

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

Involving Parents

POLICY:

The program will involve parents in their child's health care/services.

This policy relates to [Head Start Performance Standards 45 CFR Part 1302.41 and 1302.46](#)

PROCEDURE:

1. During enrollment, parents are informed of the type and purpose of all health and developmental screenings.
 - (a) Head Start staff will consult with parents immediately (no longer than 10 calendar days) when a child's health or developmental problems are suspected or identified. Family Advocates or staff will maintain contact with parent/guardian concerning child's health.
 - (b) During enrollment, the Family Advocate will inform parents of the type and purpose of all health and developmental procedures administered through the program. Consent for health and developmental services is located on the child's Health History. If the child will take part in screenings prior to the beginning of school, staff will use the "Summer Screening Permission" form to obtain parent consent.
 - (c) Diagnostic and treatment procedures are explained to parents and every effort is made to ensure parents fully understand the findings and the importance of their child receiving on-going care.
 - (d) Parents and staff condition children in advance about all procedures they will receive while in the program. Classroom activities are geared toward the individual needs of the children. Teaching staff and Family Advocate work with the parents on home activities.
 - (e) Family Advocate and other staff members assist and collaborate with parents to help them participate in parent trainings, ongoing family health care and encourage parents to be active partners in their children's health including dental, nutritional, mental health, educational, safety and environmental needs.

- (f) If a parent or legal guardian refused to give authorization for health services, the program maintains written documentation of the refusal on the Head Start Parent Refusal Documentation form.

Approved by the Policy Council, September 2017