

**HIGHLAND RIM ECONOMIC CORPORATION,
HEAD START PROGRAM
WRITTEN PLANS
PROGRAM YEAR 2009-2010
MANAGEMENT SYSTEM AND PROCEDURES**

OBJECTIVE #1: Must develop and implement a systematic, and on going process of program planning that includes key members of the Head Start Community.

JUSTIFICATION AND APPROACH

Following Performance Standards 1304.51 (a) (1) (i-iii)

Program planning is a process in which ideas are shared, discussed and updated as local circumstances and the needs of children and family change. Planning involves key members of the Head Start community: parents, teachers, Policy Council, advisory groups, and Head Start management resulting in written plans describing the Agency's approach to serving children and families.

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TASK	BEGINNING DATE	COMPLETION DATE	STAFF RESPONSIBLE
Complete a Community Assessment in accordance of 1305.3. Every third year and update each year.	July	December January Submit to P.C.	Director All Managers
Head Start programs are required to “determine the type of component services that are most needed and the program option or options that will be implemented.” 1305.3 (d) (2)	July	June	Director All Managers
Select and train Community Assessment team according to P&P every third year.	July	October	Director Community Assessment Team Leader
Formulate program goals and short-term program and financial objectives that address the findings of the Community Assessment 1304.51(a)(i-ii).	July	January	Director All Managers
Involve the Policy Council in formulating long-range goals and short-term objectives. 1304.50 (d) (i) (iv).	July	January	Director IT Manager
Develop operating and objective plans for implementing services in all program areas. 1304.51(a) (1)(iii)	July	November	Director All Managers

Orient participants to the missions, goals and philosophy of the agency and Head Start Program.	July	June	Director All Managers
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Objective #2: Written plans must be developed for implementing services and be reviewed by the grantee and approved by the Policy Council yearly, and must be revised and updated as needed.

JUSTIFICATION AND APPROACH

Following Performance Standards 1304.51 (a) (2)

Policy Council member and Policy committees are involved in reviewing and approving the **written** plans. Based on the Community Assessment, input from the Policy Council and consultation of Advisory Committees, the **Written Plans** reflect the needs and concerns of enrolled children and their families

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TASK	BEGINNING DATE	COMPLETION DATE	STAFF RESPONSIBLE
Introduce Policy Council members to program plans through initial Policy Council training.	July	June	Director IT Manager
Train Policy Council Committee in the Written Plans and Policies affecting their committee.	November		Director IT Manager
Provide updated information to Health Advisory Committees to make necessary revisions or updates to the written plans.	October February April	October February April	Health/Disability Manager
Ensure Policy Council participants are involved in reviewing, updating and approving written plans to ensure they adequately reflect the needs and concerns of enrolled children and families.	July	Revise October November P.C. approval	All Managers Policy Council Committee Community Assessment team

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OBJECTIVE #3: To ensure the exchange of information that allows individuals to become fully involved in program activities and to make group decisions that promote a quality program. Procedures for ensuring that Policy Council, Committees, and all staff will receive regulations, policies, and other pertinent communications in a timely manner.

JUSTIFICATION AND APPROACH

Following Performance Standards 1304.51 (b)(c) (1-2) (d) (e) (f)

Communication comes in many forms. It is important that the program communicates with families in their primary language. Communication between the program staff and each family will facilitate a quality outcome.

Procedures will ensure that Policy Council, committees, and all staff receive regulations, policies and other pertinent communications in a timely manner.

Highland Rim Head Start must ensure that effective two-way communication between staff and parents is carried out on a regular basis throughout the program year.

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TASK	BEGINNING DATE	COMPLETION DATE	STAFF RESPONSIBILITY
Establish a supportive climate of open communication for staff to share ideas and concerns with their colleagues and supervisors.	July	June	All Staff
Utilize computer technology to support and enhance staff communication. (e-mail) This will minimize communications constraints related to distance.	July	June	All Staff
Parent Committee Meeting will be held monthly.	July	June	Family Service Manager, FSW
Packets are mailed at least 10 days before meeting, they will contain an agenda and information for review. Policy Council Meeting will be held monthly.	July	September of the following program year	Director IT Manager Receptionist
Policy Council packets are not secret documents. Reps may discuss their content with teachers or call Central Office to get answers to their questions.	July	June	All Staff

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OBJECTIVE #4: Grantee agencies must establish and maintain efficient and effective record-keeping system to provide accurate and timely information regarding children and families. The staff should ensure confidentiality of information.

JUSTIFICATION AND APPROACH

Following Performance Standard 1304.51(g)(h)(2)(1)(2)

Effective record-keeping and reporting systems provide information needed to individualize programs for children and families, to monitor the quality of program services, to assist in program planning and management, and to ensure the delivery of quality services.

Recordkeeping systems also provide documentation that the agency is meeting program requirements and other Federal (CACFP), State (Day Care licensing, health and fire) and local laws.

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TASK	BEGINNING DATE	COMPLETION DATE	STAFF RESPONSIBLE
Standardize and simplify forms for collecting data.	July	June	All Managers
A confidentiality policy will be written for controlling access to files.	July	June	Director All Managers
Develop permission forms for the release of information to and from agencies or individuals.	July	June	All Managers
Generate financial, attendance and disability reports in order to maintain accountability and advise Policy Council and staff of the program's progress.	July	June	Director & Financial Director All Managers
Generate official reports Federal, State and local authorities required by applicable law (ex. PIR's, IRS, USDA, Attendance Reports). (1304.51 (h)(2))	July	June	Director & Financial Director All Managers
Periodically review the usefulness of recorded information and avoid unnecessary paperwork and file duplication	July	June	All Managers
Use computer technology to share information, quickly aggregate financial and program data, update, store and retrieve records quickly and easily	July	June	All Managers Education Staff FSW

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OBJECTIVE #5: At least once each program year the grantee must conduct a self-assessment of their effectiveness and progress in meeting program goals and objectives and implementing Federal Regulations.

Following Performance Standard 1304.51(I)(1)(2)(3)

A method of measuring agency accomplishments, strengths and weakness, self-assessment allows for the improvement of program plans and services.

The self-assessment process will also provide the opportunity for involving parents and the community in making staff aware of how the program is reviewed.

Grantee agency will ensure necessary steps are being taken to meet Federal Regulations as well as local goals and objectives in a timely manner.

Monitoring will help build program strengths toward an excellent program.

Grantees must inform Policy Council and Head Start of deficiencies identified in the monitoring review and must help develop plans and timetables for addressing problems.

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TASK	BEGINNING DATE	COMPLETION DATE	STAFF RESPONSIBLE
Head Start will specify a time schedule for the self-assessment.1304.51(i)	March	June	Director All Managers
Head Start will select a self-assessment team.	February	March	Director All Managers
Train self-assessment team on the purpose of the self-assessment and the established procedure.	February	March	Self-Assessment Team Leader
Select a monitoring tool.	January	February	Director All Managers
Train the self-assessment team on the monitoring tool and give them their assigned areas of study.	February	March	Self-Assessment Team Leader
Share finding of the self-assessment annually with staff and Policy Council.	July	August	Director IT Manager
Hold staff meetings to discuss how the group can best work together to support the program.	July	June	Director All Managers
Provide training in areas identified as a need.	July	June	Director All Managers