

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 1301.3](#)*

### PROCEDURE:

1. At a minimum, the Policy Council/Policy Committee shall approve and submit to the governing body decisions about each of the following activities:
  - Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.
  - Program recruitment, selection, and enrollment priorities.
  - Applications for funding and amendments to applications for funding
  - Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.
  - Bylaws for the operation of the policy council.
  - Program personnel policies and decisions regarding the employment of program staff including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.
  - Developing procedures for how members of the policy council of the Head Start agency will be elected.
  - Recommendations on the selection of delegate agencies and the service areas for such agencies.
  - Participate in planning and formulating long and short range goals.
  - 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: February 2019*