

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations

Subpart: J-Program Management and Quality Improvement

Section: 1302.101 Management System

Subject: Bulletin Boards (Office)

Policy:

All bulletin boards will reflect the most current program information. Bulletin boards will be kept neat and organized.

Procedure:

1. The Center Director will be responsible for assigning someone to update the bulletin boards with the pertinent information.
2. The following current items must be posted
 - Center License
 - License Inspections
 - Emergency Plans
 - Notice of Federal Interest
 - Policy Council Minutes
 - Board of Directors Minutes
 - Process for Public Complaints
 - Medical Emergency Instructions
 - WIC Poster
 - Building for the Future
 - And Justice for All Poster (posted where the children eat)
3. The Center Director will keep a file of past inspections.