

Tri-County Community Council, Inc.
Head Start

Section: Management Systems and Procedures P.S. 1304.51

Subject: Management Team Meeting

POLICY:

Management Team meetings will be held on a regular basis. Considering input from all managers.

PROCEDURE:

1. Management Team will meet at least once a month.
2. The Agenda is set by the Head Start Director with input from the program coordinators and center coordinators.
3. The center coordinators will relay pertinent information back to the centers.
4. The Director's Assistant will take notes at Management meetings and distribute copies to each Management Team member.
5. Confidentiality statement will be strictly adhered to when discussing any personnel related and program issues.

Tri-County Community Council, Inc.
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Section: Management Systems and Procedures P.S. 1304.51

Subject: Memos

POLICY:

To ensure that current information is distributed in a timely basis, memos may be written and distributed to staff.

PROCEDURE:

1. Memos will include date, name of person sending memo, and name of person/persons to receive memo.
2. Memos may be placed in staff mail boxes, faxed, or mailed.

Tri-County Community Council, Inc.
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Section: Management Systems and Procedures P.S. 1304.51

Subject: Merlin Input

POLICY:

Center staff will input information into Merlin on a timely basis. Program Coordinators will provide back-up documentation of services.

PROCEDURE:

1. All family information should be entered upon acceptance in the program. Basic information, on enrollees, is then completed by the time the program year begins.
2. The Center Coordinator and Family Service worker will do the initial input.
3. When the school year begins, center staff will enter all pertinent information concerning families on a regular basis.
4. Information entered will be monitored on a regular basis beginning in October.

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Subject: **Monthly Newsletter**

POLICY:

Program Coordinators will submit newsletter articles in a timely manner whe article of the month is in their area of expertise.

PROCEDURE:

1. All articles will be submitted by 25th of the month.
2. Newsletters will be published and distributed to parents during months of August through May.
3. Center Coordinators will submit information pertaining to their respective centers to staff member designated to publish the communication by the 25th of every month.
4. All information provided for the newsletter will be presented in a professional manner that reflects the standards of the Head Start program.

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Subject: **Observation Record**

POLICY:

Observation records will be kept on every child.

PROCEDURE:

1. The teaching staff will write at least two (2) observation records on each child per month.
2. An observation should be written when something meaningful is taking place and not always when there is bad behavior. There are times that a record of behavior may need to be tacked.
3. Observation records will be used in the gathering information process. Observation records can be very helpful in obtaining a picture of a child.
4. File all observation records in the child's education file in the section that is listed as observation records. Some observation records may be good portfolio entries, if that is the case then make a copy and file in the child's portfolio also.

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Section: Management Systems and Procedures 1304.51 (i)(2)

Subject: Ongoing Monitoring

POLICY:

To ensure that Tri-County Community Council, Inc. Head Start Program is in compliance with the Performance Standards and State Licensing requirements.

PROCEDURE:

1. A monitoring schedule will be implemented listing area to be monitored, who's responsible, when to monitor, and what the results are used for.
2. The Monitoring Form will be used to monitor all areas. The Follow-up Monitoring Form will be used for any follow-up.
3. The monitoring form is to be filled out completely with all signatures.
4. Monitoring reports are due to the director within two days of the monitoring date with any tracking form that might have been used.
5. A copy of the monitoring report will be given to the center coordinator and program coordinator (of the area monitored). It is the responsibility of the coordinator to share the information with their staff.
6. If there are no issues/concerns in the area being monitored then the form will be filed. If there are issues/concerns a follow-up date of ten days will be set. Health and safety issues will be resolved immediately.
7. All issues/concerns are to be addressed and corrected within the ten days. If the issue/concern is not addressed when the follow-up visit takes place then a meeting with the director will be set.
8. The director will meet with the parties involved to investigate the reason the issue was not resolved and a decision will be made if there needs to be disciplinary action.

**Tri-County Community Council, Inc.
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Section: Management Systems and Procedures P.S. 1304.51

Subject: Petty Cash

POLICY:

It is the policy of Tri-County Community Council, Inc. Head Start that petty cash procedures will be followed as outlined in the Tri-County Community Council, Inc.'s Financial Policies and Procedures.

