



1304.51 Management Systems and Procedures

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Director/Principal

Management Systems and Procedures
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Goal: To meet the objectives of the Head Start Performance Standards with regards to management systems and procedures.

STANDARD	GOAL	OBJECTIVES	SPECIFIC TASKS/ACTIVITIES	PERSON RESPONSIBLE	TARGET DATE
1304.51(a)(1) i) Related: 1305.3 1304.51(a)(1)(i)	Develop and implement a systematic, ongoing process of program planning that includes consultation with the program's governing body, policy groups, and program staff, and with other community organizations that serve Early Head Start and Head Start or other low-income families with young children.	Planning must include an assessment of community strengths, needs and resources through completion of the Community Assessment, in accordance with requirements of 45 CFR 1305.3	A. Conduct a Community Assessment to identify the strengths and needs of service area. B. Collect data on the available resources to meet identified needs. C. Use the Community Assessment to determine: a. Services to be provided to children and families. b. Staffing patterns/skills D. Collaborate with other local service providers. E. Update the Community Assessment annually.	<ul style="list-style-type: none"> • Head Start Director • Content Area Experts • Policy Council • Community Representative 	April 2016

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1304.51(a)(1)(ii) Related: 1304.51(a)(1)(ii) 1304.50(d)(1)(iv) 1304.51(I) 1304.50(d)(iii) 1304.51(a)(2)	Program Planning	Planning must include the formulation of long-range and short-term program and financial objectives that address findings of Community Assessments are consistent with philosophy of Early Head Start and Head Start, and reflect findings of program's annual self-assessment.	A. Schedule meetings for short-term and long-range planning at various times to allow for participation of Policy Council members. B. Determine long-range plans. C. Outline short-terms plans and budgets for the next program year. D. Conduct annual self-assessment. E. Develop goals and objectives based on needs determined by Community Assessment.	<ul style="list-style-type: none"> • Head Start Director • Managers • Policy Council • Community Representative 	April 2016
1304.51(a)(1)(iii) Related: 1304.51(a)(1)(iii)		Planning must include development of written plans for implementing services in each of program areas covered by this part (e.g. Early Childhood Development and Health Services, Family and Community Partnerships, Program Design and Management).	A. Develop a written plan that establishes strategies for the implementation of the Head Start Performance Standards.	<ul style="list-style-type: none"> • Head Start Director • Managers • Policy Council Input 	April 2016

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1304.51(a)(2)		All written plans for implementing services, and the progress in meeting them, must be reviewed by grantee or delegate agency staff and reviewed and approved by the Policy Council or Policy Committee at least annually, and must be revised and updated as needed.	A. Review plans annually. B. Update plans as necessary with Policy Council input and approval.	<ul style="list-style-type: none"> • Head Start Director • Managers 	Fall 2015- April 2016
1304.51(b) Related: 1304.51(b)-(f) 1304.51© 1304.51© 1304.41(a)	Communications-general	Grantee and delegate agencies must establish and implement systems to ensure that timely and accurate information is provided to parents, policy groups, staff and the general community.	A. Ensure that all communications to staff, parents and community is accurate. B. Ensure parents and community receives adequate advance notification of upcoming activities. C. Maintain ongoing communication throughout the community through flyers, meetings, etc.	<ul style="list-style-type: none"> • Head Start Director • Managers 	Fall 2015 – Ongoing

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1304.51©(1) Related: 1304.52(b)(4) 1304.40(a)(2) 1306.33 1304.40(i) 1304.40(e)(5) 1308.19 1304.20©(1) 1304.40(e)(3) 1304.50(d)(2)(ii)	Communication with families	Grantee and delegate agency must ensure that effective two-way comprehensive communications between staff and parents are carried out on a regular basis throughout the program year.	A. Assure that parents are greeted, welcomed, and well informed. B. Train staff to be sensitive to parents and how to communicate effectively with them. C. Communicate to parents through classroom meetings, parent center meetings, flyers, weekly classroom newsletters, phone calls, etc. D. Teachers and Managers will maintain Contact Logs to document and follow-up on contacts with families.	<ul style="list-style-type: none"> • Head Start Director • Managers • Classroom teachers • Staff 	Fall 2015 – Ongoing
1304.51©(2) Related: 1304.52(g)(2)		Communication with parents must be carried out in the parents’ primary or preferred language or through an interpreter, to the extent feasible.	A. Provide for an interpreter/signer at meetings. B. Staff members available to interpret or speak Spanish to parents. C. Newsletters and other printed notices will be in the language of the parent when possible.	<ul style="list-style-type: none"> • Head Start Director 	Fall 2015 –Ongoing

