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: **Communication System**

Policy:

Head Start members and families will communicate with each other on a regular basis.

Procedure:

1. The administrative staff will send memos, use the telephone, use email, use inter-office envelopes, conduct meetings, use fax machines, and when possible, will, in person, give information to the center staff.

2. All coordinators will attend monthly meetings with the Head Start/Early Head Start Director and inform their staff members of information divulged at the meeting.

3. All coordinators will submit weekly reports to the Director.

4. Center staff will communicate with parents through memos, flyers, phone calls, pick up and drop offs, and home visits.

5. Parent Committee meetings and/or family activities are held each month at each center.

6. The center's parent representative, for the Policy Council, reports to the Parent Committee on a monthly basis either through meeting or through a memo.

7. The Policy Council agenda will reflect information from all aspects of the program on a monthly basis.

8. The Policy Council chair or liaison will attend Tri-County Council Board meetings to report on Head Start Policy Council business and request approvals.

9. Information from meetings in the community is passed on to staff members and parents at their meetings.

10. Required home visits and parent conferences are held during the school year, and on an "as needed" basis.

kg 4/23

11. Social media will be used to share community events/information and activities that are taking place at the centers. Facebook live will be used when appropriate for events.

During a pandemic or unusual health concerns, meetings and communications may change the way it is delivered. Delivery methods will be utilized in the most efficient way for all parties involved. The possible meeting formats used will be Zoom, Microsoft teams, Google meets, etc.

kg 4/23