



Easter Seals North Georgia, Inc.

Child Development Centers

VOLUNTEER HANDBOOK
and
Policy Manual

53 Perimeter Center East
Suite 550

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Easter Seals North
Georgia
53 Perimeter Center East
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Phone (404) 943-1070
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Dear Volunteers:

It is through your compassion, devotion, and loyalty that the Head Start Program has grown to over one million volunteers.

Many of you are parents, senior citizens, and other young adults. All of you are valuable, important members of our total staff. Your contribution of in-kind services makes the Head Start Program visible in the local community.

We will strive to make your volunteer experience a meaningful one. We ask that each day you sign in indicating your arrival and departure. This will ensure that we keep accurate documentation of your hours for our records as well as your own. Your presence is appreciated and if there is anything that you may need to make your visit a rewarding one, please feel free to speak with a Center Manager at any of the locations.

Many of you are parents, senior citizens, and other young adults. All of you are valuable, important members of our total staff. Your contribution of in-kind services makes the Head Start Program visible in the local community.

Respectfully,

A handwritten signature in black ink that reads "Donna Davidson". The signature is written in a cursive, flowing style.

Donna Davidson
CEO/President

About Easter Seals North Georgia

Easter Seals North Georgia provides high-quality services to ensure that all children with disabilities, or other special needs, and their families have equal opportunities to live, learn, work and play in their communities. Each day, ESNG delivers comprehensive education and childcare to more than 3,000 children age birth to five years old with disabilities and special needs.

Children with disabilities and special needs find high quality services designed to meet their individual needs when they come to Easter Seals. We provide programs to low-income children to ensure that they have equal opportunities in their communities. Teams of therapists, teachers and other health professionals help each child overcome obstacles to independence and reach his or her personal goals. Easter Seals also includes families as active members of any therapy program, and offers the support families need.

Easter Seals North Georgia, through its varied programs, is committed to providing the highest quality education and care that enriches family life, nurtures each child's unique abilities and that ensures parent's peace of mind.

Head Start

Head Start is a federally funded child development program for low income young children and their families. Since its inception in 1965, more than 12 million children and families have benefited from Head Start's comprehensive services. The primary target population for Head Start is children between the ages of 3-5 from families living below the federal poverty line. Head Start Programs are funded by the Department of Health and Human Services directly to local community agencies.

Early Head Start

As with Head Start, Early Head Start offers children and families comprehensive child development services through center-based, home-based, and combination program options. The mission of Early Head Start (EHS) is to enhance the development of very young children, and promote healthy family functioning. EHS is an intensive, comprehensive, flexible program that is designed to reinforce and respond to the unique strengths and needs of each individual child and family

Georgia Pre-Kindergarten Program

Georgia's Pre-K Program was established in 1993 to provide Georgia's four-year-old children with high-quality preschool experiences. This unique program is funded by the Georgia Lottery for Education. With this statewide pre-kindergarten program, Georgia reaches a higher proportion of four-year-old children than any other state in the nation. The goal of every Georgia Pre-K classroom is to provide four year olds with the learning experiences they need to prepare for and succeed in kindergarten.

Volunteer Program Overview

Volunteers are critical to the success of Easter Seals Child Development Centers. The participation of volunteers has been an effective way of mobilizing community resources to strengthen our services.

Philosophy

Easter Seals Child Development volunteers can assist in a variety of ways. Each activity supports the efforts of our program to ensure that all children with and without disabilities in underserved markets of North Georgia have an opportunity to receive quality early education and care. In addition, the participation of volunteers in center activities have ensured parents and partners can proactively respond to the increasing and changing needs of the community for which we serve, regardless of resources.

Our Mission

To provide an impactful, engaging, flexible and rewarding community service experience that helps promote awareness, have a positive sustainable impact, and enhance Easter Seals North Georgia's position as a community leader in serving children with disabilities or other special needs and families.

Volunteer Defined

Volunteers can be professionals and non-professional, parents, local residents, community organizations, private businesses, senior citizens and college students. Many organizations and individuals have worked with Easter Seals Child Development Centers, such as Kiwanis Clubs, local health professionals, corporations, senior citizens, and Hands on Atlanta.

Volunteer Opportunities

Easter Seals volunteer opportunities available throughout the year. Opportunities vary from one time, reoccurring and long term depending on center needs.

Classroom Assistant

The personal relationship is the heart of Easter Seals Child Development Programs. The classroom assistant will aide with multiple duties within the classroom that may include meal preparation, help with bulletin boards, classroom activities and prepared lessons plans. The volunteer should be energetic, caring, patient, and provide loving support to our children.

Storyteller

Storytelling is a real art. The storyteller will have the ability to read to and connect with the children as they tell the story. They must be able to be creative and engage the children by making them a part of the story. This volunteer will provide additional literacy activities within the classroom. The stories you tell or read will be consistent with the current classroom curriculum and will reinforce what has already been taught.

