

**HIGHLAND RIM HEAD START PROGRAM
OBJECTIVE AND OPERATING PLAN
PROGRAM YEAR 2006-2007
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.

**HIGHLAND RIM HEAD START PROGRAM
OBJECTIVE AND OPERATING PLAN
PROGRAM YEAR 2006-2007
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.

TASK	BEGINNING DATE	COMPLETION DATE	STAFF RESPONSIBLE
Complete a Community Assessment in accordance of 1305.3. Every other year on even year	July	December January Submit to P.C.	Director Management Staff
Select and train Community Assessment team on the procedure and steps in Policy A-14	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 Management Staff
Involve the Policy Council in formulating long -range goals and short-term objectives. 1304.50 (d) (i) (iv).	July	January	Director
Develop operating and objective plans for implementing services in all program areas. 1304.51(a) (1)(iii)	July	May Submit to P.C. June P.C. approval	Director Management Staff
Orientate participants to the missions, goals and philosophy of the agency and Head Start Program.	July	June	Director All Staff

**HIGHLAND RIM HEAD START PROGRAM
OBJECTIVE AND OPERATING PLAN
PROGRAM YEAR 2006-2007
MANAGEMENT SYSTEM AND PROCEDURES**

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 objective and operating plans. **Based on the Community Needs Assessment, input from the Policy Council and consultation of Advisory Committees, the Objective and Operating Plans reflect the needs and concerns of enrolled children and their families**

**HIGHLAND RIM HEAD START PROGRAM
OBJECTIVE AND OPERATING PLAN
PROGRAM YEAR 2006-2007
MANAGEMENT SYSTEM AND PROCEDURES**

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.

TASK	BEGINNING DATE	COMPLETION DATE	STAFF RESPONSIBLE
Introduce Policy Council members to program plans through initial Policy Council training.	July	June	Director Management Staff
Train Policy Council Committee in the Operating Plans and Policies affecting their committee.	November		Management Staff
Provide updated information to Health Advisory Committees to make necessary revisions or updates to the written plans.	October February April	October February April	Management Staff
Write and revise as needed written plans.	July	May Submit to P.C. June P.C. approval	Management Staff Policy Council Committee Community Assessment team

**HIGHLAND RIM HEAD START PROGRAM
OBJECTIVE AND OPERATING PLAN
PROGRAM YEAR 2006-2007
MANAGEMENT SYSTEM AND PROCEDURES**

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.

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

**HIGHLAND RIM HEAD START PROGRAM
OBJECTIVE AND OPERATING PLAN
PROGRAM YEAR 2006-2007
MANAGEMENT SYSTEM AND PROCEDURES**

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

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	Education Manager/ Family Service Manager
Packets are mailed at least 10 days before meeting, they contain an agenda and information for review. Policy Council Meeting will be held monthly.	Monthly July	September of the following program year	Director Career Development 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.	Monthly July	September of the following program year	Staff

**HIGHLAND RIM HEAD START PROGRAM
OBJECTIVE AND OPERATING PLAN
PROGRAM YEAR 2006-2007
MANAGEMENT SYSTEM AND PROCEDURES**

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

**HIGHLAND RIM HEAD START PROGRAM
OBJECTIVE AND OPERATING PLAN
PROGRAM YEAR 2006-2007
MANAGEMENT SYSTEM AND PROCEDURES**

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.

TASK	BEGINNING DATE	COMPLETION DATE	STAFF RESPONSIBLE
Standardize and simplify forms for collecting data.	July	June	IT Coordinator
A confidentiality policy will be written for controlling access to files.	July	August	Grantee
Develop permission forms for the release of information to and from agencies or individuals.	July	June	Management Staff
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
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
Periodically review the usefulness of recorded information and avoid unnecessary paperwork and file duplication	July	June	Management Staff
Use computer technology to share information, quickly aggregate financial and program data, update, store and retrieve records quickly and easily	July	June	Management Staff IT Coordinator

**HIGHLAND RIM HEAD START PROGRAM
OBJECTIVE AND OPERATING PLAN
PROGRAM YEAR 2006-2007
MANAGEMENT SYSTEM AND PROCEDURES**

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.

**HIGHLAND RIM HEAD START PROGRAM
OBJECTIVE AND OPERATING PLAN
PROGRAM YEAR 2006-2007
MANAGEMENT SYSTEM AND PROCEDURES**

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.

TASK	BEGINNING DATE	COMPLETION DATE	STAFF RESPONSIBLE
Head Start will specify a time schedule for the self-assessment. 1304.51(i)	March	June	Director & Staff
Head Start will select a self-assessment team.	February	March	Director & Staff
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.	July	September	Director & Staff
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
Hold staff meetings to discuss how the group can best work together to support the program.	July	June	Director Management Staff
Provide training in areas identified as a need.	July	June	Director Management Staff