



2008 East 12th Street, Kansas City, MO 64127 – 816.994.5400 - www.earlystartkc.org

Volunteer Policy and Procedure

All EarlystART volunteers must follow the procedures set forth in order to comply with all licensing standards. EarlystART is committed to protecting our employees, students, and families' safety, security, and health. Therefore, we require background screenings to be completed as a condition of service.

Visitors: (One day/rotating)

- Hall Pass at front desk
 - All visitors need to have a valid photo identification every time they enter a facility
- Sign required documents:
 - Standards of Conduct
 - Confidentiality
 - Sign media release (optional)
- Must wear visitor badge at all times (Volunteer badges will be kept at the front desk. They will not open any doors.)

Visitors/Volunteers working with children: (One day)

- Hall Pass at front desk
 - All visitors need to have a valid photo identification every time they enter a facility
- Complete an FCSR (Family Care Safety Register)
 - EarlystART does not cover this cost
- Review EarlystART's mission, vision and mantra
- Sign required documents:
 - Standards of Conduct
 - Confidentiality
 - Sign media release (optional)
- Must wear visitor badge at all times (Volunteer badges will be kept at the front desk. They will not open any doors.)

Recurring/Long-Term Volunteers (16 or more hours per month)

- Hall Pass at front desk
 - All visitors need to have a valid photo identification every time they enter a facility
- Complete an FCSR (Family Care Safety Register)
 - EarlystART does not cover this cost
- Complete a criminal background check
 - MACHS Fingerprint
 - Eligibility Letter
 - Creation of MOPID Number
- Participate in our program orientation
 - Review EarlystART's mission, vision, and policies
 - Complete required training videos
- Sign required documents:
 - Standards of Conduct



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- Confidentiality
- Sign media release (optional)
- Complete a TB Test and Physical (we can accept if less than 12 months old)
- Volunteers that are used in naptime ratio must follow MO Licensing Regulations.
 - ABC's of Safe Sleep
 - Child Abuse and Neglect
 - Early Childhood Social and Emotional Health
- Must wear a volunteer badge at all times (Volunteer badges will be kept at the front desk. They will not open any doors.)

Please note the following: Volunteers will never be counted in ratio with children or left alone without a staff member present.



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HR Volunteer Procedure

- All new volunteers should be introduced to HR as soon as possible for processing.
 - Please include:
 - Full Name
 - Email
 - Phone Number
 - Type of Service
 - Length of Service
 - Center Location
 - Anticipated Start Date
- New volunteers should follow the new hire orientation calendar for start dates.
 - 2-weeks is required to process all paperwork for long term volunteer assignments.
 - 1-week is required to process all paperwork for short term volunteer assignments.
- Introduction and background screening information will be provided by HR.
- After the FCSR and Fingerprints are back a request for the state's eligibility letter must be submitted. This has to be submitted a minimum of 5 days before the start date.
- When all screenings are complete, send out a "Welcome" email that includes info for their orientation day.
- All background screenings must be completed before the volunteer's first day or they cannot start.

Orientation Day Schedule (Recurring/Long Term Volunteers)

- 10:00 am - 11:30 am
 - Review all policies and procedures
- 11:30 am - 12:00 pm
 - Collect Documentation
- 12:00 pm - 1:00 pm
 - Lunch break
- 1:00 pm - 4:00 pm
 - Complete Training Videos

Orientation will follow the New Hire Onboarding Calendar.