

## **BIG SANDY HEAD START PROGRAM MANAGEMENT PROCEDURES**

### **A. Program Planning**

1. Big Sandy Head Start program and delegate agencies will implement a systematic, ongoing process of program planning which includes consultation with the Board of Directors, Policy Council(Committee), program staff, parents and children in our service area. Program planning shall include:
  - a. Head Start will conduct a Community Assessment within the five (5) county areas once every three years.
  - b. The formulation of both multi-year (long-range) program goals, short-term goals and financial objectives which address the findings of the community assessment, be consistent with the philosophy of the Big Sandy Head Start program and reflect the findings of the program's annual self-assessment.
  - c. The development of written plans for implementing services in each program area.
  - d. All written plans for implementing services, and the progress in meeting them, shall be written with input from staff, reviewed and approved by the Policy Council or Policy Committee at least annually, and shall be revised and updated as needed.

### **B. Communications System - General**

1. Big Sandy Head Start program and delegate agencies will establish and implement communication systems to ensure that timely and accurate information is provided to parents, Policy groups, staff and the general community.

### **C. Communication with Families**

1. Big Sandy Head Start program and delegate agencies will ensure that effective two-way, comprehensive communications between staff and parents are carried out on a regular basis throughout the program year.
2. Communications with parents shall be carried out in the parent's primary or preferred language or through an interpreter, to the extent feasible.

**D. Communication with Governing Bodies and Policy Groups**

1. The program will ensure that the following information is provided regularly to the agency Board of Directors and to members of our Policy Council (Committee).
  - a. Procedures and timetables for program planning;
  - b. Policies, guidelines, and other communications from Big Sandy Head Start program and delegate agencies;
  - c. Program and financial reports;
  - d. Program plans, polices, procedures and Head Start grant applications.

**E. Communications Among Staff**

1. The grantee and delegate agencies shall have mechanisms for regular communication among all program staff to facilitate quality outcomes for children and families.

**F. Record-Keeping Systems**

1. Big Sandy Head Start program and delegate agencies will establish and maintain efficient and effective record keeping systems to provide accurate and timely information regarding children, families and staff. The program will ensure appropriate confidentiality of this information.

**G. Reporting System**

1. The grantee and delegate agencies will establish and maintain efficient reporting systems which:
  - a. Generate periodic reports of financial status and program operations in order to control program quality, maintain program accountability and advise governing bodies, policy groups, and staff of program progress.
  - b. Generate official reports for federal, state and local authorities, as required by applicable law.

**H. Program Self-Assessment and Monitoring**

1. Once each program year, with the consultation and participation of Policy Council (Committee) and other community members, the Big

Sandy Head Start and delegate agencies will conduct a self-assessment of their effectiveness and progress in meeting program goals and objectives and in implementing federal regulations.

2. The grantee and delegate agencies will establish and implement procedures for the ongoing monitoring of their own Head Start operation to ensure that these operations effectively implement Head Start regulations.
3. The program will inform Policy Council (Committee) and the Board of Directors of results (positive or negative) in the program's operations that are identified in the monitoring review. The Council (Committee) will help develop plans, including time tables, for addressing identified problems.

*Approved by the Policy Council October, 2007*