

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: Proofreading

Policy:

All official documents, flyers, memos, letters, newsletters, and other forms of written communication will not be distributed until they have been proofread by another staff member.

Procedure:

1. Any written document for distribution will be proofread by at least one other staff member.
2. The proofreader will check for spelling errors, grammatical errors, typographical errors, and/or errors in information.
3. Official reports must be approved by the Head Start/Early Head Start Director before they become a part of the record, or before they are mailed.
4. Once a document has been proofread, the corrections will be made, and a second proofreading will take place. When the written document is free of errors, it may be distributed except as noted in paragraph 5.
5. Head Start/Early Head Start Director is required to review any “policy” document prior to distribution to Policy Council and/or staff members.