**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, and EHS Center Based Growth Assessment**

Height and weight measurements are completed on all enrolled children that are 2 years old and up. Classroom staff will complete the HS, GSRP and EHS Center Based Growth Assessment form by the end of September and again by the end of February or as new children are enrolled.

The form must be completed in its entirety, or it will be returned for corrections. The Site/Teacher, child’s first and last name and date of measurement must be included.

* Ensure that the measurement tool (chart, tape measure, etc.) you are using is accurate.
* If first measurements are completed with or without shoes, then the second measurements must be completed in the same manner.
* When recording measurements use inches and pounds.
* If any child is measured on a separate date, record this in the “Date if Different” column.
* Email completed form to DMT for entry into ChildPlus.
* BMI data will be generated from growth assessments.

**EHS Growth Assessment**

Height and weight measurements are collected from the 24-month, 30 month and 36 months physical. If a child does not have a WBC, the CFS will complete the growth assessment in the home following the first 3 bullets in the above directions. CFS will communicate the results with the R&H, who will input the height and weight information into ChildPlus.

**BMI**

Body Mass Index (BMI) is a number calculated from a child’s height and weight once a child reaches age 2. 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 all children’s nutrition and eating habits 2-3 times a day (picky eaters, dental concerns, etc.).
* Conversations with families regarding nutrition and resources occur at home visits in the EHS home-based program.
* DMT will send BMI follow-up reports 3420 to the teaching staff. EHS R&H make the child’s CFS aware of any follow-up that needs to occur on an individual basis. EHS R & H and CFS will input follow-up according to the EHS Child Plus BMI directions.

**BMI Follow Up**

Classroom staff or home visitors meet face to face to have a conversation with the family based on observations/documentations made during classroom mealtime or nutritional notes within the Personal Visit Planning Guide (EHS HB), the child’s most recent physical from their primary care physician, the child’s health history and/or the BMI report from ChildPlus.

* If a child’s BMI is 5% or less or 95% or above, follow up from the classroom/home visiting staff are required to complete the BMI Follow Up form with the parent/guardian.
* The parent/guardian will sign and date the BMI Follow Up form.
* Classroom staff/EHS R&H (CFS will send follow-up form to R&H) 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 found on Weebly.
* Dietician consult – Classroom staff/home visitors will complete a Nutrition Referral and email it to NMCAA Health Manager.
* WIC referral – Classroom staff/home visitors will refer and assist parent/guardian in contacting their local Health Department.
* PAT nutritional resources – *EHS Home Based*

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 for Head Start.

5/23 EHS-HS Teams\ADMIN\Procedure Manual\Health\Growth Assessment & BMI Follow Up Guidance