
Subject: Person In Charge

Source: Texas State Minimum Standards 746.1013

Policy

Any time the Center Coordinator (CC) is away from NTPCDI, Early Head Start facilities there must be a designated staff person in charge (PIC).

Procedure

The PIC must ensure the following:

1. Center staff complies with the daily schedules along with policies and procedures.
2. Keeping facilities safe and secure at all times.
3. Report all emergency situations to the director and appropriate manager in the absence of the CC.
4. All information is accessible to communicate with parents, state and local authorities.