



## Board Policy 2510P – Procedure for Head Start Monitoring

ADMINISTRATIVE PROCEDURE

2510P

**Subject: Procedure for Head Start Monitoring**

The Board shall review and approve the Head Start and Early Head Start program progress in carrying out the grant application provisions that include accessing, collecting and sharing accurate and regular information about program planning, policies and operations.

Board members will receive the following information at Board Meetings on the designed schedule:

Monthly:

- Financial statements
- Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency (DSHS Child Care Subsidies)
- USDA report of meals and snacks served
- Policy Council Meeting Minutes
- Program information summaries

Annually (Approval Required):

Fall	Winter	Spring	As Occurs
Annual Report	Policy Council By-Laws that include the composition of Policy Council	Program Community Assessment	Funding Applications
Self-Assessment and Action Plan		Procedures and criteria for recruitment, selection and enrollment of children	
Strategic Plan		ECEAP Self-Assessment Plan	

Annually (Information Only):

Fall	Winter	Spring	As Occurs
Child Outcomes Report	Policy Council By-Laws that include the composition of Policy Council	Standards of Conduct	Head Start Federal Monitoring Review
Program Information Report (PIR)		Kindergarten Transition Planning	Washington State Auditor’s Office Report
Head Start Annual Report	Self-Assessment Timeline reviewed		Changes in program Policies and Procedures
Yearly Parent Education Schedule	Washington State Association staff and parent representative nomination and voting		
Policy Council and Board Training			