

**HEAD START PROCEDURES FOR:
FEES
COMPONENT: CENTER FOR YOUNG LEARNERS**

1. Scope: Caring for Our Children 3.1.4.3 - Use of pacifiers in the Early Head Start classrooms

2. Responsibility:

- 2.1. Head Start/Early Head Start Health/Safety/Nutrition Consultant
- 2.2. Early Head Start Education/Disability Consultant
- 2.3. ESC/ISD Early Head Start Staff

3. Resources:

- 3.1. American Academy of Pediatrics (AAP)
- 3.2. Caring for Our Children, 4th edition (CFOC)
- 3.3. Head Start Performance Standards (HSPS)
- 3.4. Texas Health and Human Services (THHS)

4. Procedures

- 4.1. Classroom teachers will obtain permission and written instructions from the infant's parent/guardian for use of the pacifier.
- 4.2. Each pacifier will be labeled with the infant's name.
- 4.3. Classroom staff will inspect the pacifier for tears or cracks (and to see if there is unknown fluid in the nipple) before each use.
- 4.4. Pacifiers will be cleaned with soap and water:
 - 4.4.1 Before use,
 - 4.4.2. If pacifier is dropped to ground or other surface,
 - 4.4.3. After use
- 4.5. Pacifiers will be stored open to the air, separate from diapering areas, diapering items, or other children's personal items.
- 4.6. No attachments will be used with pacifiers - the pacifier will not be attached to a stuffed animal, will not be clipped, pinned or tied to infants clothing or around the infant's neck, wrist, or other body parts.
- 4.7. Usage of the pacifier will not be forced, if the pacifier falls out of the infant's mouth, it does not need to be reinserted.
- 4.8. Classroom staff will coordinate with parents/guardians about the discontinued use of pacifiers.
- 4.9. Infant's may use a pacifier during sleep; however, a pacifier will not be allowed outside of a crib, in the classrooms or in programs where there are mobile infants or toddlers.

5. Associated documents:

- 5.1. Parent Permission Forms

6. Record Retention Table:

Identification	Format	Storage	Retention	Disposition	Protection
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Parent Permission Forms	Print/ Electronic	FWS office myheadstart Web-based data system	7 years	Shred/ Delete	Back-up/ Password Protected
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7. Monitoring:

- 7.1. CYL Meetings
- 7.2. Visit Reports
- 7.3. File Reviews

8. Revision History:

Date:	Revision#	Description of Revision
12/2022	6.0	remove "myHeadStart" replace with "web-based data system"