

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

Policy Council/Policy Committee Objectives

POLICY:

The program will provide a formal means of involving parents, agency and community persons in decisions affecting the operation and management of the Head Start program.

. This policy relates to Head Start Performance Standards 45 CFR Part 1304.50

PROCEDURE:

1. At a minimum, the Policy Council/Policy Committee is expected to, in cooperation with the agency's governing board and key management staff:
 - > Assist in the development of and give approval to all Head Start funding applications and amendments to funding applications prior to their submission.
 - > Participate in planning and formulating long and short range goals.
 - > Approve/disapprove selection of Delegate Agencies and service areas.
 - > Establish criteria defining recruitment, selection and enrollment priorities.
 - > Actively participate in the program's annual self-assessment process.
 - > Approve/disapprove agency Personnel Policies and subsequent changes to those policies, including standards of conduct.
 - > Participate in establishing criteria for the selection of Head Start staff.
 - > Approve/disapprove the hiring and/or firing of the Head Start Director and other staff who work primarily for the Head Start program.

2. In addition, the Policy Council/Policy Committee must perform the following functions directly:

- > Serve as a link to the Board of Director's, public and private organizations and the community served.
- > Assist Parent Committees in communicating with parents to ensure that they understand their rights, responsibilities and to encourage their participation in the program.
- > Assist Parent Committees in planning, coordinating and organizing program activities for parents.
- > Ensuring that funds set aside from program budgets are used to support parent activities.
- > Assist in recruiting volunteer services from parents, community residents and community organizations.
- > Establish and maintain procedures for hearing and resolving community complaints about the Head Start program.

Approved by the Policy Council June, 2007