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**Subject : Program Planning**

**Source: Head Start Performance Standard 1304.51**

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## Policy

Program planning for North Texas Parent & Child Development, Inc. will include involvement of governing bodies, policy groups, program staff, and community organizations. The Organizational system will ensure high quality services to children and families. Our approach will focus on meeting the needs of a diverse community and assigning clear accountability. Ongoing assessment, evaluation and plans for improvement will be essential elements of the planning process that contribute to the overall success of the agency.

## Procedure

1. Program planning will include the following elements:
  1. Community Needs Assessment - Every three years.
  2. Strategic Planning - Every three years.
  3. Work plans / policies and procedures - Annual reviews and updates.
  4. Policy Council orientation - Annually
  5. Self assessment - Annually
  6. Ongoing monitoring and reporting.
  7. Grant planning, including budgets - Annually
  8. Continuous communication and feedback.