



POLICY AND PROCEDURE FOR MY DAILY REPORT (0-11 MONTHS)

Policy

A program must offer opportunities for parents and family members to be involved in the program's education services and implement policies to ensure: (2) Teachers regularly communicate with parents to ensure they are well-informed about their child's routines, activities, and behavior; *Head Start Performance Standards 1302.34 (b)(2) Engaging parents and family members.*

Must I share a daily report with parents for each infant in my care? You must provide a daily written or electronic report to the infant's parent when or by the time the infant is picked up from the child-care center. The report must contain: (1) Times the infant slept; (2) Times and amount of food consumed; (3) Times of diaper changes; (4) Infant's general mood for the day; and (5) A brief summary of the activities in which the infant participated. *Minimum Standards for Child Care Centers 746.2431.*

Based on the above policies UTRGV-PSJA-EHS-CCP Program staff will offer opportunities for parents and family members to be involved in the program's education services and implement policies to ensure: (2) Teachers regularly communicate with parents to ensure they are well-informed about their child's routines, activities, and behavior's Early Head Start (EHS) Center will provide a daily written report to the parent. The report contains: nap times, time & foods consumed, times of diaper changes, child's general mood, and a brief summary of the activities in which the child participated.

Procedure

1. My Daily Report will be filled out throughout the day for each individual child. The EHS Teacher will document child's name and the date the report is being completed.
2. The EHS teacher will document the child's time of arrival and collect information from the parent including the last time the child ate before his/her arrival.
3. The EHS teacher will document mealtimes, name of the formula or if breast milk was provided (write "breast milk"), with number of ounces consumed. If child is ready for solid food, document the foods that were offered and circle if the child consumed all, some, or none.
4. The EHS teacher will document daily if any new food is introduced.
5. The EHS teacher indicate the child's mood by selecting cheerful, content, fussy, or by selecting other and writing in the moods. Document times for when the child napped.
6. The EHS teacher will indicate any concerns by selecting rash, runny nose, cough, sneezing, or by selecting other and writing in any other concerns.
7. The EHS teacher will indicate the type of oral hygiene provided by selecting gums wiped or teeth brushed.
8. The EHS teacher will document diaper changes with the time along with whether the child was dry (D), wet (W), or had a bowel movement (BM).
9. The EHS teacher will document an activity that was done that day or if a child received therapy document which therapy service the child received.
10. The EHS teacher will indicate if the child has any needs you would like to communicate with parent.
11. The name of both classroom EHS teacher will be documented at the bottom of the form.

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12. A copy of the child's "My Daily Report" will be sent to the parents daily. All My Daily Report Forms will be kept on file.