

Monitoring Head Start Programs

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Salt Lake CAP Head Start

Where to begin?

- Plan several “monitoring” meetings
 - Brainstorm for each area
 - Organize Board to front-line
 - Look for holes – note needs
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How to document?

- Monthly cycles
 - Create Monitoring Protocols for each area
 - Create and modify forms
 - Create monitoring binders
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Monitoring Communication



Board and PC

- Program Information Summary
 - Enrollment reports
 - Communication from the Secretary
 - CACFP
 - Approval requests
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Manager's Monitoring

- Monthly project brainstorm
 - Prioritization and synchronization of Manager's timelines
 - Monthly check-in
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