**Child & Family Development Programs**

**Growth Assessment and BMI Follow Up Guidance**

**Policy: HSPPS 1302.46(a)** Programs must collaborate with parents to promote children’s health and well-being by providing medical, oral, nutrition and mental health education support services that are understandable to individuals, including individuals with low health literacy. (b)(1) Such collaboration must include opportunities for parents to: (ii) Discuss their child’s nutritional status with staff, including the importance of physical activity, healthy eating, and the negative health consequences of sugar-sweetened beverages, and how to select and prepare nutritious foods that meet the family’s nutrition and food budget needs.

**HS-GSRP Growth Assessment**

Height and weight measurements are completed on all enrolled children. Classroom staff will complete this form by the end of September and again by the end of February or as new children are enrolled.

* Form must be completed in its entirety or it will be returned to you for corrections. Including Site/Teacher, child’s first and last name and date of measurement.
* Ensure that the measurement tool (chart, tape measure, etc.) you are using is accurate.
* If first measurements are completed with or without shoes then second must be completed in the same manner.
* When recording measurements use inches and pounds.
* If any child is measured on a separate date record in the date if different column.
* Email completed form to DMT for entry into ChildPlus.
* BMI data will be generated from growth assessments.

**BMI**

Body Mass Index (BMI) is a number calculated from a child’s height and weight. According to the Centers for Disease Control and Prevention, BMI is used to screen children for healthy weight, obesity, overweight or underweight. If a child’s Body Mass Index (BMI) is found to be at or above the 95th percentile or at or below the 5th percentile, the program is required to follow-up with parents.

* Family style meals/snacks allow teaching staff to be aware and make note of children’s eating habits 2-3 times a day.
* DMT will send BMI follow-up reports to the teaching staff.

**BMI Follow Up**

Follow up is when classroom staff have a face to face conversation with family based from observation/documentation made at meal time, the child’s most recent physical from their primary care physician, child’s health history and the BMI report from ChildPlus.

* If a child’s BMI is 5% or less or 95% and above follow up from the classroom staff are required to complete the BMI Follow Up form with parent/guardian.
* Parent/guardian will sign and date the BMI Follow Up form.
* Classroom staff will follow the distribution at bottom of the BMI Follow Up form.

**Nutritional Resources**

The BMI Follow Up form consists of many resources that the parent/guardian can choose from.

* 5210 Every Day! Health and Wellness folder – Classroom staff will contact Program Support for a copy.
* Dietician consult – Classroom staff will complete a Nutrition Referral and email it to NMCAA Health Manager.
* WIC referral – Classroom staff will refer and assist parent/guardian in making contact with their local Health Department.

All forms will be uploaded into ChildPlus under health. BMI and follow up information is part of NMCAA’s Program Information Report (PIR) submitted at the end of the program year.

5/19 P\Head Start\ Admin\Proman\Child\Growth Assessment & BMI Follow Up Guidance