

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: Quarterly Newsletter

Policy:

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

Procedure:

1. All articles will be submitted by the 25th of the month.
2. Newsletters will be published and distributed to parents quarterly. The first newsletter will be in September.
3. Center Directors will submit information pertaining to their respective centers to staff member designated to publish the quarterly newsletter.
4. All information provided for the newsletter will be presented in a professional manner that reflects the standards of the Head Start/Early Head Start program.