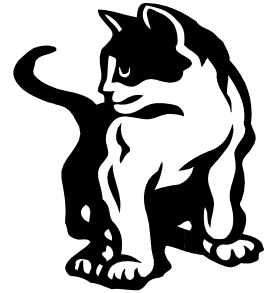
NO SMOKING



To ensure a healthy environment for your child, our staff and visitors, all Head Start facilities are smoke free. This includes classrooms, offices, meeting rooms, and outdoor play areas. Smoking is not allowed in agency vehicles nor during field trips. It is respectful if you refrain from smoking when Head Start staff visit your home.

PETS IN THE CENTER

- Before bringing a pet to the center, the Teacher must approve the visit. This gives the teaching staff an opportunity to notify other Parents/Guardians and confirm that all approve.
- Be sure to tell your Teacher if your child has an allergy to pets or a strong fear of animals.



PERMISSION FOR RESEARCH AND PUBLIC RELATIONS

- Written permission must be obtained from a Parent/Guardian before a child is involved in any research project. The permission form will be kept in the child's file at the center.
- Parents/Guardians must give permission for children to be involved in public relations or media coverage. Permission for public relations materials that promote the Head Start program such as photos used for display boards, brochures, etc. is granted through completion of the Statement of Understanding. Permission for media coverage of special events will be requested separately if/when needed.

PROBLEM SOLVING

Most problems are solved through talking and finding out all the facts. Should a problem arise, please:

- Call or stop by the center to set up a time to discuss your concerns with your child's Teacher. She/he will make every effort to resolve your concerns according to our Problem Solving procedure. You will receive a copy of this procedure when you meet to discuss your concern.
- If this does not resolve your concerns, contact the County Coordinator for the site.
- Possible violations of Minnesota Statutes or Rules that govern our facilities could be reported by calling the Department of Human Services, Licensing Division at 651-296-3971.

Please remember that staff will not discuss a child when the child or other children are present.

RELEASING A CHILD

- A child will only be released to his/her Parent(s)/Guardian(s) or to those persons who are listed on the Emergency and Release Information form. We must have a minimum of two people for contacts other than the Parent/Guardian.
- Staff must see the Parent/Guardian or the designated, responsible person before releasing the child.
- In the event of an emergency, Parent(s)/Guardian(s) must provide **written permission**, ahead of time, if the child is to be released to a person not listed on the Emergency and Release Information

form. Written documentation must include the date, child's name, parent's name and signature, and a brief description of the responsible person the child is to be released to.

- The Teacher will request **identification** before releasing the child to anyone they have not met before.
- To ensure the safety of the children, we will not release children to persons behaving in a way that poses a risk to the children or to the facility. The appropriate agency will be called if this situation arises.
- Head Start staff will not release the Head Start child to siblings if they are younger than 11 years of age.

REPORTING MALTREATMENT OF MINORS - CHILD ABUSE AND NEGLECT

- Any person may voluntarily report abuse or neglect.
- If you know or suspect that a child is in immediate danger, call 9-1-1.
- Semcac Head Start staff is mandated by Minnesota law to report any suspected child abuse or neglect. If they know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years, they must immediately (within 24 hours) make a report to an outside agency.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility such as Semcac Head Start should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at 1-651-297-4123.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency or local law enforcement. County contact numbers:

Dodge County Human Services:	507/635-6170
Fillmore County Social Services:	507/765-3304
Houston County Human Services:	507/725-5811
Mower County Human Services:	507/437-9700
Steele County Human Services:	507/444-7500
Winona County Human Services:	507/457-6200

SEX OFFENDERS

- Semcac Head Start does not allow convicted sex offenders to volunteer in our classrooms. This policy applies to Head Start parents who are convicted sex offenders.
- Head Start parents who are convicted sex offenders will not be allowed to come into our centers or have any contact with other children. If the parent needs to pick up her/his child, they would be allowed to do so in the parking area only.
- Volunteers are never left alone in the classroom, unsupervised with children.
- Volunteers (other than family members) must complete an application process. A background check will be completed on regular volunteers prior to service.