Playground Assistant

The playground assistant provides additional supervision of the children while on the playground. The duties of the job are to monitor free play activities, maintain a safe environment, play with children, arrange outdoor games, and work with children on gross motor developmental skills. The volunteer who serves as a playground assistant needs to be physically active, patient, and have the ability to work with children.

Clerical Assistant

Easter Seals Child Development Centers receives numerous phone calls, correspondence and visitors every day. It is vital to the organization that we are accessible to the public at all times. Clerical Assistants help answer the telephone, assist with paperwork and making copies and perform other clerical duties. This volunteer must be able to file, organize, and write clear, concise messages.

Volunteer Conduct

Policy - Volunteers are to adhere to the Head Start/Early Head Start Code of Ethics.

Personal/Conduct Appearance - Personal conduct, grooming and dress of all volunteers are expected to conform to the standards of the employees of Head Start/Early Head Start. Volunteers are to conduct themselves in a businesslike, courteous manner when dealing with families, public, and other staff. Use of inappropriate language (i.e. swearing, cursing, language that is sexual in nature) is strictly prohibited.

Corporal Punishment/Discipline-When disciplining a child it should be gently guided. Appropriate behavior should be encouraged through positive guidance, positive reinforcement, and positive redirection, whenever possible. Volunteers experiencing concerns with child behavior should direct any problems to the teacher in the classroom or the supervisor assigned to them, or Center Manager. At no time is physical punishment or punishment related to food, naps, playtime, or use of bathrooms allowed. Timeouts are used only when a child is hurting him/her self or others. *ESNG policy states... the use of corporal punishment, total or extended isolation as a disciplinary measure, or the verbal threat of such punishments, is strictly forbidden.* Corporal punishment is defined as the use of physical force as a discipline measure. This includes, but is not limited to, spanking, slapping, pulling of hair, etc.

Confidentiality- Volunteers are expected to adhere to the ESNG established policy on confidentiality and may be required to complete a Confidentiality Agreement.

Responsibility -Volunteers are expected to exercise proper care when using materials and equipment.

Telephone Usage - The agency telephones is to be limited in both number and duration of the calls. Cell phone usage should be limited to emergencies only and not while in the classroom or playground when volunteering.

Use of Controlled Substances - No volunteer shall be under the influence of any alcoholic beverage or controlled substance at any time while volunteering.

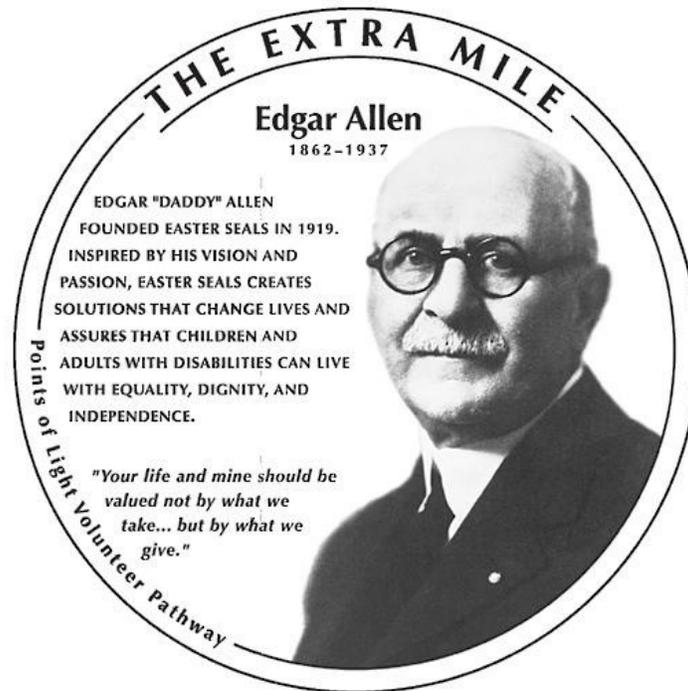
Parking - There are no designated parking spaces at any of our sites for volunteers. Volunteers will park in any available non-handicapped parking space.

Volunteers Supervision - Volunteer supervision will be based on the volunteer assignment. Overall supervision will be the responsibility of the Center Manager. No volunteer will be ever left with the total responsibility of a task without staff assistance.

TB Test - Individuals that volunteer services consistently, defined as 20 or more volunteer hours weekly, must have a TB test. The fee for the TB test will be paid by Easter Seals North Georgia.

