

**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:** Licensing Reports

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**Policy:**

All licensing reports will be turned into the Head Start/Early Head Start Director.

**Procedure:**

1. When the Department of Children and Families, fire inspections, environmental, and/or the Health Department monitor the center and leave a report, it must be sent to the Head Start/Early Head Start Director.
2. The Center Director is responsible for getting any concerns/or write ups fixed.
3. The Center Director must stay on top of licensing requirements and monitor to make sure everything is in place and in good working order. This is to eliminate any findings when monitored for licensing.
4. Current licensing has to be posted in a place that all visitors can observe.