PROCEDURE:

1. The petty cash fund shall be maintained with the total allocated fund amount balanced at all times either in cash or a combination of cash and voucher receipts. Each person responsible for petty cash will total his or her petty cash account at least weekly to ensure it is balanced at all times.
2. These funds are subject to audit at any time by the Head Start Director and/or the bookkeeping department. Personal loans shall not be made from the petty cash fund.
3. The following petty cash funds are authorized to Head Start by the Agency:

| | |
|--------------------------------|---------|
| a. Head Start Administration | \$50.00 |
| b. Westville Head Start | \$65.00 |
| c. Walton Head Start | \$65.00 |
| d. Chipley Head Start | \$40.00 |
| f. Chautauqua Early Ed. Center | \$40.00 |
4. Allowable expenses totaling \$10.00 or less will be paid from petty cash as necessary.
5. Reimbursement of petty cash will be made only upon the presentation of an itemized voucher approved by the Head Start Director.

Tri-County Community Council, Inc.
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Section: Management Systems and Procedures P.S. 1304.51

Subject: Petty Cash Reimbursement

POLICY:

It is the policy of Tri-County Community Council, Inc. Head Start to apply for petty cash reimbursement as set forth in the Tri-County Community Council, Inc.'s Financial Policies and Procedures.

PROCEDURE:

1. Reimbursements will be made only upon the presentation of an itemized voucher approved by the Head Start Director.
2. Disbursements from the allocated petty cash fund may be made for allowable supplies and miscellaneous totaling \$10.00 or less.
3. The purchaser must sign a receipt for all purchases and items paid from petty cash on the receipt must be clearly identified. Taxes paid will not be included as a reimbursable amount. Receipts smaller than standard paper will be attached to standard paper to promote efficient handling, and items purchased will be categorized individually, or as a whole, as serving a specific purpose to the program.
4. Items purchased from petty cash will be documented on a petty cash voucher form. The date of the purchase, the item purchased, and the amount of the purchase will be included on the voucher form for each individual receipt. Receipts will be attached to the back of the voucher form. The petty cash voucher form will be signed by the staff member designated to handle petty cash and forwarded to the Administrative Assistant or designee for processing. If all of the items are for the same purpose it can be noted on the form as one item. Example: Wal-Mart – Classroom supplies – amount of purchase. Whiteout will not be used on petty cash vouchers.
5. The Administrative Assistant or designee will code the petty cash voucher form by verifying the categorization of use of purchased item.
6. The Administrative Assistant or designee will submit petty cash vouchers to the Head Start Director or designee for approval.
7. The Head Start Director or designee will approve reimbursement of petty cash voucher amounts when items purchased have been properly obtained and are permissible expenses to the program.
8. The Head Start Director or designee will return the petty cash voucher to the Administrative Assistant or designee for submission to bookkeeping.

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Subject: Petty Cash Reimbursement (Continued)

9. The Administrative Assistant or designee will make copies of approved petty cash voucher forms and submit originals to bookkeeping for payment.

10. Reimbursement of petty cash will be made by check on a biweekly basis.

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Section: Record-keeping and Reporting P.S. 1304.51(g)

Subject: Portfolios

POLICY:

A portfolio of work will be maintained throughout the year on each child. The portfolio will contain samples of work done by the child including art, writing, and photos of activities. The portfolio will be used to assess the child's growth and development when meeting with the parents during conference periods.

PROCEDURE:

1. Teaching staff will use a legal size manila folder as a portfolio for each child enrolled. This will be done by the end of first month of enrollment.
2. On a regular basis the teacher will put items in the portfolio. A list of items to go into the portfolio on a monthly basis will be provided to the teaching staff. Examples of items include, but not limited to the following:
 - a. Photographs or series of photos that show the child's developmental progress.
 - b. Children's drawings, painting, and collages.
 - c. Children's scribbling and writing attempts.
 - d. Recordings of children's stories, questions, and comments.
3. All portfolio items will include the child's name, date the work was done, and comments that the child wants placed on the work.
4. The teaching staff will use the portfolio as a source on information when doing assessments and when meeting with parents. The portfolio contents will illustrate the child's progress in each area of growth and development: cognitive, perceptive, fine and gross motor, speech and (expressive and receptive) language, social emotional, and self-help skills.
5. At the end of the year, the child and teaching staff will select items from the portfolio. These items will be included with the packet prepared during "transition into Head Start/Kindergarten" week. Items selected should represent the child's progress through the year.
6. Transition children will take their portfolio home at the end of the school year with instruction to share them with their Head Start/Kindergarten teacher next year. Teachers will keep portfolios of returning children. These will be marked "Year 1 Portfolio" and will be kept in the classroom file.

