

<b>Area:</b>	Family Engagement
<b>Subject:</b>	FE06 – Family Engagement in Health, Nutrition and Mental Health Education
<b>Reference:</b>	1304.40 (f)(1-4)(iii) /CCL: 101220.1
<b>Policy:</b>	The Head Start program will ensure staff assists and educates parents in understanding medical, dental, nutrition and mental health services and program requirements.

**Procedure:**

1. During application or enrollment, Head Start staff will complete the Health History/Nutrition Assessment form with parent/guardian regarding any health and/or nutrition concerns that their child may have. The parent/guardian will also complete the Consent Form with staff that identifies sensory and developmental screenings/services that will be provided at the facility. In addition, the staff member working with the family, will request or collect any child immunization verification and inform parent/guardian of child health enrollment needs (up to date immunizations and medical clearance).
2. During Parent Orientation, Head Start Staff and/or Designated Health Staff will provide parent/guardian with the Health Services Information Sheet and explain the health requirements and services for children enrolled in the program.
3. Prior to enrollment, all child health documentation, immunizations, and medical records will be given to the Designated Health Staff to review to ensure all CCL and Head Start health enrollment requirements have been received. If not, Designated Health Staff will complete a Notice of Need and/or contact parent/guardian to request health items. In addition, the Head Start Nurse will be notified to follow up with any medical/nutrition issues that need to be addressed prior to child enrollment such as food allergies, medication needs at facility, etc. The Head Start Nurse will collaborate with the facility staff, parent/guardian, and child's health care provider to develop a health/nutrition plan that meets the needs of the child during program hours. (Note: for children enrolled in the Home Base component, child must be up to date with Community Care Licensing's health requirements prior to attending any parent social/group activity. Child Care Specialist and Designated Health Staff will support parent/guardian of Home Base children throughout the year to meet current health and screening requirements.)
4. Family Service Workers, Educators, Child Care Specialists and Parent/Guardians will work together to develop a Parent Social/Meeting Monthly Calendar of Training Topics that will be covered. These topics should reflect the requests of the enrolled families, as well as any pertinent community health needs or updates. Additional health and mental health topics may be determined throughout the year based on parent/guardian requests or as specific facility health/mental health needs are discovered (e.g.: higher than average classroom obesity rates/dental carries, "Talk about Touching" curriculum).
5. Head Start Nurses will also provide individual training/support based on child or parent/guardian need or make referrals to one of the community partners or the CFS contracted dietitian and document outcome.
6. Facility staff will ensure that each family receives Pedestrian Safety Training within 30 days after enrollment.
7. Designated Health Staff will keep the Parent Health Board up to date with any required postings and post additional health information as needed (e.g.: food recalls,

- community outbreaks, etc.)
8. Designated Health Staff and/or Health Services Director/Supervisor will ensure a health and/or nutrition training is offered during Parent Policy Council Meetings.
  9. Designated Health Staff will work individually with parent/guardian to ensure enrolled child is up to date on all required screenings, immunizations, and health/dental needs and explain the reasons for health and dental requirements as needed.
  10. Staff will offer individual opportunities for parents to discuss mental health issues related to their child and family through Mental Health contract of services. Parent concerns will be addressed at the monthly case conference meetings. Child Success Team Meetings will be held to develop Plan of Action to support individual families. The Parent Consent/ Individual Social Emotional Health Observation Form will be signed by parent/guardian at CST meeting, in order for the child to be observed by Mental Health consultant.
  11. All staff will document health education discussions with parent/guardian in Family Case Notes. Group training documentation will be maintained in Parent Meetings Binder.

**Supervised by:** Master Teachers, Health Services Director/Supervisor, Site Supervisors

**Performed by:** All staff

**Forms needed:** Family Summary and Partnership Agreement, Center Parent/Parent Policy Meeting Calendar, Parent Meetings/Minutes, Case Conference form, Family Case Notes, Electronic Tracking of Referrals, Harvest of the Month documentation, Mandatory Health Postings, Notice of Needed Information/Exclusion, Health History/Nutrition Assessment, Immunization Records, Child health and dental records, Nutrition Referral, Head Start Health Services Information Sheet, Health Training Handouts, Consent Form, CST meeting form, Individual Social Emotional Health Observation form

**Frequency:** Ongoing throughout program year