

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 1304.20

PROCEDURE:

1. Teachers/Home Visitors will complete, Observations of Health and Behavior forms on each child in September within forty-five (45) days of enrollment, and again during the month of March.
2. Observations will be submitted to the delegate office for review by the Health Services Manager, in collaboration with the other management staff (disability, nutrition, mental health) before being filed in the child's individual health record/folder.
3. Appropriate follow-up and/or referrals will be made on areas of concern identified by the observations.

*Approved by the Policy Council October, 2007
Updated January, 2010*