

Information for Parents: Feeding/Diapering/Sleeping

Policy: To ensure parents are provided daily information regarding their child(ren)'s day, Early Head Start programs will document feeding, diapering/toileting and napping information for each child.

Procedure:

1. Each child will have an individual clipboard, that will hang on the wall in the classroom.
2. The following documents will be maintained on the clipboard each month:
 - a. Meal Feeding log (for children 6 weeks to 24 months)
 - b. Diapering/toileting Log (for children not yet potty trained)
 - c. Child's sign in and out form
 - d. Communication log (optional)
3. At the end of each month Meal Feeding Logs and Diapering/Toileting Logs will be placed in the child's file. The sign in and out forms will be sent to the Fiscal Department at the Main Office.

Nutrition

Full day programs:

- a. Infants: staff will document on the feeding log, directly after each meal, all foods offered and amounts eaten. This will include breast milk, formula and solid foods.
- b. Toddlers, (children 12 months to 24 months), staff will document on the feeding log, the foods consumed at each meal.
- c. Toddlers, (children 24 months to 3 years) staff may document on the feeding log the foods consumed at each meal.

Part Day Programs:

Staff will post menus outlining what foods will be offered.

Supporting policies can be found at:

- [Infant Feeding Policy](#)
- [Meal Time Policy](#)

Toilet Learning/Diapering

Full Day Programs:

All diapering and toileting activity will be recorded daily on the Diapering/Toileting log for all children.

Part Day Programs:

Staff will document all diapering and toileting activity for children under 36 months on the Diapering/Toileting Log.

Supporting policies can be found at:

- [Diapering Policy](#)

Sleeping/Napping

Full Day Programs:

- For older toddlers staff will post a daily scheduled outlining time for scheduled napping times. Opportunities for children to rest when needed will be provided.
- For infants staff will work with parents to establish a schedule for each infant that meets their individual need.

Supporting policy can be found at:

[General Information](#)

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