

SOUTHWEST HRA HEAD START

Section: Administration
Subject: Program Calendar
Revised: February 27, 2003

POLICY:

Southwest HRA Head Start will provide staff with a calendar of Head Start program activities at the start of each program year. This will facilitate scheduling, planning, and advance preparation for program events. *All* program-wide events must be approved for scheduling *before* final arrangements are made.

PROCEDURE:

1. The Southwest HRA Head Start program calendar will be updated each year during the school break.
2. The first edition will be distributed to supervisory staff by mid-July.
3. All staff will receive a program calendar during Pre-Service training in August. Updates will be distributed as needed. The Assistant Director for Early Childhood Development will be responsible for distributing calendar updates to teaching staff and family case managers.
4. Program activities such as regular administrative meetings, staff training, screening, and book distributions will be scheduled only after review of currently scheduled activities to ensure that there are no conflicts.
5. Changes and/or additions, such as special training sessions or meetings, must have approval of the Head Start Director ***prior to scheduling***.
6. Scheduling of activities should occur through Assistant Directors. To include an activity on this calendar:
 - a. The Assistant Director planning the activity will obtain approval of the Head Start Director ***prior to scheduling***. Routine or required activities do not require such approval.
 - b. The Assistant Director scheduling the activity will review the current "Program Calendar" for conflicting activities.
 - c. The Assistant Director will check with the other Assistant Directors to assure there are no other conflicting activities (i.e., activities scheduled by other Assistant Directors and not yet on monthly update)
 - d. If approved, the Assistant Director will notify all Head Start Staff of the proposed activity schedule ***in writing***. This will include title of activity, date, time and center involved.