

Individual Care Schedule and Daily Care Log 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

DELC:

414-305-0600 – General Requirements for the Care of Infants and Toddlers (2)

414-305-0610 – Feeding Infants and Toddlers

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 during the Initial Home Visit. 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.

Documenting the Individual Care Schedule:

Once the Individual Care Schedule is completed with the family/guardian, the form will be uploaded into Shine as a part of the Initial Home Visit packet and then filed in the Planning and 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 daily: (a) Times and amount of food consumed; (b) Their child's toilet and diapering activities; and (c) Their child's sleep schedule; (d) Their child's general mood for the day; and (e) a brief summary of activities in which their child participated.

Each child's daily schedule of activities will be documented in the daily care log. Staff will update the daily care log within a reasonable amount of time and initial entries; all activities MUST be documented prior to the child leaving for the day.

The acting teacher will ensure the parent/guardian has reviewed the daily care log.