

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

SUBJECT:

**Communication/ Information Systems
For Staff**

POLICY:

Regular communication occurs among all program staff to facilitate quality outcomes for children and families.

- *This policy relates to [Head Start Performance Standards 45 CFR Part 1304.51](#)*

PROCEDURE:

1. Most central office staff meets each morning in the Head Start office where urgent items are discussed and distributed daily.
2. Director's/Management meetings are held monthly or more frequently if needed.
3. Administrative secretary receives and distributes mail, memos and other items daily.
4. Interoffice memos and/or e-mail are used to inform staff of program issues, meetings, training events, etc.
5. The grantee office will maintain a webpage with information and downloadable forms in each service area to be used by delegate staff. The webpage will also serve as a tool for grantee and delegate staff to post comments, questions, information, etc. regarding Head Start related topics.
6. Urgent announcements and bulletins will be posted on the opening page of the COPA online database software and/or sent via e-mail and phone calls.