

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: Weekly Reports to Director

Policy:

Head Start/Early Head Start managers will communicate their triumphs and concerns with the director on a regular basis.

Procedure:

1. At the end of the week, the Center Directors and program coordinators will complete a weekly report.
2. All areas of the report must be completed, signed, and dated. Partially completed forms will be returned to the coordinator.
3. This report will be turned in the following Monday of each week.
4. In case of the extended absence of the Center Director, the next person in charge will be responsible for filling out and turning in the report.
5. The Center Director will not submit reports when the center is closed down for summer.