



Children's Services

Handbook for Healthy Development of Children and Youth



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TABLE OF CONTENTS

Purpose of Handbook	2
Signs of Abuse or Neglect	3
Developmental Milestones	
Birth to 6 months	4
6 to 12 months	8
12 to 24 months	12
2 to 3 years	15
3 to 6 years	18
6 to 12 years	22
12 to 19 years	26
19 to 21 years	30
Recommended Childhood Immunizations	32
Explanation of Terms (Glossary)	33
Resource Information	35
Healthy Kids, Happy Kids	38

PURPOSE OF HANDBOOK

ACS's Child and Youth Development Handbook is designed to guide your casework practice during home visits concerning a child's physical, mental or social well-being.

It includes checklists of developmental steps to observe directly or for you to ask caretakers to report. The lists help determine if a child exhibits age-appropriate behavior.

The handbook also provides reference charts on vaccination and occasional health conditions seen in each age group.

Chronic failure by caretakers to provide a child adequate medical attention may indicate neglect. Common warning signs or "red flags" are outlined at the end of each section in the handbook.

You will also find the immunization schedule and phone numbers to call for further assistance.

Finally, the handbook provides age-appropriate information regarding domestic violence and its effects on children.

The guidelines provided within this handbook are intended to help you identify a child requiring further assessment. For specific problems please consult with your supervisor to make appropriate referrals.

Parents, please consult with your clinician or doctor if you have additional questions.

SIGNS OF ABUSE OR NEGLECT IN ALL AGE GROUPS

These red flags apply to all children:

- An injury for which the parent gives an unconvincing explanation
- An injury for which the caretaker delays getting medical help
- Unexplained bruises or visible marks on the body
- Any report of abuse by a child
- Failure to reach medical standards for weight and height

Physical injuries:

Lacerations (cuts or tears in the skin)

Bruises (bleeding under the skin without tearing)

Welts (raised ridges on the skin)

Burns (caused by friction, direct contact with heat, hot liquids, chemicals, vapors, or fire)

Abdominal trauma (caused by a punch or a kick)

Bone injuries (causing a fracture: collar bone, ribs, long bone in arm, or leg)

Sexual abuse:

Sexually inappropriate behavior

Genital pain or discomfort

Pelvic infections

Sexually transmitted diseases or frequent urinary tract infections

Substance abuse:

Mother's alcohol or other drug consumption during pregnancy

Positive drug screen at birth

Evidence of drug use by caretaker(s)

The following are common and not necessarily signs of abuse: facial scratches on infants, knee and shin bruises on toddlers, forehead bruises, and bruises on joints, such as knees and elbows.



See and Ask

Most babies by ...

2 months

- Move all limbs equally
- React to sounds
- Smile responsively
- Coo

4 months

- Hold head up
- Grasp & hold objects
- Follow faces

6 months

- Roll from back to stomach
- Play with their toes
- Turn toward sound
- Reach for/bring object to mouth
- Babble
- Double birth weight

VACCINATIONS

Check vaccination card.

At **6 months**, the baby should have had:

Two Hepatitis B (Hep B)—1st & 4th month

Two Diphtheria/Tetanus/Pertussis (Dtap)—2nd & 4th month

Two H. Influenza Type B (Hib)—2nd & 4th month

Two Inactivated Polio Vaccines (IPV)—2nd & 4th month

Two Pneumococcal Conjugates (PCV)—2nd & 4th month



OCCASIONAL CONDITIONS SEEN IN THIS AGE GROUP

colic	impetigo ✓
cradle cap	newborn jaundice ✓
diaper rash	spitting up
diarrhea	umbilical cord infection ✓
dehydration ✓	thrush
eczema	vomiting/reflux ✓
feeding problems	
fever with rash ✓	

- ✓ Potential medical emergency. Should receive immediate medical attention

Remember, a baby who has a temperature of over 100.4 °F. needs to be taken to a clinic/doctor right away.

If the parent is unsure how to check for fever, refer to health provider.

