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**Subject: Strategic Planning**

**Source: Head Start Performance Standard 1304.51(a)(1)(i-iii)**

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**Policy**

Every three years, at a minimum, North Texas Parent & Child Development, Inc. Early Head Start will initiate a strategic planning process, involving policy groups, staff, and administration and community partners to formulate long range goals and short term program and financial objectives for the agency. The Community Needs Assessment, as well as other information gathered in yearly updated information, will be used in the process. The strategic directions established in this process will guide grant planning, budget discussions and other program decisions affecting the agency's approach to serving children and families.

**Procedure**

1. Invite key members of the Early Head Start community, including staff, parents, governing bodies, Policy Council, Health Advisory and other community representatives.
2. Schedule times and places for sessions that are appropriate and convenient for those involved. Offer transportation and/or childcare to parents who may require assistance in order to participate.
3. Assign facilitator and recorder(s).
4. Familiarize participants to the mission, goals and philosophy of the agency and the Early Head Start program.
5. Provide opportunities for individual input and group discussion.
6. Summarize and distribute the results to participants.