

Redding Rancheria Head Start and Child Care Department Procedure		
Program Area: Management Systems and Procedures		
Procedure # MG 06: Communications - General	HAC Approval:	2012
	Policy Council Approval:	2012
Performance Objective: Listing of various reports and frequency	Tribal Council Approval:	2012
<i>Procedures are updated annually by the Health Advisory Committee and the Head Start Policy Council. This procedure shall be considered valid until further notice.</i>		

The program establishes and implements systems to ensure that timely and accurate information is provided to parents, policy groups, staff, and the general community. These include:

Parents: Follow up phone calls, Personal and “One Call Now”
parent conferences
written progress reports
monthly newsletters
e-mail messages to parents
Facebook

Staff: Weekly staff meetings
Written memos
Daily contact
Special training events
Daily e-mail, phone messages, “One Call Now”
Department Calendar – Outlook

Daily messages are posted on the message board in triplicate. One copy to the bus driver / teacher and one copy to remain on the message board. These are filed by the Program Assistant

All staff are required to check their mailbox, message board and email daily

Policy Council/ HAC/ Parent Committee:
Monthly mailings
E-mail messages
Monthly meetings
Special training events
Personal phone calls and “One Call Now”

Tribal Council: Monthly department report
Tribal Council liaison at Policy Council to promote communication
Agenda items as needed

General public: Monthly Tribal newsletter, Website – Annual Report, Face Book