ALWAYS HAVE YOUR BABY SLEEP ON HIS/HER BACK

Avoid Sudden Infant Death Syndrome by:



- ◆ Keeping soft toys, pillows and quilts out of your baby's bed until first birthday
- ◆ Letting baby sleep alone
- ◆ Avoiding tobacco smoke in baby's room



WARNING SIGNS OF DEVELOPMENTAL DELAYS

- ◆ Not seeming startled or turning head toward a loud noise
- ◆ Clenching of fists after 3 months
- ◆ Having trouble feeding
- ◆ Seeming stiff in trunk, arms, legs
- ◆ Seeming floppy, like a rag doll when not sleeping
- ◆ Not holding head up when lying on tummy by 4 months
- ◆ Not rolling over by 6 months
- ◆ Not exploring own hands, feet, and mouth
- ◆ Not starting to grasp at objects within reach by 6 months



See and Ask

Most babies by ...

6 months

- Sit with support
- Transfer object from hand to hand
- Struggle to get out-of-reach object
- Help hold the bottle

9 months

- Sit without support
- Respond to adult's tone of voice
- Say "da-da or ma-ma" non-specific
- Cry if caregiver leaves the room

12 months

- Stand holding for balance
- Crawl
- Walk holding for balance
- Respond to name & simple commands
- Use thumb & forefinger to pick up small objects
- Triple birth weight

VACCINATIONS

Check vaccination card.

At **12 months**, the baby should have had:

Hepatitis B (HepB)— 3rd dose (by 12 months)
Diphtheria/Tetanus/Pertussis (Dtap)— 3rd dose
H. Influenza Type B (Hib)— 3rd dose
Inactivated polio vaccine (IPV) – 3rd dose
Pneumococcal Conjugate (PCV)— 3rd dose
Influenza - 1st dose at 6 months

If combined HepB/Hib series is given at 2 & 4 months, the third dose is not given until 15 months of age.

Infants 6 to 12 months should see a doctor if they have a fever of over 100.4° F. for more than 24 hours.

OCCASIONAL CONDITIONS SEEN IN THIS AGE GROUP

colic
cradle cap
diaper rash
diarrhea

ear infection
eczema
feeding problems
vomiting

6
to
12
mos.



NEVER, EVER SHAKE A BABY

Doing so may damage a baby for life
or even cause death.



WARNING SIGNS OF DEVELOPMENTAL DELAYS

- ◆ Not smiling/laughing by 6 months
- ◆ Not making eye contact by 6 months
- ◆ Seeming cut off, distant
- ◆ Not sitting up without support by 7 months
- ◆ Not using baby talk by 9 months
- ◆ Not recognizing simple questions or commands (“no”, “up”, “come”) by 12 months
- ◆ Not noticing when name is called
- ◆ Being very difficult to comfort and console
- ◆ Not interested in new toys or new objects by 12 months
- ◆ Not feeding him/herself with fingers by 12 months
- ◆ Showing little or no anxiety when being separated from caregiver



See and Ask

Most babies by ...

12 months

- Wave bye-bye
- Respond to “No”
- Know 5 or 6 words
- Say “dada or mama” specifically
- Bang two blocks together

18 months

- Stack two blocks
- Walk up stairs with help
- Feed themselves with a spoon
- Follow simple directions
- Drink from a cup
- Pull off shoes, socks

15 months

- Like to push, pull, dump things
- Say first words (other than mama or dada)
- Walk without help
- Feed themselves

24 months

- Stack 4 objects on top of each other
- Pull items of clothing off
- Turn the page of a book
- Say more than 10 single words
- Play independently

VACCINATIONS

Check vaccination card.

By **18 months**, the child should have had:
Diphtheria/Tetanus/Pertussis (Dtap) – 4th dose
H. Influenza Type B (Hib) – 4th dose
Pneumococcal Conjugate (PCV) – 4th dose
Influenza – 2nd dose (by 24 months)

All basic vaccinations should be completed:

Measles, Mumps, Rubella (MMR) – the first dose
Varicella (VAR) – the first dose

No Hib 4th dose needed if child received the combined HepB/Hib series.

OCCASIONAL CONDITIONS SEEN IN THIS AGE GROUP

accidents	eczema
colds	scabies
diarrhea	strep throat
ear infection	vomiting

Children one year old and up should see a doctor if they have a fever of over 100.4° F. for more than 24 hours.



