



### **Parent Involvement Policy: Preschool, Pre-K, & Kindergarten**

If you want to be involved in your child's school experiences, we welcome volunteers in our center. **Smart Start ELC will communicate pre-planned opportunities that would have you working directly with children, and a background check form will need to be completed, submitted, and cleared prior to being inside the classroom. Please allow two-week's processing time for your background check.** Additionally, our classrooms and planned activities cannot accommodate siblings; therefore, if applicable, other children who are normally in your care need to have other care arrangements when you have prearranged with the classroom teacher to volunteer. It is of utmost importance to us to provide an environment that facilitates a level of comfort for both children and parents.

#### **Some ways for you to get involved in your child's school experiences:**

- **Class Parties, Chair or Helper:** Be in charge of a class party in your child's class. A helper assists the chair in anything needed for planning, organizing, or gathering supplies. You are also welcome to volunteer in class on party days. If you are interested, please see your monthly calendar for the next scheduled PTO meeting and plan to attend. **Background check mandatory.**
- **Community Visitors:** We will periodically bring in community visitors to share with our children about their jobs. Please let our staff know if you, or someone you know, wants to come in and visit our children on these special days. We do not leave the premises for any field trips, so community visitors are our way of bringing the community to our children.
- **Fall & Spring Fundraisers:** Be on a committee to plan, organize, execute an area of this event, or volunteer for set-up or clean up. If you are interested, please see your monthly calendar for the next scheduled PTO meeting and plan to attend.

**Please keep this paper for your reference.** If you would like to volunteer directly with students, please complete a background check form and return (enclosed in an envelope to "Smart Start") to the black, locked mailbox for processing. Each background check is at a cost of \$9.00. **Smart Start ELC will pay for one background check per family.** If there are additional people in your child's family who also want to submit a background check, please enclose \$9.00 cash or check payable to Smart Start ELC along with each additional **Background Investigation Consent form submitted.** Thank you.