



Dear Infant Room Family,

Welcome to the Child Development Center! We are pleased that you have chosen our facility to partner with in the care of your infant! As a team, we will work with you on developmental milestones, eating patterns, sleeping habits, and the social/emotional development of your infant. It is important, for the quality care of your infant, that we work together and foster a strong relationship built on trust and positive communication. This is why it is essential you fill out all of the information provided in the infant packet. In the packet, you will find: 1) an Individual Care Plan/Family Information form (3 pages), 2) information about our infant food program, and 3) a formula/food sign-off statement. Please be as thorough as possible when answering the questions about your child and review the Child and Adult Care Food Program information carefully. This is to ensure you understand your options when it comes to feeding your infant while in our care. Please do not hesitate to ask questions about this or any other component of our infant program. Return the Individual Care Plan and the signed formula/food sign-off statement with the rest of your enrollment paperwork to the Program Director. We are looking forward to building a relationship with you and your infant! Please remember, we have an open door policy and welcome any chance to connect with our wonderful families!

Sincerely,

The Child Development Center Team

Individual Care Plan Family Information Form

Child:
Child's Date of Birth:
Teacher:
Family Member(s):
Date:

Arrival

What time will you usually arrive at the center?

What will help you and your child say good-bye to each other in the morning?

Diapering and Toileting

What type of diapers do you use?

How often do you change your child's diaper? When does your child usually need a diaper change?

Are there any special instructions for diaper changes?

Is your child beginning to use the toilet? If so, are there any special instructions for toileting?

Sleeping

How will we know that your child is tired and needs to sleep?

When does your child usually sleep? For how long does he or she usually sleep?

What helps your child to fall asleep?

We put babies to sleep on their backs. Is your baby used to sleeping on his or her back?

How does your child wake up? Does he or she wake up quickly or slowly? Does your child like to be taken out of the crib immediately or to lie alone in the crib for a few minutes before being held?

**Individual Care Plan
Family Information Form, continued**

Dressing

Is there anything special that we should know about dressing and undressing your child?

Awake Time

How does your baby like to be held? What position does your baby prefer when awake?

In what language do you speak and sing with your child at home?

What language does your child use when talking and singing with family members?

What does your child like to do when awake?

How do you play with your child?

Departure

What time will you usually come to pick up your child?

What will help you and your child say hello to each other at the end of the day?

**Individual Care Plan
Family Information Form, continued**

Eating

Babies:

Are you breast-feeding or bottle-feeding your baby?

If breast-feeding, will you come to the center to breast-feed? **Y / N**

If so, at what time?

If not, will you send expressed breast milk?

If bottle-feeding,

What kind of formula do you use?

How do you prepare the bottles?

How much do you prepare at one time?

How much does your baby drink at one time?

Does your baby drink bottles of water during the day? **Y / N**

If so, when and how much?

Is your baby eating solid foods? **Y / N**

If so, which ones?

When?

How do you prepare your baby's solid foods?

How much does your baby eat at one time?

How is your baby used to being fed (in what position)?

Does your baby eat any finger foods? If so, which ones?

All Children:

What are some of your child's favorite foods?

What foods does your child dislike?

Is your child sensitive or allergic to any foods? If so, please list them.

Are there any foods that you don't want your child to eat?

TODDLERS 1 – 2 YEARS OLD

At this age the Center will begin including your child, if developmentally ready, with the meal choices provided for all children at the Center, from our Child Care Commissary. The Center will continually need direction and input from Parents as to how the child's eating habits and food choices have progressed. Parents will be provided with a monthly menu which they should review and make recommendations to staff at the Center in the event a parent feels a slight change be made with a food on the daily menu. Staff at the Center will continue to support meal pattern choices whenever possible.

It is important to remember that it is the parent's responsibility to always notify the Center of any special needs that a child may have with regards to their diet. To Include:

- Food Intolerance-as identified and ordered by a Doctor, i.e. Lactose Intolerance
- Food Allergies-as identified and ordered by a Doctor, i.e. Peanut Allergy
- Special Food Preferences, i.e. Religious considerations.
- Special Milk Preferences, i.e. Parent's choice for using only Soy Milk.

All special food considerations must be discussed with staff at the Center and may require additional documentation to be completed. The Center does reserve the right to completely review a special diet need and determine whether or not the Center can meet the need. For example, the Center would not be able to fulfill the requirements for a strict vegan diet, or an Orthodox Kosher Diet.

The staff at this Center is here to help parents make any feeding decisions. The Center will do its best to support all feeding recommendations made by parents.

Child Care Commissary Food Director

To: Parents of Infants, (0 – 5/6 – 11) months and Toddlers, (1 – 2 years)

From: Child Care Commissary, and the Foundation for Behavioral Resources

Re: Guidelines to consider for the care and feeding of Infants and Toddlers.

Infants and toddlers in our Child Development Centers, have special feeding needs and developing a feeding plan is an important part of the enrollment process. Parents and staff will work closely together to ensure that their child is being fed in ways that: 1) promote healthy growth and 2) keep a consistent feeding pattern.