WARNING SIGNS OF DEVELOPMENTAL DELAYS

- ◆ Not making eye contact by 12 months
- ◆ Not responding when name is called
- ◆ Not walking easily by 18 months
- ◆ Not using six clear words by 24 months
- ◆ No pretend play by 24 months
- ◆ No pointing or responding to pointing
- ◆ Rocking, hand flapping, head banging

12
to
24
mos.

HOUSEHOLD SAFETY REMINDERS

- ◆ Keep cleaning supplies in locked cabinets or out of child's reach
- ◆ Use window guards
- ◆ Do not feed the toddler hotdogs, grapes, popcorn

**Domestic Violence affects very young children:
They hear, they see and they feel the violence.**



See and Ask

Most toddlers by ...

2 years

- Kick ball forward
- Walk up/down stairs
- Refer to self by name
- Point to named body parts
- Respond to two steps commands “come here” and “give it to me”
- Combine words
- Show affection

2.5 years

- Recognize pictures of animals
- Jump up and down
- Use simple sentences

3 years

- Dress with supervision
- Draw a straight line
- Wash and dry hands

VACCINATIONS

No vaccinations are needed during this period if child has received all previous immunizations.

Check that visits to child health clinic are up-to-date.

A child with a chronic disease must have annual influenza shots.

2
to
3
yrs.

OCCASIONAL CONDITIONS SEEN IN THIS AGE GROUP

accidents	ear infection
anemia	eczema
colds	ringworm
diarrhea	strep throat

SAFETY TIP:

Never, ever leave your child alone near water – whether it is a pool, a bathtub, a sink or near the ocean.



WARNING SIGNS OF DEVELOPMENTAL DELAYS

- ◆ Not using 2-word phrases by 2 years
- ◆ Not able to name 6 body parts by 3 years
- ◆ Not feeding him/herself by 3 years
- ◆ Excessive nightmares and routinely disturbed sleep

**Domestic Violence affects children:
They hear, they see and they feel the violence.
They may try to stop the violence and become
abused themselves.**



See and Ask

Most children by ...

3 years

- Climb stairs, alternating feet
- Enjoy being read to
- Know his or her gender
- Use 3-to-5 word sentences
- Tell when they need the toilet

4 Years

- Walk and run well, with good balance
- Speak clearly
- Button & unbutton clothes
- Copy a circle
- State their full name
- Count from 1 to 10
- Play with other children

See and Ask

Most children by ...

5 to 6 years

- **Dress without help (except tying shoes)**
- **Draw simple shapes**
- **Know common household objects**
- **Skip, hop, climb**
- **Name colors**
- **Take care of toilet needs**
- **Catch a ball**
- **Obey rules**
- **Describe a favorite television show**
- **Speak in full sentences**

VACCINATIONS

Check vaccination card.

By **6 years**, the child should have had boosters of:

Diphtheria/Tetanus/Pertussis (Dtap)

Inactivated Polio (IPV)

Measles, Mumps, Rubella (MMR)

A child with a chronic disease must have annual influenza shots.

3
to
6
yrs.

OCCASIONAL CONDITIONS SEEN IN THIS AGE GROUP

accidents	hair lice
anemia	pink eye
asthma	ring worm
colds/bronchitis	scabies
diarrhea	strep throat
ear infection	
eczema	



WARNING SIGNS OF DEVELOPMENTAL DELAYS

- ◆ Unable to run, jump, and climb easily by 4 years
- ◆ Not speaking in full sentences by 5 years
- ◆ Unable to dress him/herself independently by 5 years
- ◆ Frequent nightmares
- ◆ Violent towards animals or people
- ◆ Extremely fearful
- ◆ Trouble controlling bladder or bowels while awake
- ◆ Unmanageable behavior at home or school

**Domestic Violence affects children:
They see and they hear the fighting.
3 to 6 year old children may try to stop the violence,
feel afraid or become abused themselves.**



See and Ask

Most children between ...

