

Tri-County Community Council, Inc.
Early Head Start/Head Start

Section: **Child Health and Developmental Services** P.S. 1304.20(a) (2)

Subject: **Physical Examination-Immunization**

POLICY:

Early Head Start/Head Start must obtain a physical of every child enrolled in the program

PROCEDURE:

1. Upon enrollment in the program and annually after that, every parent/guardian will be informed that within thirty (30) calendar days of enrollment they must obtain a physical examination for their child and present it to Early Head Start/Head Start Center Coordinator.
2. Each child must have an up to date immunization (blue card) on file the first day of attendance in the Early Head Start/ Head Start Program.
3. The Family Service Worker, Center Coordinator, Health Services Coordinator, or the Home visitor must assist the parent/guardian in making arrangements to ensure each child is up to date on immunizations and physical exam.
4. The Center Coordinator, Family Service Worker, Home visitor and Health Services Coordinator, or Home visitor will continue to follow the recommended schedule for updating the immunizations and physical exams by using a tracking system for all the children.

Tri-County Community Council, Inc.
Early Head Start/Head Start

Section: Children Health and Developmental Services P.S 1304.20

Subject: Picking up children at Early Head Start/Head Start

POLICY:

Early Head Start/Head Start will adhere to state of Florida child care standards that state that children shall not be released to any person other than their parents or legal guardians or a person authorized in writing by the custodial parent or legal guardian.

PROCEDURE:

1. Any person picking up a child from Early Head Start/Head Start facility must be on the pick-up list.
2. In the event the person attempting to remove a child is unfamiliar to staff members, the staff member must request to see the picture I.D. of the individual, and the name on the I.D. should be on the pick-up list. If the name is not on the pick-up list, the child will not be released.
3. If a parent requests in writing that an individual that is not on the pick-up list has permission to remove a child from the center, staff must request picture I.D. and make a copy to be placed in the family file along with a note signed by the parent.
4. When a person who is not on the pick-up list attempts to pick up a child with a note from a parent, and prior arrangements have not been made with staff, then staff must verify the parent's request for pick up and document it in the child's family file, with the note and copy of the picture I.D. before the child will be released.

Tri-County Community Council, Inc.
Early Head Start/Head Start

Section: Child Health and Developmental Services P.S. 1304.20

Subject: Reporting Illness

POLICY:

Early Head Start/Head Start will maintain a safe environment for all children.

PROCEDURE:

1. Each day, upon arrival at Early Head Start/Head Start, the staff will do a brief assessment of each child's general appearance, eyes, ears, nose, mouth, and behavior.
2. If the child appears to be ill (example: elevated temperature), the staff should reach an agreement regarding the status of the child.
3. The following questions must be considered or decisions must be made by the staff:
 - a. Can the child remain in the classroom with no threat to the other children?
 - b. The child must rest away from the other children under direct supervision until the child feels better.
 - c. Does the child need to go home?

**Tri-County Community Council, Inc.
Early Head Start/Head Start**

Section: Child Health and Developmental Services P.S. 1304.20

Subject: Sanitizing Contaminated Toys

POLICY:

All toys that come in contact with body secretion shall be sanitized to ensure a safe and sanitary environment.

PROCEDURE:

1. Early Head Start/Head Start considers all bodily secretions contaminated.
2. All toys that come in contact with any bodily secretion must be removed from child's reach immediately and placed in a container until the end of the day.
3. At the end of the day the following process will be followed to ensure the sanitizing of the toys:
 1. Put the toys into warm soapy water and let soak for five minutes.
 2. Scrub toys after soaking.
 3. Rinse thoroughly.
 4. Dip toys in bleach solution (1/4 cup plus a gallon of water).
 5. Let toys air dry.
4. The toys may then be placed back into reach of children.

Tri-County Community Council, Inc.
Early Head Start/Head Start

Section: Child Health and Developmental Services P.S 1304.20

Subject: Short Term Exclusion from Head Start

POLICY:

Tri-County Community Council, Inc. Early Head Start/Head Start does not exclude any child from the program based on his or her health care needs. However, the program may temporarily exclude a child if attending the program puts the child, other children in the program, or the staff at risk. These exclusions include short-term injuries or short-term contagious diseases required by Florida Statute to the local Department of Health.

PROCEDURE:

1. The following illnesses will require exclusion from the program:
 - a. Fever: Temperature of 101 or higher. Tri-County Community Council, Inc. Head Start program uses digital ear thermometers to check temperatures. If a child has a fever of 101 or above, the child will be sent home until the temperature has been normal for 24 hours.
 - b. Signs of possible severe illness: These include, but are not limited to lethargy, irritability, persistent crying, or difficulty breathing. Parents will be notified to pick up the child. The child cannot return to the center until he or she is seen by a physician and gets a slip stating the child can return
 - c. Uncontrollable diarrhea: Increased number of stools compared to what is normal for the child, with liquid consistency. Parents will be notified to pick up the child and the child cannot return until the diarrhea has stopped.
 - d. Vomiting: If the child has vomited two or more times in a 24 hour period, the parent will be notified to pick up the child and the child cannot return until he or she has not vomited in the previous 24 hours.
 - e. Mouth sores: The child will be picked up by the parent unless the child's physician or health department has sent a note stating that the child is not contagious.
 - f. Rash: If the child has a rash and has a fever or change in the child's behavior, the parent will be notified to pick up the child. The child cannot return until the physician or health department states it is all right for the child to attend.
 - g. Rubella: The child will immediately be sent home from the program and cannot return until 7 days after the rash appears or the health department confirms the child is no longer infectious. (Child must be free of fever for at least 24 hours.)

h. Purulent conjunctivitis (pink eye): Defined as pink or red conjunctivitis with white or yellow discharge, often matted eyelids after sleep. Child may not return to the program until cleared by the physician or health department.

