

INTRODUCTION

This Southwest HRA Head Start Procedures Manual reflects the work of and suggestions from staff and Policy Council members of the Southwest HRA Head Start Program. It is designed to serve as a guide to the day-to-day management of the program, fulfilling all requirements and assuring appropriate documentation and internal communication.

We reserve the right to amend or change any part of this document and these procedures at any time and without prior notice. We welcome any suggestions for the improvement of any process or form described herein, or for the improvement of this manual.