Procedure for MARC Head Start Continuous Program Improvement and Planning Process:
As part of the annual process for program planning MARC Head Start will use the following timeline for completion of the outlined steps in the planning process:

OCTOBER
- Follow up meetings with each program to develop individualized plans for ongoing communication and assessment of contractual requirements

NOVEMBER
- Survey of professional development needs

JANUARY
- Community Assessment Update
- Tier 1 and 2 contract review meetings - review program status, discuss any proposed changes for next contract period.
- All programs - Direct Service Prover Meeting - programs will be asked for input on agenda - MARC will share status of progress toward objectives
- PY2 training calendar developed

FEBRUARY & MARCH
- Tier 3 programs self-assessment
- MARC policy and procedure review and update
- Grantee wide professional development symposium

APRIL
- Agency wide self-assessment meeting to review progress toward program goals and objectives and develop program improvement plan

MAY
- MARC policies and procedures approved by Policy Council – second Monday of the month
- Self-assessment report completed
- Program objectives and activities revised for PY2
- Program Improvement plan completed
- Direct Service Provider policies and procedures revised and submitted to MARC by May 31