

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

SUBJECT:

## Program Planning

POLICY:

The grantee and delegate agencies develop and implement a systematic on-going process of planning that includes consultation with the program's governing body, policy groups, parents, program staff and community organizations that serve Head Start or other low-income children and families.

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

PROCEDURE:

1. The program will conduct a Community Assessment within the Big Sandy service area once every three years with a review in each of the following years to determine any significant change. The collection of data about community strengths, needs and resources will be used to make decisions about the way the agency will respond through its program and services. (See Community Assessment policy)
2. The grantee and each delegate agency will perform an annual program evaluation/self-assessment process to determine its effectiveness and progress in meeting program goals and objectives and in implementing Federal, State and local regulations. (see Program evaluation/Self-Assessment policy)
3. The program will use the information gathered to update the current long range goals and to establish shorter one-year program and financial objectives that address the findings of both the Community Assessment and the program's annual self-assessment.
4. Summarized data of the assessment findings will be given to grantee and delegate governing boards, Policy Committee/Policy Council, advisory groups and staff. The information provided will allow the governing bodies, parents, staff and community members to have a voice in establishing Head Start's direction and service delivery strategies. The process will also aid in establishing priorities to address the short and long term goals and objectives.

5. The Policy Council and BSACAP Board of Directors will approve the final long and short term goals established through the planning and governing bodies.
6. Written work plans and a operating budget to implement services are then developed with input from staff, parents, community, and governing bodies.
7. Draft plans and budget are then presented to the Policy Council's Finance and Executive Committee for review and input. When the written plans and budget are finalized, they will be forwarded to the Policy Council for final approval.
8. Written plans will be monitored quarterly and budgets will be analyzed at management meetings to determine the need for improvement and adjustments. Reports are then forwarded to the Policy Committee/Policy Council for input and approval. Written plans are revised and budget modifications are made as required/needed.

*Approved by the Policy Council October, 2007*