

Infant/Toddler Needs and Services Plan

(Hot Sheet)

CF/E-2 Revised 1/16
(mandatory)

The Infant/Toddler Needs & Service Plan is a two-page form. The forms are to be completed by staff with the assistance of the parent/guardian prior to the child's first day of attendance. Begin the interview by discussing the feeding, napping and toileting policies in the parent handbook.

1. Be sure each item is addressed and filled out completely on page one. Write N/A if the area does not apply, for example: the information about toileting would not apply to a small infant. If the answer to question five is "yes", write a brief explanation.
2. **Feeding Information**-This information is regarding the child's average meals for one day. Circle the meal (**breakfast, lunch, dinner or snack**) at which the food is given. Designate the type of food, for example: strained vegetables- peas, carrots. Ask the parent the amount that is given at one time (8 oz. formula, ¼ cup peas, etc.) and how often that particular food is given to the child in a day.
3. **Sleeping Information**-Ask the parent about the child's sleeping patterns. Are naps regular? Irregular? What time does the child take a nap? Does the child sleep in a crib, bed? What type of bedding and blankets are used? Are there soft toys, fuzzy blankets? How is the child put to sleep? Is the child swaddled? Has the parent received information on Sudden Infant Death Syndrome (SIDS)? What does the parent/guardian know about SIDS?
 - Check off box ☒ after staff/FCCH provider has reviewed safe sleep policy & procedures with parent.
4. **Toileting Information**-General toileting information is discussed with the parent/guardian. Ask parent about toileting words used, and habits at home. If the child is toddler aged the discussion could also include following the child's lead in showing interest in toileting, introduction and use of appropriate equipment, clothing, and whether diapers are to be used.
5. **Feeding, Sleeping and Toileting Plans** (*page two*) are developed with the parent/guardian to be carried out at home and at the center/FCCH to provide consistency of care for the infant. Update quarterly or as often as necessary throughout the child's development as needs change. If no updates are needed you will still need to write that on the plan and include signatures/dates as quarterly updates are a Title22 requirement.
 - Feeding Plan- Ask parent about feeding habits at home. This plan should also include plans for introduction of solid or new foods, and the introduction of cups and utensils.
 - Sleeping Plan – Ask parent about sleeping habits at home. This plan should include steps in moving to safe sleep practices.
 - Toileting Plan-The plan is developed when the child and parent initiate toileting.
 - Parents and Staff are to sign/date each entry.

6. A signed and dated copy of the original plan and each subsequent updates shall be given to the parent/guardian. The white copy (*page one*) shall remain in the child's file at the center. The yellow copy is given to the parent.

The white copy (*page two*) is kept in the child's file. The goldenrod is given to the parent after the initial parent conference, the pink copy after the first update, the yellow copy after the second update. Photo copy the last update. Additional forms may be used as needed for updates.