Head Start Orientation

Volunteer Record Form:
- Located in the Skills Center closet or on the table by the closet.
- Sign in & out each time you are at HS, even if you are just reviewing a client’s chart, looking at big books, or attending orientation.

Classroom Sign In & Out:
- Clipboard/folder located in each classroom near the door
- Sign the child in or out each time you pick up a child or return them to their classroom. If the child is on the playground, then check with the child’s teacher on the playground for the sign in/out sheet. She will have the clipboard with her.

Paperwork:
- **Lesson Plans** – include both days T/R
  - You will have weekly goals
  - You will have T/R activities
  - Provide your supervisor with a copy of your lesson plan each day
  - If you need to make adjustments to your lesson plan for R, then make the adjustments and give an adjusted copy to your supervisor.
  - Provide a copy of your lesson plan to your client’s teacher each day. Have only that child’s name visible.
  - If you have more than one client, include all of your client’s for that session on one lesson plan. Some of your goals will be individual and some will be for the group.

Picking-up and Returning a client to his/her classroom:
- Sign the client in and out everyday.
- Make sure the teacher knows you are taking a child to the Skills Center or the Eagle’s Nest for therapy or returning a child to his/her classroom. Tell the teacher verbally to make sure she knows what you are doing. **Do not take a child without the teachers’ knowledge.**
- Hold the child’s hand and keep him/her very close to you while
you are transporting them to the Skills Center or the Eagle’s nest.

- “NO RUNNING FEET, USE WALKING FEET.”
- Give the teacher a copy of your client’s lesson plan each day. Only have visible the child’s name that is in that classroom. Mark out the other children’s names according to the class they are in.
  
  Double check that you are picking up the correct client on your first day. Ask him/her his first and last name to verify. When you pick up the client request him/her by using his/her first and last name. Ex. There were three Jamarian’s one year.

Location for therapy:
- Skills Center - Building 6
- Alternate Sites:
  - DeBardelaben – parent education room /building 7/8
  - Durham – (eagle’s nest) Literacy Building

Set-up and Clean-up:
- Skills Center set-up begins as soon as Big Group is done.
- First session’s clinicians are responsible for the initial set-up and the last session’s clinicians are responsible for clean-up (i.e. putting the tables, chairs, and dividers back in their original places)
- Each clinician is responsible for wiping down the tables and chairs with Chlorox wipes after each session.
- Use hand cleaner between sessions when you cannot wash your hands. Always wash your hands with soap and water after you have completed your sessions, even if you have used hand cleaner. You will stay healthier as well as your clients.

Taking a child to the bathroom:
- Take the client to the restroom in the skills center when they need to go. If it is becoming a habit that they need to go in the middle of every session, take the client to the bathroom before each session.
- Have the child wash his hands after he/she uses the restroom.
If a client has an accident, be kind and reassuring and take the child back to his teacher.

Client Absence:
- Tell your supervisor.
- You may be asked to see a client from another session so that child can receive one on one therapy and you can still receive hours.

Clinician Absence:
- If you are going to be absent, follow the procedure below:

  PREDICTABLE ABSENCE (one that is known ahead of time/planned):
  - Fill out an *Absence from Clinical Practicum form*.
  - Take the form to your supervisor to request permission to be absent and receive his or her signature.
  - After your absence, place the original of the form with attached documentation in Mrs. Richardson’s box and a copy in your supervisor’s.

  UNPREDICTABLE ABSENCE (illness, family emergency, death of immediate family member):
  * Contact your supervisor & the clinical secretary to inform them of your absence.
  * Fill out the *Absence from Clinical Practicum Form*.
  * Take the form to your supervisor for his or her signature and attach the appropriate documentation (doctor’s note, funeral bulletin, etc.)
  * Give the original to Mrs. Richardson and a copy to your supervisor
  * Appropriate documentation will be checked at the end of the semester and considered when determining your clinic grade.

Fire Drills:
- You must respond to the fire drill!!!!! You can not hide.
- Take the client(s) and go out of the skills center and gather at the flag pole.
- If you are with a class, follow the class.
Resource Closet:
- There are two resource closets with materials. (see map)
- You may use toys and materials from these closets, but you must get them before your session and return them that day. You can not take these materials home with you or hide them in the skills center closet.
- You may use the copy machine for therapy purposes only.

Skills Center Closet:
- Chlorox wipes, hand cleaner, gloves, tongue depressors, some Weber cards, & big books are located there.
- Please notify your supervisor if any of these supplies are low or missing.

Conducting Therapy:
- BE ORGANIZED! If you need to group your activities in big Ziploc bags or regular bags, do it. Find what works for you, but do not waste the client’s therapy time looking for your activity. Find what works for you and use it.
- Do not start to go get your client at the assigned time to begin your session. You will have wasted the first 5 minutes picking up your child. Be sure to arrive early and plan to pick up your child before his/her session starts so you will be able to conduct a full 30 minute session.
- START THERAPY ON TIME!!! You may start your session as soon as there is a supervisor on the Head Start campus even if the supervisor present is not your assigned supervisor.

What to do each day:
1. Give a copy of your lesson plan to your supervisor each day.
2. Give a copy of your lesson plan to the client’s teacher each day. Be sure to only have the child’s name that is in that classroom visible.
3. Sign your client in and out of their classroom each day.
4. Sign your name in and out on the volunteer record sheet in the Skills Center or the Eagle’s Nest each time you are at Head Start.

**Remember since time is short between sessions, be considerate of the clinician that comes after you. Clear your table before you take your
client back to their classroom so the next clinician can set up and start.

** I know this is difficult to do, but keep organized and you will get the
hang of it. It is great preparation for “real world” therapy when you
have client after client all day long. Think positively!!

** Have your Head Start map and client classroom locations with you.
Do not depend on your supervisor to have this information. Be
prepared and know your client. This information should be on your
lesson plan already.

**BE FLEXIBLE AT ALL TIMES. This is necessary for all settings,
but especially with children and at a school setting.

Thank you for your hard work. I know we will have a great semester!!!