

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

Observation of Child Health

POLICY:

Staff will observe the health and behavior of each child enrolled in the program.

This policy relates to [Head Start Performance Standards 45 CFR Part 1302.42 and 1302.46 and 1302.63](#).

PROCEDURE:

1. Teaching staff will complete the Observation of Child Health form on each child within forty-five (45) days of the enrollment date, and again during the month of March. The form will not be completed until the child has been enrolled for at least two weeks (14 calendar days) in order to allow a period of adjustment to the classroom environment.
2. If a child enrolls before November 1, teaching staff will need to complete two Observations of Child Health forms, following the timeline above. If the child enrolls on or after November 1, the child will only have one Observation of Child Health completed within 45 calendar days starting with enrollment date.
3. Observations that have an item(s) marked will need to have documentation in comments about what the teaching staff are doing to address the concerns.
4. Appropriate follow-up and/or referrals will be made on areas of concern identified by the observations.

Approved by Policy Council: December 2022