

POLICY FORMAT

(Title of policy, omit HS/EHS, centered, Arial font face, 12 font size, bold and all caps)

Policy Number:	Effective Date:	Policy Council Approval Date:
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One space between policy title and boxes. Arial font face, content of boxes 10 font size, boxes created with 'Table Quick Create' icon, 3x1 for above table, for those polices required ESC board approval or Health Services Advisory Committee approval use 2x2 table that follows)

Policy Number:	Effective Date:
Policy Council Approval Date:	ESC Board Approval Date:

Policy number (example AD9905) derived by taking the letters of the section it is found in, (AD=Administrative and Management Services), the year the policy was originally written (1999) and then the chronological number within the section (5th policy within section three). If the policy is revised, the year it is revised will be added to the policy number AD9905-01 (Revised in 2001). One space between boxes and performance objective. A revision date can be added to the table if deemed necessary by the author of the policy.

PERFORMANCE OBJECTIVE: (Arial font, 12-point size, bold, underlined and all caps) states objective of policy and from which Head Start performance standard (or other applicable resources) derived from, cite is also stated, text written Arial, 12 point. One space between paragraphs.

SUMMARY: (Arial font, 12 point size, bold underlined and all caps) used as author of policy deems necessary to summarize policy and operational procedure that follows. Text written in Arial, 12 point. One space between paragraphs.

OPERATIONAL PROCEDURE: (Arial font, 12 point size, bold, underlined and all caps) contains the policy and procedures staff are to follow

To insert a page number to your policy:

Go to Insert

Click on Header/Footer

Click on Footer A and Click Create

A box should appear at the bottom of the first page of your policy

Make sure your font is Arial

Make sure you center your page number

Type in the page number

The page number should just be the next page number available. For example if the last policy in Section Two is page number: 2-6 and you have a new policy, the page number will be 2-7.

If you want to delete your Footer, Click on Footer A, then Click Discontinue