

<b>Area:</b>	Child Development
<b>Subject:</b>	CD02 – Infant/Toddler Needs & Services Plan
<b>Reference:</b>	1304.21 (c)(1)(i)
<b>Policy:</b>	An Infant Toddler Needs and Services Plan will be completed to address the needs of the child including nutrition, toileting and sleeping habits.

**Procedure:**

1. The Infant/Toddler Needs & Service Plan is a two-page form. The forms are to be completed by teaching 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.
2. 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.
3. **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.
4. **Sleeping Information** – Ask the parent about the child's sleeping patterns. Are naps regular? Irregular? What time does the child take a nap? This will help insure the child stays on the same schedule at the center and at home.
5. **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.
6. **Other Services** – may include children who have trouble chewing, food dislikes, or any special needs that may require adaptations.
7. **Feeding and Toileting Plan** (*page two*) are developed with the parent/guardian to be carried out at home and at the center to provide consistency of care for the infant. Update quarterly or as often as necessary throughout the child's development as needs change.
  - 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.
  - Toileting Plan – The plan is developed when the child and parent initiate toileting.
8. A signed and dated copy of the original plan and each subsequent update 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. Additional forms may be used as needed for updates.

**Supervised by:** Child Development Supervisor

**Performed by:** Primary Caregiver

**Forms needed:** Infant Toddler Needs / Services Plan

**Frequency:** At enrollment and as updates are needed