

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations
Subpart: I-Human Resources Management
Section: 1302.90 Personnel Policies
Subject: Staff Personal Belongings

Policy:

Each center employee will keep purses and other personal items in a locked area.

Procedure:

1. Personal belongings will be kept in a locked space.
2. Medicine in purses is a concern. The purses must be locked up and far away from the children.
3. Personal belongings are the responsibility of the owner. Head Start is not responsible for personal belongings.