

Big Sandy Area C.A.P., Inc. – HEAD START
Program Policies and Procedures

Monthly Statistical Report

POLICY:

Staff will generate a monthly report covering several areas relevant to currently enrolled Head Start children and families.

This policy relates to [Head Start Performance Standards 45 CFR Part 1301.3, 1302.51](#)

PROCEDURE:

1. A monthly report, which documents volunteer hours, parent involvement activities, family home projects, attendance and enrollment, will be completed by the Family Advocate for each assigned classroom or group of children.
2. The report will be completed in cooperation with other direct services staff.
3. Once completed, the Monthly Statistical Report will be submitted to the Grantee Family Services Manager by the 5th day of the month. He/she will then review and compile all reports into the overall BSACAP Monthly Statistical Report.
4. This report will be given to the Head Start Director and Policy Council each month.

Approved by the Policy Council: March 2025