


<b>Performance Standard:</b>	<b>Education and Child Development</b>	<h2 style="color: red; text-align: center;">INCA Community Services</h2> <h3 style="text-align: center;">Head Start &amp; Early Head Start Policies and Procedures</h3> <div style="text-align: center;">  </div>
<b>Sub Category:</b>	1302.33 a 1, 1302.42 c 1 2	
<b>Reference:</b>		
<b>PC Approval Date:</b>	9/2018	
<b>GB Approval Date:</b>	9/2018	
<b>Form:</b>	Physical Examination Form	
<b>Responsible:</b>	Teaching Staff, Health Manager	

## Height and Weight Screenings

### Policy

All children are measured in accordance with standardized rules provided and recommended by the Head Start Health Service Advisory Committee.

### Height and Weight Screenings

- Within 45 days of enrollment, Classroom Teaching staff conduct a height and weight measurement of the children and record the data.
- In December, Classroom Teaching staff perform a second height and weight measurement and record the data. A third height and weight measurement is conducted in the Spring (March or April).
- Teaching Staff enter this information into the electronic record-keeping system.

### Measurement of Height and Weight - Preschool Age

Classroom Teaching staff use appropriate equipment and materials to perform measurements of child height and weight.

**HEIGHT-** Appropriate equipment and materials for measuring height are provided in each classroom and, attached to a wall with no baseboard or molding.

- Note: Measuring rods attached to a scale are not used because the surface on which the child stands is not always stable and the measuring rod's hinge tends to become loose, causing inaccurate readings.
- With the child's body aligned against the wall, with shoes removed, and with head and heels touching the wall, and with the child's chin up, Classroom Teaching staff mark the wall at the location of the top of the child's head.
- Classroom Teaching staff enter the information into Electronic record-keeping system to plot growth chart.

**WEIGHT** - Appropriate equipment and materials for measuring weight include a portable scales balanced at zero for center-based programs,

- To complete a weight measurement, Classroom Teaching staff:
  - Ensure that heavy clothing on the child has been removed (i.e. coat/jacket).
  - Have the child stand in the center of the scale.
  - Read and record the weight measurement.
  - Enter the information into Child Plus

**Definitions/Acronyms**

PC - Policy Council  
GB - Governing Board  
INCA - Head Start and Early Head Start programs  
HS - Head Start program  
EHS - Early Head Start program

**Dissemination of Policy**

The policy will be made available to all Head Start employees through the agency's website @ [www.incacaa.org](http://www.incacaa.org). The agency will educate and train applicable employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.