

Infant Meal Record

(Hot Sheet)

CF/H-20 Added 1-12

(Mandatory)

In order to document compliance with Head Start & USDA/CACFP nutrition and meal service regulations, the Infant Meal Record is completed daily for children ages 0 – 12 months.

Staff will use the CA Department of Education Infant Meal Pattern for all Child Nutrition Programs that identify age timelines for introducing food items. Parents' meal routines that deviate from these requirements must be discussed with a program supervisor as a doctor's note may be needed for authorization.

Procedure:

1. Using the Infant Meal Record, Primary Caregivers will record meal information for each child in their care ages 0 – 12 months old.
 - a. Fill in the Agency and Center Names
 - b. Sign the form
 - c. Fill in the child's name, age in months and check whether or not the child has an Allergy Statement (AS) on file.
 - d. Under each child's name, identify the food component, the amount served and how much the child consumed at each feeding. Examples:
 - i. Banana – 2T/2T: This means you served 2 tablespoons of banana and the child ate it all.
 - ii. Formula/Breast Milk – 6oz./3oz.: This means you served 6 ounces of formula and the child drank 3 ounces.
 - iii. Strained Carrots – 2T/1T: This means you served 2 tablespoons of strained carrots and the child ate 1 tablespoon.
 - iv. Mother breast fed infant at 9:00 and 12:00.
 - e. This process is completed each time the infant is fed each day.
2. Example - If the infant consumes four or more “meals” per day:
 - a. If the infant takes two (2) bottles in the morning before lunch time, draw a horizontal line through the space provided to allow for two entries. Complete this process for each food component line item as needed.
3. Regarding amounts of food required to be served, your documentation of “amounts served” must be no less than the minimum required as outlined on the Infant Meal Pattern.
4. Update children's Infant Needs and Services Plan as needed to reflect children's changing needs but no less than every three months. **This is especially true if the child has an IFSP or other medical condition related to chewing or swallowing.**
5. New foods should be introduced at home first and then at the center to avoid potential allergic reactions at the center.
6. Foods that present a choking hazard are not served to children.
7. Infant Meal Records are completed and filed for review daily.
8. Information on the Infant Meal Record should be shared with parents daily as a means to communicate valuable health information and tracking. Do not show the actual form to the parents as it will contain the feeding information of other children.