

Community Action Team, Inc.
CHILD & FAMILY DEVELOPMENT PROGRAMS
 Procedure for Forms, Procedures and Policy Revision

Any staff person or parent may suggest changes to forms, policies or procedures. Admin will track and prioritize all revisions of forms, policies or procedures. Before any new policies, forms and procedures are created, staff must verify that there are no existing forms, policies or procedures.

- I. **The following process will be used for routing changes and providing input to forms and procedures. Forms and procedures do not need Policy Council approval. Forms and procedures typically are implemented at the beginning of a new year.**
 - a. Form/procedure are sent to Rainier Admin Office Specialist to initiate change process. Office Specialist will send to designated Admin staff.
 - b. Form/procedure will go from admin to LTM.
 - c. Center Managers are responsible for getting input from center staff and parents when applicable.
 - d. All input will be considered. Admin will meet to finalize.
 - e. The Office Specialist will add the updated form or procedure to our "Forms – Website" file. Then the updated document will be added to the website as needed. The previous form or procedure will be removed and placed in the "old" file for reference purposes.
- II. **The following process will be used for routing changes and providing input to policies. All policies need Policy Council and CAT Board approval. Once approved, policies are shared with staff.**
 - a. Policies are sent to admin Office Specialist to initiate change process. Office Specialist will send to designated Admin staff.
 - b. Policies will go from admin to LTM for changes.
 - i. Center Managers are responsible for getting input from center staff, parents, and community as relevant. Health related policies and procedures are reviewed for input by the HMHSAC committee.
 - ii. Input and suggestions are shared at the program level. Center Manager will add center staff and parent input and send to the Rainier Admin Office Specialist. Office Specialist will send to designated Admin staff.
 - iii. Admin will combine the input and develop a DRAFT to share with Policy Council and CAT Board for approval.
 - iv. Once approved by Policy Council and CAT Board the policy will be shared with LTM and staff. Implementation of the updated policy will be the day it is shared out with staff, which is scheduled by admin.

- v. The Office Specialist will add the updated policy to our “Forms – Website” file. Then the updated document will be added to the website as needed. The previous policy will be removed and placed in the “old” file for reference purposes.
- vi. Any Policy requiring staff signature must be signed and submitted to Admin.