

**PROGRAM AREA:** Education and Child Development

Department

**PERFORMANCE STANDARD:** 1302.34(b)(2)

**LICENSING REGULATION:** 101419.2 and 101419.3

### **Needs and Services Plan**

<b>PURPOSE</b>	To provide center based staff with information regarding the infants or toddlers individual routines. Information is used to provide continuity between home and center.
<b>WHO/WHEN COMPLETED:</b>	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.
<b>HOW TO FILL IT OUT:</b>	Caregivers use an interview style conversation to obtain information from the parent.
<b>CHILD PLUS DATA ENTRY:</b>	N/A
<b>WHERE TO FILE:</b>	Upon completion the confidential document is to be kept in the child's file. A copy may be kept in the teachers working binder.
<b>IMPORTANT NOTES:</b>	