Head Start & Head Start Extended Day Classrooms with HS/GSRP Blends

1. R&H staff (with the Education Coach and Site Supervisor as part of this process) will compile and mail Head Start Acceptance packets to enrolled children at the start of the school year. These packets will inform the families what health screening(s) their child is in need of and will include the corresponding screening forms.
2. Please be aware of Health Requirement timelines:
* Physical 30 days
* Hearing, Vision, ESI-R 45 days
* Hemoglobin, Blood Lead; Blood Pressure and Dental 90 days.

 Actual “due dates” are individually based depending on the child’s enrollment date.

 Blood lead can no longer be waived by the physician. If the doctor does not screen the

 child for lead- Head Start must make arrangements for the child to receive this

 screening.

1. At start up, before Parent Orientation Appointments, the teacher and R&H will review the health status of each enrolled child. R&H and the teacher will discuss what health follow up the teacher will need to do at Orientation.
2. At Parent Orientation, teaching staff will review the child’s Release of Health Screening & Dental Information H-11 A and write detailed notes on when and where the child received any program health requirements.
3. Before children can attend a center based program or child care centers, they must have one dose of each immunization: DPT; Polio; MMR; HIB; HEP B; Chicken Pox and Pneumococcal Conjugate – if applicable. (Five year olds do not receive the Pneumococcal Conjugate vaccine.) Please note: The immunization record must be in the child’s files when the child starts school. Families wanting to waive immunizations must obtain a certified waiver form from their local Health Department. Staff must have this State Certified Waiver before the child can attend. This rule does vary for children attending one of our preschools for a second year. Please talk with your R&H/Michelle Karns DMT for information specific to your Local Health Department.
4. Please remind families that licensing requires that the child has an up-to-date physical form in their file within 30 days of initial attendance or the child will not be able to attend school until the physical is completed and received by the school.
5. Families also need to be aware that when the child’s immunizations were not up-to-date at the time of enrollment and the child has been in attendance for 4 months, an updated certificate showing completion of all additional immunization requirements as specified by the department of community health shall be kept on file unless there is a signed statement by a licensed health care provider stating immunizations are in progress. If the child does not have up-to-date immunizations or the above statement by a licensed health care provider after 4 months in attendance, the child will not be able to attend the center until this requirement is obtained.
6. Children with any allergies or health concerns – please reference the Which Food Form ? Chart 2017-2018 and the Emergency Care Plan H-66. Ask your Site Supervisor if you have questions.
7. When Children are added during the year:
* The Teacher will at Orientation, inform the family of the health requirements giving them the screening forms & dental resource information. Please attach a stamped envelope addressed to your R&H to the Physical and Dental forms.
* Please also talk with your R&H for additional directions in this process.
* Teachers will write the R&H staff person’s name on the screening forms.
* Teachers will highlight the required screenings on the physical form.
* The top of the physical form & dental form will be completed by the Teacher with special effort to make sure that specific insurance/Dental insurance / Medicaid plan information is current and complete. Please include the child’s name and the name of the classroom and teacher on the screening forms.
* Teachers can encourage families to use the center phone to schedule appointments as needed.
* Teacher will complete the Release of Health Screening & Dental Information, and have the parent sign (or review this release that may have been completed by the R&H staff at recruitment). The Teacher will keep detailed information on the current health status of the enrolled child and share this information with their R&H staff promptly.
* **After Orientation, Teachers will copy the Release of Health Screening & Dental H-11A that have any updates and give them to their R&H.**

 10. Children receiving Medicaid must seek services from Medicaid providers (dentists, doctor). We cannot use Head Start dollars in situations where Medicaid could pay.

 \*\*\*The Teacher needs to complete a change of status any time they are aware that medical or dental insurance has changed on an enrolled child.

1. When the parent gives you a completed screening form- the teacher will write the date on the screening form. Also the teacher will give the completed physical; dental or immunization form right away to their Recruitment and Health staff. (Do not file them at this time – the R&H person needs to see them and they need to be entered into the ChildPlus system.)

1. Teaching staff will complete the Denver or ESI-R/Parent Questionnaire and track these screenings on the Developmental Screener and Parent Questionnaire Class Composite Follow up form.
2. Notes about Physicals:
* Head Start physicals are good for one year from the date it occurred.
* If the child has no insurance/Medicaid coverage Head Start will pay for the exam. Please talk with your R&H regarding payment.
* Head Start does not pay for immunizations.
* Highlighted screenings on the physical include hearing, vision, blood lead, blood pressure & hemoglobin in addition to the body check. Please note: for second year students – if we have the hemoglobin and blood lead on file, it does not need to be done again.
1. Notes about the Dental:
* Dentals are good for one year form the date it occurred, although we encourage families to adhere to their child’s 6-month exam schedule.
* If a child has no or partial dental coverage, Head Start will cover the cost or remainder of the cost of the exam **one time** per school year.
* We do not pay for a 6 month exam if the child already went once during the school year.

15. Teacher will track health In Kind on the Volunteer Monthly In Kind Log PI-4.

 16. R&H Specialist will contact their teacher monthly (ie. Phone call, e-mail, etc.).

 17. The R&H Specialist will keep the Teacher updated regarding incomplete screenings & any follow-up treatment needed. Teacher will initiate conversations with families about needed health requirements on their home visits and at other opportunities.

 18. We are required to follow up on a height & weight concerns when a child’s BMI is at or above the 95 percentile or at or below the fifth percentile or there are other issues such as high blood pressure. If the BMI is extremely high or low it will show up as a fail on the Growth Assessment ChildPlus report 3420 and follow up will be needed. Staff is asked to make a face to face contact with the family when discussing height & weight concerns. Staff will use the BMI letter H-23 to document this contact. Staff will offer families an opportunity for a nutritional referral H-91 and/or a “Health Eating” folders that contains healthy eating ideas. **Submit a copy of the completed H-23 to DMT, and track your contact on the Contacts and Social Service Tracking Form SS-7.** The fact that a child’s parents are either small or larger themselves has no impact on whether or not there is follow up on our part.

10/2017