



**Policy #: CHDS-4**

**Page #: 1 of 2**

**Ref #: 1302.42(c)(2)**

**Policy Council Approval Date:**  
10/23/18

**COMPONENT: CHILD HEALTH AND DEVELOPMENTAL SERVICES**

**SUBJECT: ONGOING CARE**

**PERFORMANCE OBJECTIVE:** To implement ongoing procedures by which Head Start 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.

**POLICY AND PROCEDURE:**

On-going evaluations of children are completed by the teaching staff in an effort to observe and identify each child's physical, social, emotional, and cognitive development to ensure the quick identification of health or developmental problems, as well as to be aware of each child's developmental progress.

On-going observations include but are not limited to the following:

- Family Team Meeting Monthly
- Quick daily observations of each child upon arrival and departure of the center
- Observations throughout the day as children participate in indoor and outdoor activities, routines and transitions.

Communication with parents/guardians will occur throughout the program year. Strategies for communication include but are not limited the following:

- Home visits completed by teaching staff as well as Family Advocate twice yearly
- Parent/Teacher Conferences conducted twice yearly and more often as deemed necessary
- Daily face to face interactions with parents/guardians
- Phone conversations
- Scheduled meetings as appropriate

Teaching staff will communicate with parents/guardians and encourage any input, on a regular basis in a supportive manner, especially when discussing concerns, regarding their child's health and development. When concerns are identified teaching staff and/or Family Advocate will communicate with parents/guardians as quickly as possible in an effort to facilitate referrals as deemed necessary.

When medical, dental or developmental concerns are identified or suspected, staff are required to consult with the parent/guardian immediately. Details of such conversations will be documented in ChildPlus.