6-8 years

- Speak clearly
- Need less attention than when younger
- Read several one-syllable words at 6
- Read well at 8
- Show curiosity
- Know left from right
- Copy a triangle
- Draw a picture of a person or an animal
- Know the day of the week

8-10 years

- Name the day, month and year
- Take responsibility for own things
- Name members of their household
- Practice regular hygiene (taking bath, brushing teeth)
- State phone number and address
- Show school supplies when asked



See and Ask

Most children between ...

10-12 years

- Show concern about appearance
- Have a favorite hobby, sport, or activity
- Collect toys
- Can talk about their feelings
- Have several friends
- Have passing grades
- Show pride in accomplishments
- Strive for independence

VACCINATIONS

Check vaccination card.

By 12 years, the child should have had all catch-up vaccinations and second boosters (if not received between 4 & 6 years).

If the child has NOT received MMR, VAR, & Hep B series, they should be given now.

A child with a chronic disease must have annual influenza shots.

OCCASIONAL CONDITIONS SEEN IN THIS AGE GROUP

asthma	hair lice
colds/bronchitis	pink eye
dental cavities	scabies
ear infection	strep throat
eczema	tonsillitis

6
to
12
yrs.



WARNING SIGNS

- ◆ Failing grades in school
- ◆ Poor school attendance (truancy, cutting classes)
- ◆ No friends, isolating
- ◆ Excessively overweight or underweight
- ◆ Sudden change of behavior (mood swings)
- ◆ Seeming angry, aggressive, withdrawn
- ◆ Bizarre behavior: hearing or seeing things that are not real
- ◆ Unrealistic fears (phobias)
- ◆ Changes in eating and sleeping patterns
- ◆ Enuresis (lack of urinary control)
- ◆ Encopresis (lack of bowel control)
- ◆ Destructive or self-destructive behavior: self-cutting, suicidal thoughts, substance abuse, eating disorders

Children may have learned that violence is “normal,” so they may become violent too. Effects of domestic violence may include: low self esteem, withdrawal, irritability or any of the above warning signs.



See and Ask

Most teenagers between ...

12 to 15 years

- Are well-groomed
- Appear calm
- Report good health
- Have passing grades
- Are involved in sports or other activities
- Understand safe sex practices
- Experiment with smoking

15 to 19 years

- Have plans for the future
- Take responsibility for some household chores
- Attend school or work daily
- Experiment with alcohol or other drugs
- Smoke
- Understand safe sex
- Practice safer sex

12
to
19
yrs.

VACCINATIONS

All immunizations should be completed, except for annual influenza shots.

A teen with a chronic disease must have annual influenza shots.

ADOLESCENT HEALTH ISSUES

acne	nausea
allergies	obesity
anemia	peer dating violence
back or leg pain	pregnancy
(from sports)	(planned/unplanned)
body-image problems	sexually transmitted
depression	diseases, including HIV
development of sexual	scoliosis
identity	stomach ache
eating disorders	substance abuse
fatigue	(alcohol and other
headaches	drugs-inhalants)
menstrual problems	violence

ADOLESCENTS WILL OFTEN:

- Show a rapid increase in weight and height
- Need 10 – 12 hours of sleep a night
- Exhibit moodiness
- Be preoccupied with body image
- Make impulsive decisions
- Base self-esteem on acceptance from peers
- Be very vulnerable to emotional stress
- Be easily influenced by peers, especially in terms of values and behavior

REMEMBER, MENTAL, PHYSICAL, AND EMOTIONAL DEVELOPMENT TAKES PLACE IN TEENAGERS AT DIFFERENT RATES.

Adolescents, like adults, need to feel safe and respected at home.

12
to
19
yrs.



