

WASHITA VALLEY COMMUNITY ACTION COUNCIL EARLY HEAD START/ HEAD START PROGRAM PLANNING POLICY AND PROCEDURES

Policy:

Washita Valley Community Action Council Head Start has a system of organized ongoing program planning which includes the governing board, policy council, parents, program staff, and community partners. The system will ensure high quality services are being provided to children and families. The community assessment will be the foundation for program planning. The results of the community assessment, self assessment, ongoing monitoring, and child outcomes will be essential elements of the planning process for continuous program success.

Procedures:

Community Assessment

- Washita Valley Community Action Council will conduct a complete community assessment every three years. Data will be collected from sources which will include, but not be limited to, parent surveys, the Oklahoma Department of Human Services, Oklahoma State Department of Education, the Census, Oklahoma Employment Security, public schools, agency statistics, and community surveys.
- The community assessment will be updated annually.
- The community assessment will be compiled and analyzed by the management team, and will include key findings.
- Data from the community assessment will be considered to determine the program's philosophy, short and long term goals, the type of program options that will be implemented, the recruitment area that will be served, locations for Head Start centers, and recruitment and selection priorities.

Policy Council Orientation

- At the first Policy Council meeting of the school year, members will be given an orientation packet. New members will be given packet upon their approval.
- Members will receive training which includes the overall Head Start philosophy and our Head Start mission statement.

- The Policy Council and Governing Board will receive training on roles and responsibilities in October, annually.

Self Assessment

- The annual self assessment will be completed by agency staff, policy council, board members, and community partners by March 15 of the current program year. (See Self Assessment Procedures).
- During the year before the federal review when state funding is available, the Oklahoma Self Assistance Model System (SAAMS) team will provide technical assistance to program staff, Policy Council and Governing Board.

Grant Application

- The three year grant application process includes the program goals and objectives. These goals and objectives will be developed from the community assessment, self assessment, end of year content area reports, child outcomes, and state and federal mandates.
- The budget committee will meet to develop the Head Start budget for the next program year.
- The narrative will be developed with input by management team members through year end reports and with input from the Policy Council and Governing Board.
- The grant application will be presented to the policy council and governing board for approval prior to submission.

Content Area Plans

- Content Area Managers will meet with policy council committees annually to develop or review and revise program plans using results of community assessment, self assessment, child outcomes, program reviews, and ongoing monitoring.
- Committee recommendations for revisions in content area plans will be presented to the policy council for approval.
- Content area plans may be revised with policy council input and approval more frequently to reflect changes in program needs.

Strategic Plan

- Every - three years Washita Valley CAC develops a strategic plan. Parents, Policy Council members, Board and staff serve on a committee to develop the plan.
- The strategic plan is reviewed for progress quarterly by management staff.
- The plan is updated annually.

Communication and Feedback

- Program planning evolves from effective communication systems and feedback to the Head Start Director and managers.
- Program reports will be completed by content area managers monthly and will be provided to Head Start Director.
- The Head Start Director and Early Head Start Program Manager will report to the Policy Council monthly.
- The Head Start Director will report to the governing board monthly.
- Regular staff meetings will be held to communicate plans and progress.
- Policy Council and governing board members will be invited to attend staff meetings.