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

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Part: **1302 Program Operations**

Subpart: **J-Program Management and Quality Improvement**

Section: **1302.101 Management System**

Subject: **Updating Files**

<u>Policy:</u>

To keep files current and up to date.

<u>Procedure:</u>

1. Files will be updated as situations change by the Center Director, Teacher, or appropriate staff members.

2. Teachers and /or Family Service Advocates will keep files current.

3. Files will be updated and be followed-up on a regular basis. The monitoring list will reflect what will be filed and when files are monitored.

4. Files will be monitored according to the Ongoing Monitoring Plan.