

PROGRAM AREA: Education and Child Development

Department

PERFORMANCE STANDARD: 1302.34(b)(2)

LICENSING REGULATION: 101419.2 and 101419.3

Needs and Services Plan

PURPOSE	To provide center based staff with information regarding the infants or toddlers individual routines. Information is used to provide continuity between home and center.
WHO/WHEN COMPLETED:	To be completed by the child's caregiver in collaboration with parents. Must be updated <u>at least</u> every three months or as pertinent changes occur.
HOW TO FILL IT OUT:	Caregivers use an interview style conversation to obtain information from the parent.
CHILD PLUS DATA ENTRY:	N/A
WHERE TO FILE:	Upon completion the confidential document is to be kept in the child's file. A copy may be kept in the teachers working binder.
IMPORTANT NOTES:	