

Head Start Prenatal to 5- Tobacco and Nicotine Free Policy

Policy Number: AD9506-01	Effective Date: 07/19/95 Revised: 3/21/17	Policy Council Approval Date: 7/19/95, 3/28/17
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PERFORMANCE OBJECTIVE:

Head Start Act-42 U.S.C. 9801 et seq: Head Start policy that requires Head Start grantees and delegate agencies to create a smoke-free environment and to eliminate exposure of children, staff and other adults to tobacco smoke.

PROCEDURE:

1. Smoking, chewing tobacco, E-Cigarettes, Vapor Cigarettes, etc. are prohibited in all Head Start and Early Head Start facilities and vehicles at all times.
2. All smoking debris, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers.
3. Field trips, walks, and other off-site activities will be smoke-free. There will be no smoking by staff or volunteers during off-site activities. Because of the need to maintain a high staff/child ratio during field trips, staff or volunteers will not leave the children for the purpose of a smoking break.
4. Staff will not smoke and will request that parents not smoke during home visits. Parents will be informed of the smoke free request prior to the home visit.
5. Supervisors will discuss the issue of smoking breaks with their staff and together they will develop effective solutions that do not interfere with the productivity of the staff. Staff will not smoke where they can be seen by children.
6. Staff, parents and volunteers will only smoke in smoking designated areas.
7. A jacket or additional shirt should be worn during smoke breaks. The jacket should be removed before returning to the classroom. This will prevent the spread of 3rd hand smoke.
8. If a staff person smokes, upon return to the classroom, they will wash their hands before interacting with the children.
9. This policy will be stated in the parent handbook and will be posted in agency facilities and vehicles.
10. Smoking cessation information will be made available to all staff, volunteers and parents.