

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

Involving Parents

POLICY:

The program will involve parents in their child's health care/services.

This policy relates to Head Start Performance Standards 45 CFR Part 1304.40

PROCEDURE:

1. During enrollment, parents are informed of the type and purpose of all health and developmental screenings.
 - (a) Consult with parents immediately when child health or developmental problems are suspected or identified. Family services and health staff maintain contact with parents concerning their child's health. Parents are notified either verbally or by written notification within ten (10) calendar days after a problem is detected.
 - (b) During enrollment, the FSW informs parents of the type and purpose of all health and developmental procedures administered through the program. A permission for health services form is used to obtain advance parental authorization for such procedures. Diagnostic and treatment procedures are explained to parents and every effort is made to ensure parents fully understand the findings and the importance of their child receiving on-going care.
 - (c) Parents and staff condition children in advance about all procedures they will receive while in the program. Classroom activities are geared toward the individual needs of the children. Teaching staff and FSW/Home Visitor work with the parents on home activities.
 - (d) FSW/Home Visitor and other staff members assist parents in accordance with 45 CFR 1304.40 to enroll and participate in a system of ongoing family health care and encourage parents to be active partners in their children's health care process.

- (e) If a parent or legally responsible adult refused to give authorization for health services, the program maintains written documentation of the refusal.

Approved by the Policy Council October, 2007