

SOUTHWEST HRA HEAD START

Section: Administration
Subject: Use of Southwest HRA Head Start Procedures Manual
Revised: July 24, 2003

POLICY:

The Southwest HRA Head Start Procedures Manual provides detailed information on policies and procedures for day-to-day functioning of the Head Start Program only. Employees of Southwest HRA – Head Start will follow the policies and procedures presented in this manual along with those presented in the Southwest HRA Policies and Procedures Manual and Head Start Addendum. Failure to adhere to these guidelines may result in disciplinary action.

PROCEDURE:

1. The Head Start Program includes five (5) areas, each supervised by an Assistant Director. The areas are Early Childhood Development, Child Health Services, Family and Community Partnerships, Mgmt Info Systems/Parent Involvement, and Training and Technical Assistance.
2. The Procedures Manual is divided according to these areas. All areas are integrated throughout the Head Start Program, and most procedures involve staff from more than one area. To facilitate use, information on specific procedures is located in the area most closely related to that procedure.

Distribution

1. Updates of the Southwest HRA Head Start Procedures Manual will be distributed and reviewed during Pre-Service training in August, and retained in each center.
2. All center copies will be returned to the Central Office at the end of the program year, or as needed, for update and replacements. The Head Start Director will ensure that all manuals are updated in a timely and accurate manner.
3. Family Case Managers will utilize the center copy of the Policies and Procedures Manual. One copy will be retained in the Central Office for use by the Director, Assistant Directors, Specialists, Area Managers, and other staff as needed.