As your child care provider, we will work with parents to first establish a written feeding plan. These feeding recommendations are part of the infant/toddler record and are posted in the feeding area of the infant room. Parents will be able to choose to provide breast milk or an iron fortified infant formula of their choice for infants 0 – 11 months. Parents can also choose to have the Center provide an iron fortified formula for daily use. Please see the guidelines below regarding:

BREAST MILK

1. Mothers who choose breast milk, can express their milk using a pump or may come to the center to breast feed in a quiet private area provided at the Center.
2. Expressed breast milk must be brought daily to the Center in clean bottles with lids with labels containing first/last name and the current date.
3. Bottled breast milk should be sent to the Center in small amounts, as leftover breast milk will be thrown away after feeding. Bottles will be returned to the parent at the end of the day to take home for cleaning.

INFANT FORMULA FROM PARENTS

1. Parents can choose the type of iron fortified infant formula they would like to provide for the Center to use.
2. Parents must supply 4 – 6 clean, premixed bottles, with lids, that are labeled with the child's first/ last name, and the current date. These bottles will be used for the child's daily consumption.

4. The bottles used for that day will be emptied after each feeding and the soiled bottle returned to the parent for cleaning. It is the responsibility of the parent to maintain a daily supply of formula and bottles.

INFANT FORMULA FROM THE CENTER

1. The Center will provide an approved iron fortified infant formula. Brands may vary.
2. If choosing to have the Center provide the Formula, the Parents will need to continually supply 4 - 6 small reusable bottles, labeled with first and last name, for the Center to use for the daily feeding.
3. The Bottles used for that day will be emptied after each feeding and the soiled bottle returned to the Parent for cleaning. It is the responsibility of the Parent to maintain a supply of bottles for the daily use at the Center.

INFANTS 6 – 11 MONTHS

At this age it will be time to try and determine if your child is now **“Developmentally ready,”** to begin introducing solid foods. The Center will need direction and input from parents as to how the infant is progressing at home and we will need to know what kinds of foods the parents have been introducing. For example, baby cereal, pureed meats, pureed vegetables, fruit, eggs, and yogurt. In this stage of feeding, parents will be allowed to provide **“One Component”** of the daily feeding plan. This is most often either formula or breast milk, and the same guidelines from above must be followed by parents. If it is agreed that your infant is developmentally ready to begin introduction of solid foods, the center will provide foods that are appropriate as outlined on the **“Two Week Cycle Menu.”** Parents may review the menu and are encouraged to make recommendations to staff about the feeding plan. Parents again are allowed to provide one component for their infant to be used by the Center. It is the parent’s responsibility to maintain a supply of the component they choose for the daily use by the Center. The Center will use approved, pureed products and brands may vary. Parents are welcome to review the types of products provided by the Center.

Parents may reserve the right to not use the Center’s menu and pureed food products. The Parents will need to supply the Center with all the components to fit the recommended USDA Meal Pattern Menu. Parents will be given a blank menu, and must review the pattern, and bring in a supply of baby foods they prefer to be used. All products will need to be labeled with first name, last name and date. It is the responsibility of the parents to maintain and provide daily food supplies.

Child and Adult Care Food Program (CACFP) Formula/Food Sign-Off Statement



As a participant in the CACFP, we must offer to supply all infant meal food components, as developmentally appropriate, to all infants in our care.

We will supply the following items to your infant:

- Iron-fortified infant formula
- Iron-fortified infant cereal
- Infant foods and/or table foods in the appropriate texture for the age of your infant.

Parents/Guardians may choose to accept our supplied infant formula and/or foods or provide their own. Mothers are always welcome to breast feed on-site and/or provide expressed breastmilk.

Parents/Guardians may provide one food component towards a reimbursable meal. Our center must supply all other meal components, as developmentally ready, to receive reimbursement.

Please check your preferences below for each meal pattern requirement.

Our center will supply the following formula and infant food:

Formula offered by our center: Similac
(Specific brand/type identified by center)

Parent/Guardian check your breast milk/formula preference:

- | | |
|---|--|
| <input type="checkbox"/> I want the center to provide formula to my infant | <input type="checkbox"/> I will bring iron-fortified formula for my infant |
| <input type="checkbox"/> I will come to the center to breast feed my infant | <input type="checkbox"/> I will bring expressed breast milk for my infant |

Iron-Fortified Infant Cereal offered by our center:

- Rice Barley Wheat Oat Multi-grain

Parent/Guardian check your infant cereal preference:

- I want the center to provide iron fortified infant cereal for my infant
 I will bring iron fortified infant cereal for my infant

Food offered by our center:

- Store-bought infant foods
 Table foods at the appropriate consistency for the development of your infant

Parent/Guardian check your infant food preference:

- I want the center to provide developmentally appropriate foods for my infant
 I will bring foods for my infant

If parent/guardian is supplying any breast milk, formula, or infant foods: Specify what we may feed your infant if they are still hungry after they are fed what has been supplied for the day:

Infant Name: _____ Birth Date: _____

Parent/Guardian Signature: _____ Date Signed: _____

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To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410 fax: (202) 690-7442; or email: program.intake@usda.gov. This institution is an equal opportunity provider.