

SOUTHWEST HRA HEAD START

Section: Administration
Subject: Internal Communications
Revised: February 27, 2003

POLICY:

The Southwest HRA Head Start maintains an internal communication system to assure that all staff are informed as needed, and to facilitate continuous program monitoring and quality assurance.

PROCEDURES:

The Southwest HRA Head Start internal communication process consists of the following verbal and written processes. Specific information on individual procedures is presented elsewhere in this manual.

1. Internal Memorandums
2. Social Services Weekly Report
3. Monthly Classroom Visit Forms
4. Central Office Staff Retreat
5. Management Team Meetings
6. Cluster Staff Meetings
7. Association Meetings
8. In-Service Meetings
9. Weekly Staff Meetings