

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

Part: 1302 Program Operations

Subpart: D-Health Program Services

Section: 1302.42 Child Health Status and Care

Subject: Heights and Weights

Policy:

It is the policy of Tri-County Community Council, Inc. Head Start/Early Head Start to monitor children's heights and weights and make referrals as necessary. Each Head Start Center will obtain heights and weights each year in September and February-

Procedure:

1. Informed consent will be obtained from the child's parent or guardian at the time of enrollment.
2. Enter date measurements taken, child's name (in alphabetical order), sex, and date of birth on the height/weight form. For confidentiality, each child will be weighed and measured in private, and no numbers will be said aloud.
3. Shoes are taken off; hat removed; pigtails, etc., should not be in the way.
4. Remove any sweaters, jackets, or coats.
5. To measure height: student stands on flat surface; heels slightly apart and flat on the floor.
6. Back straight as possible; knees should not be bent.
7. Heels, buttocks, and shoulder blades touch the wall or measuring surface.
8. Arms hang naturally to the side; shoulders relaxed.
9. Looking forward – eyes straight ahead.
10. Lower headboard until it touches crown of head firmly.
11. Read measurement to the nearest 0.1cm or 1/8 inch, make note of first measurement.
12. Move headboard away, check posture and repeat.
13. Measurements should agree within 0.1cm or 1/8 inch.
14. If measurements do not agree within 0.1 cm or 1/8th inch, re- measure, and record the average of the two measurements.
15. Record the height on the height/weight form.
16. To measure weight: make sure the scale is balanced at zero.

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Head Start/Early Head Start

17. Student stands straight in center of platform.
18. Arms hang naturally at the side.
19. Student is looking forward.
20. Read measurement to the nearest 1/4th pound; make note of first measure.
21. Have the student step off of scale and take the second measurement; repeating steps above.
22. Measurements should agree within 1/4th pound.
23. If measurements do not agree within 1/4 of a pound, re- measure until this standard is met.
24. Record measurement on the height/weight form. Height is to be entered in inches. Weight is to be entered in pounds and ounces.
25. The Nutrition Coordinator will be available to speak at parent meetings or to individual parents to discuss BMI findings and healthy weight and eating habits.
26. For center-based infants under (1) year of age, child will be placed on a table scale without excess clothing to have their height and weight measured.
27. For home-based families a portable scale and measuring tape will be used to measure height and weight.