

**Area:** Program Governance

**Subject:** PG08 – Policy Groups and Program Philosophy and Long-and Short-Range Goals and Objectives

**Reference:** 1304.50(d)(1)(iv), 1304.51(a), 1305.3

**Policy:** Central California Migrant Head Start Policy Council (CCMHSPC) and the Stanislaus Head Start Policy Council (SHSPC) will work with key management staff to develop, review, approve and submit to the Governing Body the program's philosophy and long and short range program goals and objectives.

**Procedure:**

1. Child Development Supervisor assigned to grant development will work with appropriate staff to gather information including, but not limited to, the Grantee annual Community Assessment, Self Assessment, Program Information Report, Staff Training Needs Survey, National Head Start Initiatives, and reports based upon the timeline as specified on the annual grant application work plan.
2. Child Development Supervisor will meet with stakeholders that may include, but is not limited to the Executive Director, Director II's, Coordinators, Child Development Supervisors, Child Development Specialists, Health Services Director or Supervisor, Family & Community Services Supervisor, and Disabilities Supervisors, a representative from the Governing Body and members of the Policy Council. The purpose of the meetings will be to review data in order to develop concepts for long and short term program goals and objectives.
3. Child Development Supervisor will incorporate input from stakeholders to develop draft long and short term program goals and objectives.
4. Child Development Supervisor will meet again with stakeholders to review draft long and short term program goals and objectives to ensure they were written in a manner that accurately reflects the concepts agreed upon by the group. Child Development Supervisor will make additional revisions to draft goals and objectives as necessary based on stake holder input.
5. The Policy Councils will review proposed goals and objectives and will submit recommendations to the Governing Body for final approval.
6. The Executive Director and Governing Body will review and approve/disapprove proposed program long and short term goals and objectives.
7. If approved, long and short term goals and objectives will be included in the program's refunding application, otherwise they will return for revision.

**Supervised by:** Executive Director

**Performed by:** Coordinator of Early Childhood Education Programs, Child Development Supervisors, Other Management Staff

**Forms needed:** N/A

**Frequency:** Annually