

East Missouri Action Agency, Inc. Head Start
NON-EMAA STAFF ORIENTATION: VOLUNTEERS & THOSE WORKING WITH CHILDREN WITH SPECIAL NEEDS

CLASSROOM-Anyone who volunteers in the classroom <input type="checkbox"/> “Promoting Literacy at Head Start” (handout) <input type="checkbox"/> “Ways to change your child’s behavior (and your own)” (handout) <input type="checkbox"/> “The Basics of Creative Curriculum” (handout) <input type="checkbox"/> Code of Conduct Agreement – signed and attached to this form. <input type="checkbox"/> DISABILITIES PERSONNEL: “Orientation....Special Needs”	GENERAL-Volunteers who work over 8 hours/week or are part of adult:child staff ratio <input type="checkbox"/> Volunteer Handbook (give handout to regular volunteers) <input type="checkbox"/> Physical, T.B., child abuse and criminal record check on file	KITCHEN <input type="checkbox"/> Mealtime poster <input type="checkbox"/> Hepatitis A shots—all kitchen volunteers
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The staff who signed below discussed all the topics, which are checked, with me. NAME OF NON-EMAA PERSON: _____
 Signature: _____ Role: _____
 Staff Signature: _____ Date: _____

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At the end of the school year, turn this form in to Training Specialist.