WARNING SIGNS

- ◆ Failing grades or cutting school
- ◆ Sudden change of behavior
- ◆ Withdrawn, socially isolated, or sullen
- ◆ Aggressive, angry, irritable
- ◆ Extremely thin or extremely overweight
- ◆ Sexually active with multiple partners or unsafe sex
- ◆ Abusing alcohol or other drugs
- ◆ Highly conflicted relationships with family or peers
- ◆ Needle marks visible on arms and/or legs/ankles
- ◆ Destructive behavior
- ◆ Self-destructive behavior: self-cutting, body mutilation, suicidal thoughts or actions, eating disorders



Ask whether the youth

- Has realistic goals
- Engages in work and/or school
- Gets regular medical, dental and gynecological check-ups
- Understands and practices safer sex
- Has a positive relationship with a responsible adult in the community
- Uses tobacco, alcohol or other drugs



WARNING SIGNS

- ◆ Socially inappropriate behavior
- ◆ Being extremely thin or extremely overweight
- ◆ Sexual activity with multiple partners, or unsafe sex
- ◆ Abusing drugs or alcohol
- ◆ Highly conflicted relationships
- ◆ History of involvement with the police
- ◆ Failure to take medical or financial responsibility

DOMESTIC VIOLENCE AFFECTS TEENS OF BOTH GENDER:

- ◆ They may have learned that violence is “normal” and they too become violent
- ◆ The effects of violence include: withdrawal, low self esteem, irritability, escape through drugs or alcohol, sadness and depression
- ◆ Girls may learn to think that women are weak
- ◆ Boys may learn to think that it is OK to hit girls

Recommended Childhood and Adolescent Immunization Schedule United States, 2005

Age > Vaccine >	RANGE OF RECOMMENDED AGES				CATCH-UP VACCINATION				PRE-ADOLESCENT ASSESSMENT			
	BIRTH	1 MO	2 MOS	4 MOS	6 MOS	12 MOS	15 MOS	18 MOS	24 MOS	4-6 YRS	11-12 YRS	13-18 YRS
Hepatitis B ¹	Hep B #1				Hep B #2				Hep B series			
			DTaP	DTaP	DTaP		DTaP			DTaP	Td	Td
Diphtheria, Tetanus, Pertussis ²			DTaP	DTaP	DTaP		DTaP			DTaP	Td	Td
Haemophilus Influenzae Type b ³			Hib	Hib	Hib	Hib	Hib					
Inactivated Poliovirus			IPV	IPV	IPV	IPV	IPV			IPV		
Measles, Mumps, Rubella ⁴						MMR #1				MMR#2	MMR#2	MMR#2
Varicella ⁵							Varicella			Varicella		
Pneumococcal ⁶			PCV	PCV	PCV	PCV	PCV		PCV	PCV	PPV	
Influenza ⁷						Influenza (yearly)				Influenza (yearly)		
Hepatitis A ⁸						VACCINES BELOW THIS LINE ARE FOR SELECTED POPULATIONS				Hepatitis A series		

EXPLANATION OF TERMS – GLOSSARY

(Ref. Whaley & Wong's: Nursing Care of Infants and Children)

Anemia

not enough red blood cells, characterized by fatigue.

Asthma

chronic disorder characterized by repeat episodes of breathlessness, wheezing, chest tightness, and cough.

Colic

stomach cramping in infants, manifested by loud crying and drawing legs up to belly.

Cold

runny nose, due to a virus.

Cradle cap

chronic infection of the scalp: thick, yellowish, adherent, oily patches, mildly itchy.

Bronchitis

Upper respiratory infection causing coughing and chest congestion.

Dehydration

Body fluid disturbance, in case of diarrhea, not enough liquid intake, high fever. Note sunken eyes, depressed fontanel. Especially dangerous for small babies. Refer to Emergency Room.

Depression

Symptoms may include general unhappiness, low self-esteem, tearfulness, irritability, withdrawal, disturbed eating and sleeping habits, fatigue, destructive behavior.

Diaper rash

skin irritation, sometimes severe: redness, scaling, blisters, ulcerations. Due to prolonged contact with irritants usually combined (urine, feces, friction, chemical irritation, and infection). May result in yeast infection.

Ear infection

often due to inflammation of the middle ear.

Domestic violence

a systematic pattern of violent, controlling behavior intended to punish, abuse and ultimately control the thoughts, beliefs and actions of the victim.

Eczema

inflammation of the skin predominantly during infancy, often associated with allergy.

Feeding problem

difficulty breastfeeding in infants, failure to eat sufficient amounts, may signal physical illness or depression.