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<p>1304.51(d) Related: 1304.50(d)(1)(ii) 1304.52(k)(4)</p>	<p>Communication with governing bodies and policy groups</p>	<p>Grantee and delegate agency must ensure that the following information is provided regularly to their grantee and delegate governing bodies and to members of their policy groups:</p> <p>(1) Procedures and timetables for program planning;</p> <p>(2) Policies, guidelines, and other communications from HHS;</p> <p>(3) Program and financial reports;</p> <p>(4) Program plans, policies, procedures, and Early Head Start and Head Start grant applications.</p>	<p>A. Provide training for Policy Council members, enabling them to understand their duties, responsibilities and participation in collective decision-making.</p> <p>B. Ensure that all governing bodies are allowed enough time to review and consider materials received.</p> <p>C. Inform all governing bodies of all program timelines for grant applications and meeting dates.</p> <p>A. Provide access to all governing groups of all procedures and policies adopted by the program.</p> <p>B. Provide governing bodies' access to Head Start Performance Standards and related HHS communications.</p> <p>A. Prepare and distribute a quarterly report of program activities, accomplishments, problems and solution suggestions.</p>	<ul style="list-style-type: none"> • Head Start Director • Managers 	<p>Fall 2015 – Ongoing</p>

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1304.51(e)	Communication among staff	Grantee and delegate agencies must have mechanisms for regular communication among all program staff to facilitate quality outcomes for children and families.	<p>A. Regular staff meetings and trainings scheduled in advance on campus calendar.</p> <p>B. Encourage two-way communication with staff.</p> <p>C. Communicate through email, office mailbox memos, office wall calendar, distribution of meeting minutes, daily announcements, etc.</p> <p>D. Provide information to teachers informing them of follow-up action taken to address needs identified during case management sessions and actions taken to address needs identified during Home Visits and P/T conferences.</p>	<ul style="list-style-type: none"> • Head Start Director • Managers • HS Staff 	Fall 2015 – Ongoing

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1304.51(g) 1304.51(g)-(h) 1304.52(h)(1)(ii) 1304.41(c)(1) i	Record-keeping systems	Grantee and delegate agencies must establish and maintain efficient and effective record-keeping systems to provide accurate and timely information regarding children, families, and staff and must ensure appropriate confidentiality of this information.	A. Establish a system and forms for applications, waiting lists, enrollments and tracking of services to children and families. B. Develop and maintain individual confidential classroom student files containing developmental screenings, assessments, and anecdotal notes. C. Store student files in locked cabinets to ensure confidentiality. D. Ensure confidentiality by allowing parents and volunteers to access only their own files. E. Assess individual student progress every six weeks and document on Progress Report. F. Implement a record transference system to ensure a smooth transition. G. Maintain a confidential campus personnel file. H. Utilize WOCCISD's Human Resource Dept.'s files to maintain additional staff records.	<ul style="list-style-type: none"> • Head Start Director • Managers • HS office staff • HS teachers and aides 	Fall 2015 – Ongoing

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1304.51(h) 1304.51(h)(1)	Reporting systems	Grantee and delegate agencies must establish and maintain efficient and effective reporting systems that: Generate periodic reports of financial status and program operations in order to control program quality, maintain program accountability, and advise governing bodies, policy groups and staff of program progress; and	A. Utilize WOCCISD Business Department to maintain all financial accounts. B. Process all expenditures according to WOC-CISD Board Policy and Business Office procedures C. Prepare financial and program progress reports and distribute to Policy Council quarterly.	<ul style="list-style-type: none"> • WOCCISD Business Manager • Head Start Fiscal Manager • Head Start Director 	Fall 2015 – Ongoing
1304.51(h)(2)		Generate official reports for Federal, State, and local authorities, as required by applicable law.	A. Prepare and submit the Program Information Report (PIR) using computerized systems. B. Prepare and submit financial reports, SF-269's and SF-272's, to HHS as required. C. Maintain current enrollment list D. Compile children's attendance records.	<ul style="list-style-type: none"> • Head Start Fiscal Manager • Head Start Director • Attendance Clerk 	August 2015 – Ongoing

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1304.51 i (1) Related: 1304.50(d)(1)(viii)	Program self-assessment and monitoring	At least once a year, with the consultation and participation of the policy groups and, as appropriate, other community members, grantee and delegate agencies must conduct a self-assessment of their effectiveness and progress in meeting program goals and objectives and in implementing Federal regulations.	A. Select a Self-Assessment Committee made up of staff, parents, Governing Body members, Policy Council members and community representatives. B. Train members of the Self-Assessment Committee in committee roles and procedures. C. Conduct a self-assessment of the program using the current federal review instrument. D. Determine if Head Start Performance Standards are being met in program plans. E. Develop a program improvement plan for areas identified as needing improvement.	<ul style="list-style-type: none"> • Head Start Director • Managers • Policy Council • Community Representative 	April 2016