

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 1301.2, 1301.3, 1302.101*

PROCEDURE:

1. The program ensures 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.
2. Service Managers, Coordinators and Family Advocates collect information for the Head Start Directors prior to Policy Council, Policy Committee and Board meetings.
3. The Grantee Director gives a written report to the Policy Council and Board of Directors on a monthly basis. In addition, each group is given a monthly statistical report that identifies information such as child enrollment, attendance, meals, parent volunteer hours, parent meeting attendance, etc.
4. Meeting notices, agendas and previous minutes are mailed prior to meetings.
5. Newsletters are distributed throughout the school year.
6. Other items are distributed as necessary.

7. The Policy Council as well as each Policy Committee meets on a monthly basis.
8. The Governing Board for BSACAP meets bi-monthly