

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

Policy Council/Policy Committee/ Parent Committee Structure

POLICY:

Head Start establishes and maintains a formal structure of shared governance.

This policy relates to [Head Start Performance Standards 45 CFR Part 1301.3](#)

PROCEDURE:

1. The formal structure of shared governance consists of the following groups:
 - i. **Policy Council** - The Policy Council is established at the grantee level and is comprised of at least 51% parents of children currently enrolled in the program as well as community representatives.
 - ii. **Policy Committee** - The Policy Committee is established at the delegate level and consists of parents (51%) of children currently enrolled in the Head Start program and community representatives.
 - iii. **Parent Committee** - The Parent Committee is established at the center level. Parent Committees are comprised exclusively of the parents of children currently enrolled in the program.
2. The Policy Council, Policy Committee and Parent Committees are established as early in the program year as possible.
3. The Policy Council/Policy Committee is not dissolved until successor Council and Committee members are elected and seated.
4. The grantee and delegate agency's governing body (Board of Directors), and the Policy Council or Policy Committee do not have identical membership or functions.

Approved by Policy Council: February 2019