Fever

symptom of a disease: numerous causes. A baby less than 2 months who has fever needs immediate referral to the Emergency Room.

Fever with rash

may be a contagious disease, and need referral to a doctor.

Hair lice

a small insect which produces eggs that stick to hair.

Headache

symptom or condition with numerous causes. If chronic or acute pain, refer to a physician.

Impetigo

begins with a red mark, which blisters and breaks easily, leaving a sticky residue. It dries & leaves a honey-colored itchy crust.

Menstrual problems

absence or irregularity of menstrual cycle. Common in youth.

Nausea

symptom with multiple causes, i.e. from indigestion, pregnancy, flu, or other illness.

Newborn jaundice

characterized by yellowish discoloration of the skin and white of the eyes. Requires immediate visit to Emergency Room.

Pink eye

characterized by a pus-like discharge, crusting and swollen eyelids.

Ring worm

skin infection due to a fungus. Appears like rings on the scalp, skin and nails.

Scabies

caused by an insect, which burrows under the skin where it deposits eggs. It creates redness and itching.

Sexually transmitted diseases

gonorrhea, chlamydia, syphilis, trichomoniasis, herpes, genital warts, HPV, HIV. Transmission may also occur through body fluid exchanges.

Spitting up

regurgitation of small amount of fluid after a feeding. Common in infants. Avoided by burping baby.

Strep throat

infection of the throat. Requires medical attention.

Substance abuse

misuse, overuse, or use for inappropriate effects, of medications and substances, with negative consequences and risks of physiological dependence &/or loss of control.

Substance use

appropriate use of prescription and other medications, moderate use of legal substances like alcohol, with no significant health or social consequences.

Thrush

common term to describe a fungal infection of the mouth or the vagina.

Umbilical cord infection

characterized by redness around the belly button and usually due to bacteria. Requires immediate visit to Emergency Room.

Vomiting/reflux

symptom of a condition, which may be benign or dangerous. Spontaneous ejection of stomach contents through the mouth.

RESOURCE INFORMATION

(Any of the following can be reached by calling 311 or emergency 911)

ACS Office of Advocacy (Parents and Children's Rights)	(212) 676-9421
Child Abuse Register	(800) 342-3720
Citywide Immunization Registry	(212) 676-2323
Department of Health Birth and Death Certificates	(212) 788-4520
Immunization Clinic	(212) 349-2664
Early Childhood Direction Centers Referral Resource Agency for children 0-5 years old	
Bronx	(718) 584-0658
Brooklyn	(718) 437-3794
Manhattan	(212) 746-6175
Queens	(718) 380-3000 x 465
Staten Island	(718) 390-4737

HOTLINES

AIDS/HIV	(800) 825-5448
City Mental Health	(800) 543-3638
Crime Victims	(212) 577-7777
Domestic Violence (National)	(800) 799-7233
Domestic Violence (New York)	(800) 621-4673/HOPE
Domestic Violence (NY-TDD)	(800) 787-3224
Mandated Reporter	(800) 635-1522
Rape and Incest	(212) 227-3000
Suicide Prevention	(212) 673-3000

HRA Info Line (Daycare/food stamps/foster care/ Medicaid/Child Health Plus)	(877) 472-8411
Lead Poisoning Prevention Program	(212) 676-6140
New York City Early Intervention Program	(800) 577-2229
NYC Abandoned Infant Protection Safe Haven Program	(866) 505-7233
Office of Alcohol and Substance Abuse Services	(800) 522-5353
Pediatric Aids Unit - ACS (HIV Testing Consent)	(212) 341-8943
Poison Control Center	(212) 764-7667 (800) 222-1222
Resources for children with special needs	(212) 677-4650
Women & Infant Care (WIC) Food Stamps	(800) 522-5006
Youthline	(800) 246-4646



By following the guidelines laid out in this handbook, you should be better equipped to understand the emotional and physical development of children, the vaccination schedule, the occasional conditions seen in each age group, and the warning signs or red flags of abuse and developmental delays.

HEALTHY KIDS/HAPPY KIDS



A home that is violence-free and drug-free provides a healthy foundation where children can flourish and become strong, healthy adults.

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