

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 Early Learning Environment
 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