History of Child Abuse- ESNG is concerned with the health and safety of our children. As such, volunteers may be required to undergo a screen for a history of child abuse and/or neglect. *It is the policy of ESNG that all volunteers must be free from conviction for child abuse and neglect.*

*It is best summed up by our Founder:
"Your life and mine should be valued not by what we take...but by
what we give."*



Easter Seals Child Development Centers exists because of people like you and we cannot thank you enough for all that you do. You can generate the kind of community support that Head Start, Early Head Start and Georgia Pre-K needs. It is vital that we keep an accurate account of the number of hours that you volunteer at our centers. In order to do this accurately it is imperative that you sign in when you enter the building and when you leave. Please record the number of hours that you volunteered for that day. It may be useful to you that you also keep a record of your volunteer hours. There should be logs in every center for you to do this. Only the services that are properly recorded can be credited when the final accounting is made. Once again, thank you for all that you do to ensure a future for "our" children.

Volunteer Application

Name: (Miss/Ms/Mrs/Mr) _____

Current Address: _____ Apt/Unit # _____

City: _____ State: _____

Zip: _____

Home Phone: _____ Cell Phone: _____

Are you currently employed Yes ___ No ___ Where: _____

Experience: _____

Have you ever been convicted of a felony? Yes ___ No ___ If yes, please explain: _____

Have you had prior volunteer experience? Yes ___ No ___ If so Where? : _____

Skills, Interests, and Hobbies: _____

School, if currently enrolled: _____

Highest Level of Education: _____

Do you speak another language besides English? yes ___ No ___ Language(s): _____

Emergency Contact: _____ Phone No: _____

Relationship _____

I would like to help with the following:

Classroom Assistant ___ Field Trip Asst. ___ Kitchen Asst. _____

Reading Helper ___ Playground Asst. _____ Group Activity _____

Clerical Asst. _____ Custodial/Groundskeeper _____ Other _____

Do you have any physical limitations? Yes ___ No _____

If Yes, please explain: _____

Days/Hours of Availability:

Mon.	Tues.	Wed.	Thurs.	Fri
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Statement of Volunteer Rights

- The right to be treated with respect
- The to have the same working conditions as staff doing similar tasks
- The right to receive feedback on the quality of work, including opportunities for improvement
- The right to participate in training that will enhance job performance and personal development
- The right to be kept informed about program activities and calendar changes
- The right to receive recognition for contributions to the program on an ongoing basis
- The right to state grievances in an appropriate forum
- The right to be given meaningful work

Statement of Volunteer Responsibilities

- The responsibility to arrive on time, report absences , and perform assigned tasks
- The responsibility to accept and advocate for program goals and aims, particularly for children
- The responsibility to respect children, staff and family member confidentiality
- The responsibility to adhere to program policies and procedures
- The responsibility to make constructive suggestions for improvement

By my signature, I acknowledge receipt of the Volunteer Handbook. Furthermore, undersigned acknowledges having read and fully understood the Policies and Procedures, Standards of Conduct, as outlined in the handbook. I agree to fully adhere to expectations set forth as a volunteer with Easter Seals North Georgia. I agree to be photographed or video tapped for use in Easter Seals North Georgia communications, marketing and social media.

Signed this _____ day of _____, 20____

Signature: _____

Witness: _____ Date: _____

Easter Seals North Georgia Child Development Center Locations (Atlanta Area)

Brookvalley

1146 Sheridan Road
Atlanta, GA 30324
Phone: (404) 633-6083
Hours: 7:00 am - 2:00 pm

Guice

1485 Woodland Avenue
Atlanta, GA 30316
Phone: (404) 622-1569
Hours: 7:00 am - 2:00 pm

Mansell

80 Mansell Court, East
Roswell, GA 30076
Phone: (678) 585-9100
Hours: 7:00 am - 2:00 pm

Sylvan Hills

1757 Melrose Drive, SW
Atlanta, GA 30310
Phone: (404) 758-7774
Hours: 7:00 am - 2:00 pm

Premier Academy

399 Macedonia Road
Atlanta, GA 30354
(404) 675-9301
Hours: 7:00 am - 2:00 pm

Warsaw

1240 Warsaw Road
Roswell, GA 30076
(770) 643-7999
Serving children 6 weeks-3yrs

Easter Seals North Georgia Child Development Center Locations (N/E Locations)

Barrow County

75 Maynard Street
Winder, Ga. 30680
(770) 867-6167
Hours: 8:00am-2:30pm

Gwinnett County

4335 Steve Reynolds Blvd
Norcross, Ga. 30093
(770) 674-5513 | (770) 864-5338
Hours: 8:00am-2:30pm

Jackson County

215 General Jackson Drive
Jefferson, Ga. 30549
(706) 367-7257
Hours: 7:00am-2:00pm

Madison County

85 Rock Quarry Road
Danielsville, Ga. 30633
(706) 795-2092
Hours: 7:00am-2:00pm

Oconee County

130 East Thompson Street
Bogart, Ga. 30622
(770) 725-1574
Hours: 7:00am-2:00pm

Walton County

832 Ga. Highway 11 South
Monroe, Ga. 30655
(770) 267-7107
Hours: 8:00am-2:30pm

