

**HEAD START POLICIES AND PROCEDURES
CHILD HEALTH AND DEVELOPMENTAL SERVICES**

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SUBJECT: Ongoing care of children

PERFORMANCE OBJECTIVE: The program must implement ongoing procedures by which staff can identify any new or recurring medical, dental, or developmental concerns so that they may quickly make appropriate referrals. These procedures must include: periodic observations and recordings, as appropriate, of individual children's developmental progress, changes in physical appearance, and emotional and behavioral patterns. In addition, these procedures must include observations from parents and staff.

OPERATIONAL PROCEDURE:

During the school year, there will be many opportunities for center staff members to document changes or concerns in children's physical, developmental, emotional, social, and behavioral patterns. The center staff constantly make observations of the children from the time they first greet the child for the day, whether it be on the bus or in the classroom, till the child leaves for home. If a concern is identified before the formal screenings are done, the concern should be documented on a *Tracking Form* and forwarded to the appropriate manager for review and guidance in the next step to take. If concerns arise after the formal screenings are done, the teacher or parent can request that a rescreening be done. A *Tracking Form* should also be used to document the concerns and actions taken. The appropriate manager will assist the center staff in determining the next step to take.

Other methods of documenting changes in a child include the use of observation notes which are kept by center staff on each child, the DECA social emotional screening/assessment tool which is done at least twice a year and more frequently if changes are seen in the child, the LAP-D assessment and the other educational assessments done with the children. Also, when staffings are held on the children, management staff are usually present to hear reports of changes in the children.

During the educational home visits and conferences, parents are given information on developmental milestones the child is making. They are also given the opportunity to address child concerns with the staff.