i. Infestation (scabies, head lice, etc.): The child must be treated with a recognized lice treatment, available at most drug and discount stores and the health department. The child cannot return until after treatment and the child must be bug free at the time of return.

j. Open sores that are draining: The child will be sent home and cannot return until 24 hours after treatment is initiated.

k. Sore throat accompanied by fever: The child will be sent home and the child cannot return until 24 hours after treatment begins and child's temperature is normal for 24 hours.

l. Persistent anal itching: Child will be sent home from the program and will not be allowed to return until the health department, or physician assesses the child and determines when the child can return.

m. Ringworm: (tinea capita, tinea, corporia, tinea curis, and tines pedis):The child will be sent home from the program and cannot return until they have received treatment for at least 24 hours. Scalp ringworm involves treatment with oral medications and may take two to five days to become non-contagious. Both types of ringworm require a medical release from a physician before the child will be allowed to return to Head Start.

n. Varicella (chickenpox): Child will be sent home at the onset of the rash or fever and will not be allowed to return until 6 days after the onset of the rash or until all lesions have dried up.

o. Pertussis (whooping cough): Either lab confirmed or suspected based on symptoms. Child will be sent home and cannot return to the program until 5 days after he or she has completed the appropriate antibiotic therapy or until the health department or physician provides a written statement that it is safe for the child to return.

p. Mumps: The child will be sent home at the onset of fever and will not be allowed to return to the program until 9 days after the onset of swelling.

q. Measles: The child will be sent home at the onset of the fever and cannot return to Head Start until the fifth day after the rash appears or until the physician or health department sends a written report releasing the child.

*Documentation of temporary exclusion form will be filled out and filed in child's family files under "Health".

HEAD START

Tri-County Community Council, Inc.
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Documentation of Temporary Exclusion

Child's Name

Date

Time exclusion began: _____ a.m. /p.m.

Time of exclusion ended: ____ a.m /p.m

Place of exclusion:

Reason of exclusion:

Results of exclusion:

Child returned to class ____

Child went home ____

Attending Staff

Date

Tri-County Community Council, Inc.
Head Start/ Early Head Start

Section: Child Health and Developmental P.S 1304.20

Subject: Tornado Drill

POLICY:

It is the policy of Tri-County Community Council, Inc. Head Start/ Early Head Start that all staff and children in the program will know what to do in case of a tornado emergency at any of the Head Start/ Early Head Start centers or at the home of a home based family. Drills will be performed in the months of September and January.

PROCEDURE:

1. Drills will be performed in the months of September and January by the Head Start/ Early Head Start. All center staff and children at each center will participate in the tornado drills. Home visitors will assist home based families with an individual plan for their homes. Documentation will be filed in the child's family file by the home visitor.
2. The Center Coordinator or Health Services Coordinator will provide staff with training on appropriate measures to take in the event a tornado warning is issued prior to the drill.
3. Staff will provide all children with training on appropriate measures to take in the event a tornado warning is issued.
4. The center coordinator will designate a staff member to initiate the drill using one of the following categories:
Tornado Watch
Tornado Warning
Tornado Strike
5. The designated staff member will document the drill, focusing on how long it took staff to complete the drill and what measures need improvement to ensure the safety of children and staff.
6. Documentation of the drill will be kept in the classrooms and the Center Coordinator's office or the home based family file.

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Early Head Start/Head Start

Section: **Child Health and Development Services** P.S. 1304.20

Subject: **Vision/Hearing Screening**

POLICY:

A vision and hearing screening will be done on each child enrolled in Head Start within 45 days of the first day of attendance in Head Start.

PROCEDURE:

1. A vision and hearing screening will be completed each year.
2. The vision and hearing screening should be done at the health department or a doctor's office at the time of the physical examination.
3. If a vision test is not included on the physical exam, the Family Service Worker, Center Coordinator, Health Services Coordinator, or Home visitor will administer a vision test using the Preschool color vision testing chart after parent/guardian consent has been obtained.
4. If a hearing test is not included on the physical exam, the Family Service Worker, Center Coordinator, Health Services Coordinator or Home visitor will administer a hearing test using the whisper test method after parent/guardian consent has been obtained.
5. The Family Service worker, Center Coordinator or Home visitor will notify the parent/guardian of the results of the vision and hearing screening.
6. The Center Coordinator, Family Service Worker, Health Services Coordinator, and Home visitor will work together to track all the children's records to ensure the screening is completed.

Tri-County Community Council, Inc.
Early Head Start/Head Start

Section: Child Health and Developmental Services P.S 1304.20

Subject: When Department of Children and Families removes a child from the Early Head Start/ Head Start Program

POLICY:

Early Head Start/Head Start will cooperate with child protective services to ensure the safety and well being of the child.

PROCEDURE:

1. Upon arrival at the center, the Department of Children and Families/Child protective personnel will be asked to sign in on the visitors' sheet.
2. The Early Head Start/Head Start Center Coordinator or Family Service Worker will make a photocopy of the Driver's license and Identification badge of the visitor. This information should be placed in the family file. Verification of investigator must be confirmed by calling Department Of Children and Families (DCF) before child is released to investigator.
3. If the investigator states that he/she will be removing the child from the center, he/she must sign the child out on the daily sign in/out sheet.
4. The Center Coordinator or other staff member should collect the child's backpack and personal items and send them with the investigator.
5. The Center Coordinator should also pass on information about when the child last ate, any known allergies, medication, or medical needs to the person removing the child.
6. The date, time, agency name as well as any pertinent information released on the child should be documented on the tracking form in the family file.
7. The Department of Children and Families may have access to the information in the family file. They must sign and date the confidentiality form in the front of the family file.