

# SOUTHWEST HRA HEAD START

**Section:** Administration  
**Subject:** Program Planning and Work Plans  
**Revised:** February 27, 2003

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## **POLICY:**

Planning for all aspects of Southwest HRA Head Start is an on-going and constant process, with informal and formal aspects that include and involve all Policy Council Members, Staff, and Parents. On a day-to-day basis, a relationship is maintained with all of the above that encourages and accepts suggestions for program and agency improvements at any time. These may come as individual verbal or written suggestions to and through management staff, either individually or during parent center committee meetings or cluster staff meetings, or as ideas discussed with the Director in Board or Policy Council meetings. All suggestions are noted by Assistant Directors or the Head Start Director as appropriate, and implemented as needed and funding warrant and permit.

On a more formal level, planning for each area is the responsibility of the area Assistant Director, in collaboration with her/his staff and other area Assistant Directors. The informal process described above feeds information and ideas to Assistant Directors, who also consider results of ongoing monitoring of their areas and of the various self-assessments done during a year. These self-assessments include program evaluation questionnaires to staff and parents. As the program year ends in June, Assistant Directors receive instructions to prepare an overall assessment of their areas, taking all of the above into consideration, and to develop plans for the next program year including any changes that need to be made. Included with these instructions are copies of the program work plans for their area, to which they are instructed to make any needed changes.

The Head Start Director leads the formulation of area program year reviews, plans for the next year, and changes the work plan into a narrative and budget which is shared with the area staff for review by appropriate committees, such as the Health/Disabilities Services Advisory Committee, Education Advisory Committee, Parent Involvement/Social Services Advisory Committee, Personnel/Finance Committee and finalization, then with Policy Council, for approval and submission to the Head Start Region IV Office.

## **Program Planning and Work Plans**

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#### **PROCEDURE:**

Work plans will be studied during orientation of new staff, reviewed during Pre-Service, and updated yearly. The updated work plan will be included in the Agency's annual refunding application.

#### **Distribution**

Each of the following staff will receive a copy: Director, Assistant Directors, Specialists, Area Managers, and Family Case Managers.