

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

SUBJECT:

**Communication/ Information Sharing
with the Governing Body and Policy Groups**

POLICY:

The program ensures that information is provided regularly to the grantee and delegate agencies governing body, Policy Council and/or Policy Committee members.

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

PROCEDURE:

1. The program insures information such as procedures and time tables for program planning, policies, guidelines, and other communications, program and financial reports, program plans, policies and procedures and the Head Start grant is provided on a regular basis to the agencies Board of Directors and members of the Policy Council and Policy Committees.
 - > Unit Managers, Coordinators and Family Service workers collect information for the Head Start Directors prior to Policy Council, Policy Committee and Board meetings.
 - > Written reports are given to the group.
 - > Meeting notices, agendas and previous minutes are mailed prior to meeting.
 - > Newsletters are distributed quarterly.
 - > Other items are distributed as necessary.

Approved by the Policy Council October, 2007