



2008 East 12th Street, Kansas City, MO 64127 | 816.994.5400 | earlystartkc.org

Volunteer Policies and Procedures

EarlystART is committed to protecting the safety, security, and health of our students, families, and employees. Our licensing standards require policies and procedures to guide our work in full compliance. This extends to our valuable volunteers who help us fulfill our mission. Thank you for reviewing and complying with the following policies and procedures at EarlystART.

Before applying as a Volunteer, please review the policies and procedures below. Please reach out to EarlystART if we can answer any questions or concerns. Thank you for your interest!

All Volunteers at EarlystART are required to:

- **Complete a background screening** as a condition of service. This includes completion of the Family Care Safety Registry (FCSR).

We ask that volunteers pay the nominal cost involved, as EarlystART is unable to cover this cost

- **Sign required documents:**
 - Standards of Conduct
 - Confidentiality Agreement
 - Media Release (optional) Recurring/Long Term Volunteers (20 or more hours per month):
 - Recurring Volunteers who serve 20 hours or more per month have more rigorous protocols. This includes:
- Complete a TB Test and Physical. (we can accept if within the last 12 months)
- Complete a criminal background check.
 - FCSR (Family Care Safety Registry)
 - MACHS Fingerprint
 - Eligibility Letter
 - Creation of MOPID Number



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- Volunteers who serve during naptime must follow MO Licensing Regulations which include training in:
 - ABC's of Safe Sleep
 - Child Abuse and Neglect
 - Early Childhood Social and Emotional Health

EarlyStart can guide volunteers in completing this process.

- Volunteers must wear their ID badge at all times. Volunteer badges should be picked up and returned to the front desk upon arrival and completion of your service.

COVID Regulations:

Effective March 1, 2022, all volunteers must be vaccinated or have an approved exemption on file for long term service. Proof of documentation for complete vaccine is required

Exemptions for not being fully vaccinated include:

- Medically recognized conditions for which vaccines are contraindicated (as a reasonable accommodation under the Americans with Disabilities Act (ADA))
 - Must complete a request form from Human Resources
 - Documentation required.
- Religious - Sincerely held religious beliefs, observances, or practices (established under Title VII of the Civil Rights Act of 1964).
 - Request form from HR.
 - Documentation required.



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Mask Requirements

To prevent the spread of the COVID virus, facial masks must be worn at all times (nose and mouth covered) except when working outdoors, including on the playground, while eating, or if alone in an office.

If you begin experiencing symptoms, please stay home, and contact your volunteer coordinator for more instructions.

COVID virus symptoms include but are not limited to:

- Fever of 100.4 degrees or higher
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Regardless of illness, you must be free of fever for (without fever reducing medicine) 24 hours.

***The full cooperation of our valued volunteers is required and much appreciated.
Thank you for your service to EarlyStart.***