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**Subject: Behavior Management**  
**Source: 1304.24 (a) (3) (i) (ii) (iii)**

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## **Policy**

- Early Head Start will assist families by providing special help for children with atypical behavior.

## **Procedure**

1. Parents will fill out the Parent Mental Health Information sheet upon enrollment.
2. Teaching staff should complete a "Cues for Judging Mental Health" form for each child enrolled in the program within 90 days.
3. Mental Health observations will be provided by a qualified licensed professional (Mental Health Consultant) for each newly enrolled child, in the Fall and the Spring.
4. Mental Health Consultant will provide documentation of each child's mental health observations and recommendations.
5. Mental Health Manager will follow up with parents/legal guardians regarding any mental health or behavior concerns, as well as recommendations of the Mental Health Consultant.
6. Mental Health Manager will involve the child's parents/legal guardians in the planning and implementation of any mental health or behavior interventions for their child. The ASQ SE will be offered to the parent within 45 days of entry.
7. Parent participation is crucial in the promotion of infant/toddler mental health. Staff will encourage parents to be involved in any mental health or behavior interventions.
8. Resources will be made available to parents/legal guardians interested in learning more about behavior management strategies.
9. Parents/legal guardians have the right to refuse mental health or behavior services recommended by Early Head Start. A 'Declination of Services' Form will need to be completed by the parent/legal guardian.
10. Early Head Start center staff will implement any recommendations made by the mental health consultant pertaining to the management of a child's atypical behavior. Parents/legal guardians will be encouraged by staff to use the same behavior management techniques at home.
11. Children will continue to be monitored by staff for possible mental health or behavior issues. Observations should be completed on an Observation of Concern Form and given to the supervisor with an In-House referral as needed.
12. Behaviors that cause harm to self or others in the classroom (biting, hitting, scratching, etc) will be documented on the child's Daily Activity Sheet. An Accident Report will be completed by the child's teacher, and the involved children's parents will be informed.
13. Conferences with parents and EHS Staff will be scheduled, as needed, to discuss their child's behavior in the classroom. Together, parents and staff will create and implement a plan of action.
14. Conferences with parents and Early Head Start Staff will be scheduled by the center coordinator in correlation with the Mental Health Manager, as needed, to discuss their child's behavior in the classroom. Together, parents, staff and the Mental Health Consultant will create and implement a plan of action.