

Big Sandy Area C.A.P., Inc. – HEAD START  
Program Policies and Procedures

## **Family Services Monthly Report**

POLICY:

Staff will generate a monthly report of services provided to Head Start families.

*This policy relates to Head Start Performance Standards 45 CFR Part 1301.3, 1302.51*

PROCEDURE:

1. A monthly report, which documents volunteer hours, parent involvement activities, family home projects, attendance and enrollment, will be completed by the Family Advocate for each assigned classroom or group of children.
2. The report will be completed in cooperation with other direct services staff.
3. Once completed, the Family Services Monthly Report will be submitted to the Grantee Family Services Manager, no later than the fifth working day of the month, who will compile and analyze the information for areas of concern.
4. Family services statistical information will be reported to the Program Director and Policy Council each month.

*Approved by the Policy Council August, 2018*