

**BIRTH TO FIVE HEAD START
PROGRAM PLANS**

2012-2013

Program Governance

- ▣ Establish Policy Council
- ▣ Communicate information about Campus Committee
- ▣ Recognize CSISD Board of Trustees as governing body and partner

Management Systems and Procedures

▣ **Communication**

- Conduct Community Assessment
- Create written plan for all program areas
- Communicate regularly with parents, staff, Policy Council and Board

▣ **Record Keeping**

- Maintain accurate and confidential information for children and families

Management Systems and Procedures

- ▣ **Self Assessment**

- Use for program planning

- ▣ **Reporting Systems**

- Maintain efficient fiscal reporting
- Maintain accurate and timely program reports

Human Resources Management

- Coordinate hiring practices with CSISD
- Verify preference for Head Start applicants with all other factors being equal
- Require signed Code of Conduct for all staff and Policy Council members
- Ensure that all staff are highly qualified
- Require health screening and TB test for all positions
- Provide appropriate orientation and training for all staff positions

Facilities, Materials and Equipment

- Coordinate maintenance, repair and security of all facilities with CSISD Operations Department
- Maintain indoor and outdoor environments in an early childhood appropriate manner
- Conduct safety inspections of all aspects of each environment
- Evaluate and confirm that materials are appropriate for young children of all backgrounds, experiences and needs