

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: Greeting Families and Guests

Policy:

Visitors are to be greeted warmly and made to feel welcome at all centers.

Procedure:

1. When a visitor comes to a center, staff should acknowledge them immediately and make the visitor feel welcome.
2. The visitor should continue to feel welcome throughout his/her stay at the center.
3. The visitor should always be encouraged to return as often as possible.