



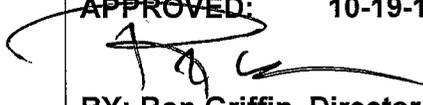
**COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY**

NO. 01 ISSUE 1
PAGE 1 of 1
EFFECTIVE: 07-01-10
Updated

SUBJECT:

Procedure for Completing Monthly Infant Feeding Schedule Form

APPROVED: 10-19-10


BY: Ron Griffin, Director

PURPOSE

For infants and toddlers, information will be obtained from parents upon enrollment (as well as on a regular basis) regarding current feeding schedule, the amount and type of food provided.

POLICY

Infant nutritional needs change rapidly during the first year of life. The Monthly Infant Feeding form allows for communication regarding the progression of infants eating skills, types of foods they are eating at home, any special dietary requirements or feeding equipment, habits and/or situations that might put the infant at nutritional risk. Nutrition services use this information to determine the appropriate foods and texture modifications for the infant's meals at the center. The monthly infant feeding schedule form is completed monthly in a collaborative effort by the parent and the home visitor. This applies to infants up to 12 month old. Forms applicable to this policy: Month Infant Feeding .

REFERENCE

Head Start Performance Standards 1304.23(a)(3)

PROCEDURE

Within the first week of every month, home visitor and parent will complete Monthly Infant Feeding Schedule Form and fax form immediately to nutrition services at **(909) 383-2086**.

The home visitor will:

1. Verify completeness of the form by ensuring that the child's names, date of birth and site location are correctly filled out.
2. Check for food allergies, food currently eaten at home and utensils used.
3. Discuss with the parent any changes in eating patterns or any concerns the parent may have and would want to discuss with a nutritionist.
4. Upon completion of the Monthly Infant Feeding Schedule Form, the nutrition team will review the form and arrange for proper feeding upon the next socialization date.
5. The nutritionist will consult with the parent/guardian if additional information is required regarding special dietary requirements or if the infant is identified as possibly being at nutritional risk.