



## Directors' Newsletter

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### Check out the new and updated

#### [Early Childhood Learning & Knowledge Center \(ECLKC\) website](#)

A great resource for all Kentucky Head Start & Early Head Start staff:  
<http://eclkc.ohs.acf.hhs.gov/hslc:Y2hyaXN0aW5la2lsbGVu>

#### Management and Administration

This section includes resources, strategies and training materials that contribute to the implementation of Head Start and Early Head Start's key management systems. Program directors, content area managers, policy groups and other management staff will find resources that can be used for developing, establishing and implementing sound approaches to administer their local programs. The [Director's Toolkit](#) is an excellent resource for you.

Great Program Systems resources include: (Click Control & picture to go to link)

**Communication** : Find resources and information related to establishing management systems; identify processes for evaluating program performance; and set up record-keeping and reporting systems.

**Community Assessment**: Head Start and Early Head Start programs are required to conduct a community assessment to assist in determining community needs and recruitment areas for providing quality program services. Find information and resources on the data collection process.

**Eligibility and Enrollment**: Explore information and resources related to income eligibility for federally-funded programs.

**Facilities, Materials and Equipment**: Get information on the planning, site design and program activities as it relates to facilities, materials and equipment.

**Human Resources**: Find resources and information on professional development, staff qualifications, personnel policies and team building.

**Planning**: Locate resources regarding strategic planning, collaboration, grant development, E-Rate and program plans.

**Program Diversity**: Children and their families come to Head Start and Early Head Start rooted in a culture that gives them meaning and direction. Explore resources that will help guide staff in meeting the linguistic and cultural diversity of the children and families served in your community.

**Program Governance**: Head Start agencies are required to establish and maintain a formal structure of shared governance through which parents can participate in policymaking. Locate information and resources related to policy groups, governing bodies and procedures for designing governance processes.

**Self-Assessment & Ongoing Monitoring**: As a method of measuring agency accomplishments, strengths, and weaknesses, self-assessment and ongoing monitoring allows for the continuous improvement of program plans and service delivery methods. Explore information related to establishing processes and systems to ensure that program operations effectively implement federal regulations.



**WOW !!!!!**

**Look at  
ECLKC**

#### **Training Guides for the Head Start Learning Community: Abstracts**

The Training Guides CD-ROM is a great resource for Head Start staff and parents, and it's available by order. The resources support:

[Community Partnerships](#)

[Disabilities](#)

[Education](#)

[Family Partnerships](#)

[Health and Safety](#)

[Literacy](#)

[Management Systems and Procedures](#)

[Parent Involvement](#)

[Program Governance](#)

[Social Services](#)

[Transition](#)

Foundation Training Guides focus on the key values and behaviors needed by your staff in order to support the Head Start approach and the Head Start Program Performance Standards. Technical Training Guides address complex skills and specific knowledge needed to advance the growth of children, parents, and staff.



#### **Pedestrian Safety**

Pedestrian safety education must be provided to children and parents within the first 30 days of the program year. Program directors and transportation managers may use this resource when establishing safety education for staff, children, and their families.

**Did You Know: Head Start & Early Head Start programs can post vacant positions on ECKLC? To submit a new job announcement please attach the details of the job in an email, and send it to the Career Center.**

Select this link to view a [sample job announcement](#)

**Our Pledge:** The KY T/TA State Office pledges to provide timely, current, and interesting monthly newsletters for the Head Start and Early Head Start communities and others interested in the field. In keeping with our mission to be more "green," we will provide our easy to read newsletter via email. **We would like to hear from you and encourage your suggestions for newsletter content.**

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