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Section: Management Systems and Procedures P.S. 1304.51

Subject: Press Coverage

POLICY:

Special achievements or events should be reported in the local newspapers.

PROCEDURE:

1. When a special event is planned, the center coordinator should notify the local newspaper at least a week in advance of the event. A reminder phone call should also be made the day of the event.
2. If newspaper reporters are not available to cover the event, the center coordinators will submit the information to the newspaper office.
3. Articles will be placed on the bulletin board first.
4. The center coordinator should notify the Head Start and Executive Director as soon as a special event is planned and at least a week in advance of the event.

(Ref: Page 28 of Personnel Manual).

Tri-County Community Council, Inc.
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Section: Management Systems and Procedures P.S. 1304.51

Subject: Proofreading

POLICY:

All official documents, flyers, memos, letters, newsletters, and other forms of written communication will not be distributed until they have been proofread by another staff member.

PROCEDURE:

1. Any written document for distribution will be proofread by at least one other staff member.
2. The proofreader will check for spelling errors, grammatical errors, typographical errors, and/or errors in information.
3. Official reports must be approved by the Head Start Director before they become a part of the record, or before they are mailed.
4. Once a document has been proofread, the corrections will be made and a second proofreading will take place. When the written document is free of errors, it may be distributed except as noted in paragraph 5.
5. Head Start Director is required to review any “policy” document prior to distribution to Policy Council and/or staff members.

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Section: Management Systems and Procedures P.S. 1304.51

Subject: Purchase Orders

POLICY:

Purchase order procedures will be followed as per Tri-County Community Council, Inc.'s Financial Policies and Procedures. Purchase orders must be requested for all items or non-contracted services to be purchased totaling \$250.00 or more. Appropriate staff must approve purchase orders before purchases are made.

PROCEDURE:

1. The Administrative Assistant or other authorized staff member will request purchase orders from the bookkeeping department. At that time, the bookkeeping department will issue purchase orders in sets of 25. A purchase order log sheet for each set of 25 purchase orders issued will be signed by staff receiving purchase orders, and a copy of the signed log sheet will be obtained for recording purposes.
2. The Administrative Assistant or designee authorized to complete purchase orders will be notified when a purchase is necessary that total \$250.00 or more. At that time, the vendor name, the site requesting the purchase order, the date, and the items and costs of items to be purchased will be entered on to a pre-numbered purchase order. When item prices are not available, the Administrative Assistant or designee, together with the staff requesting the purchase order, will determine the maximum costs to be spent on the given purchase. This amount is then placed as an amount not to be exceeded on the purchase order. The purchase order use will then be recorded on the purchase order log sheet by notation of the date the purchase order was written, the vendor name, and the amount of the purchase order.
3. The Administrative Assistant or designee will submit completed purchase order for approval to the Head Start Director. If the purchase order is \$250.00 or more, it will also be submitted to the Executive Director or designee for further approval. Once the purchase order is properly approved, the Administrative Assistant or designee will notify requesting staff of the approval and supply a purchase order number and/or white copy of the purchase order to be used when the purchase is made. The yellow copy of the purchase order will be forwarded to the bookkeeping department and the pink copy retained for reference.
4. Any unapproved purchase order written erroneously will be marked void, and the program will retain the pink copy. All other copies will be forwarded to the bookkeeping department. Approved purchase orders that will not be used will also be voided. The bookkeeping department will be notified of such voidance by photocopy of the voided purchase order or verbally.

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Subject: Purchase Orders (Continue)

5. A copy of the completed purchase order log sheet for each set of purchase orders will be forwarded to the bookkeeping department when all purchase orders in that set have been used. When all issued sets of purchase orders have been used and logs properly forwarded, more purchase orders will be issued by the bookkeeping department.
6. The bookkeeping department will verify status of purchase orders periodically.