

# Policy Development and Review Policy

Policy No. 130



## Jurisdiction of PSESD Early Learning Policies

PSESD Early Learning policies apply to the operations at all programs funded by PSESD Early Learning. They are approved by the Policy Council, and are referenced in the Letter of Agreement between PSESD and subcontractors. Subcontractors may have additional policies which are not in conflict with the PSESD Early Learning policies.

## Conflict of Policies

As mentioned above, all subcontractors commit themselves in the Letter of Agreement to implement PSESD Early Learning policies. In the event there is a conflict between a PSESD Early Learning policy and a subcontractor policy, the PSESD Leadership and the subcontractor Center Director will attempt to negotiate a policy revision for that program which will resolve the conflict. This policy revision must be in keeping with federal Head Start regulations, State ECEAP regulations, and must be approved by the Policy Council. Successfully negotiated policy revisions will be incorporated in that program's Letter of Agreement. In the event a mutually agreeable policy revision cannot be agreed upon, the subcontractor will need to abide by the existing PSESD Early Learning policy as a condition of operating the PSESD Early Learning program.

## Policy Review Cycle

PSESD Early Learning policies are reviewed on a three year cycle. That is, one-third of all policies are reviewed each year with all policies reviewed over a three year period of time. New policies may be submitted as needed.

Any policy that requires more immediate revision may be presented at any point outside of the three year cycle by any PSESD Early Learning staff member, parent, or director can submit a proposal revision to a policy.

## Formatting and Referencing of Policies

Policy formatting will include: title; number; reference to related performance standards, policies, and procedures; dates approved by Policy Council and the ESD Board; and will indicate the person responsible for developing the policy and the revision date in the file path of the document.

Any procedure related to a policy will include the following formatting: title; reference to related performance standards, policies, procedures and other documents; and will indicate the person responsible for developing the policy and the revision date in the file path of the document.

## Policy Revisions

PSESD Early Learning administrators will coordinate the policy review process, involving all relevant staff, directors and/or advisory groups. These groups will have an opportunity to review the policies outlined on the following page.

**Three Year Cycle**

Year One

Budget Revision and Emergency Grant Applications  
 Community Complaint\*  
 Fundraising  
 Hiring  
 Parent Funds  
 Pesticide  
 Policy Development and Review  
 Procurement  
 Program Options  
 Research  
 Staff Qualifications  
 Standard of Conduct: Diversity & Classroom Celebration\*  
 Travel

Year Two

Animals in the Classroom  
 Blood Borne Pathogens  
 Child Abuse  
 Child Care & Mileage Parent Reimbursement  
 Community Complaint\*  
 Fundraising  
 Health Information Protection  
 Health Services  
 Personnel Management  
 Safe Arrival/Departure  
 Standard of Conduct: Active Child Supervision  
 Standard of Conduct: Diversity & Classroom Celebration\*  
 Tobacco and Smoke-Free Environment

Year Three

Community Complaint\*  
 Conflict of Interest  
 Criminal Record Check  
 Drug & Alcohol Free Work Place  
 ERSEA  
 Gifts and Gratuities  
 Internal Dispute Resolution  
 Nepotism  
 Political Activities  
 Professional Learning  
 Program Planning  
 Standard of Conduct: Child Guidance and Support  
 Standard of Conduct: Confidentiality  
 Standard of Conduct: Diversity & Classroom Celebration\*  
 Transportation

*\*The Community Complaint Policy and Standard of Conduct: Diversity & Classroom Celebration Policy are reviewed and approved by Policy Council annually.*

Approved by Policy Council: July 22, 2014  
 Approved by Board of Directors: September 10, 2014

ECEAP Performance Standards: TBD  
 Head Start Act: 644  
 Head Start Performance Standards: 1304.50