



Individual Care Schedule for Early Head Start

APPROACH

Southern Oregon Head Start is a program that emphasizes nurturing and responsive practices, interactions and environments that foster trust and emotional security. For infants and toddlers in the Early Head Start program, receiving in center care, an Individualized Care Schedule will be created to promote and integrate intentional age-appropriate daily routines to meet each child's needs. Each child's individual care and routines will be shared with parents daily. Individualized caregiving information must be up to date for each infant and toddler and created in partnership with the family/guardian. Individual care schedules must be in place prior to a child attending services without their parent.

HEAD START PROGRAM PERFORMANCE STANDARDS:

Performance Standard 1302.31-Teaching and the Learning Environment

Child Care Division rule 414-300-0040 (5)(a)(b)(c)(d)-Individual Care Schedule

OCC: 414-300-0300 (11)

Also refer to the Health History Questionnaire. Health and Nutrition Survey

PROCEDURE:

An Individual Care Schedule **must be** completed prior to a child attending in center services. The schedule will be completed in partnership with the child's parent/guardian, this document includes:

- Schedule of feeding and types of breast milk/formula and/or foods eaten and new foods to be introduced
- Toileting and diapering schedules
- Sleep schedule
- Child's way of communicating and being comforted

On a quarterly basis, during conferences or as needed, each child's Individual Care Schedule will be reviewed with the parent/guardian, updated as needed.

Documenting the Individual Care Schedule:

Once the Individual Care Schedule is completed or updated in partnership with the family/guardian the information will be data input into My Teaching Strategies under the Teach Tab in the Individual Care Plan section. Once the plan has been data input, the hard copy is then filed in the Planning Debrief Binder for reference during the planning process.

Documenting Infant and Toddlers Daily Schedule of Activities:

The center shall provide the following information to each parent of an infant and toddler on a daily basis: (a) Their child's schedule of feeding; (b) Their child's toilet and diapering activities; and (c) Their child's sleep schedule.

Each child's daily schedule of activities will be documented in the daily care log via Playground. Staff will update the daily care log within a reasonable amount of time, it **MUST** be data entered prior to the child being signed out for the day. Upon being signed out by the guardian, Playground will share the child's schedule of activities for that day.