

Big Sandy Area C.A.P., Inc. – HEAD START
Program Policies and Procedures

Growth Assessment

POLICY:

Each child will be measured and weighed one time during the program year, at enrollment.

This policy relates to [Head Start Performance Standards 45 CFR Part 1302.42](#)

PROCEDURE:

1. As part of the health screening process, each child will be weighed and measured within 45 calendar days of entry into the program
 - Have child take off shoes when weighing and make sure the scale is on a hard surface, not a rug. Have child step on the scale and stand still. Record exactly what the scale shows as the child's weight.
 - Attach height ruler to wall with bottom of ruler at the same level as the floor on which the child stands. For reliable results, measure the child on a hard surface rather than carpet.
 - Have child remove shoes and look at an object directly at her eye level. Use a flat ruler or other rigid, straight object. Hold on top of the child's head and move the end of object straight across, head to ruler. Record height in inches. Round up to the nearest quarter inch.
2. Each child's height and weight measurement will be entered on the Growth Assessment page on COPA. This will calculate BMI (Body Mass Index 2-20 years) and stature-for-age (2-20 years in inches) for the child. As the information is entered, staff must click the box for Weight Status at enrollment (HS)-PIR C.10.
3. Children who fall above the 95th percentile or below the 5th percentile for BMI will be followed up on. Children with stature-for-age below the 5th percentile will receive follow-up. (*See Nutritional Assessment/follow-up policy*)
4. A copy of the child's BMI and stature-for-age chart will be kept in the child's health folder.

Approved by Policy Council: March 2025