

- Area:** Child Development
- Subject:** CD03 – Infant/Toddler Individual Plan
- Reference:** 1304.21 (c)(1)(i)
- Policy:** The primary caregiver along with the parent will complete an Individual Plan for each infant/toddler based on written observations, parent input and screening/assessment results. The plan will outline goals and activities for the child and includes activities for the parent to implement at home to support the goals.

**Procedure:**

## Individual Plan Timelines

- The first Individual Plan must be completed by Primary Caregivers, FCCH providers or Child Care Specialist within two - three weeks of the child's enrollment. Plans should be based on caregiver and parent observations of the child during these early weeks.
- Individual Plans need to be updated monthly to reflect current developmental information. Schedule a parent conference or home visit to review with the parent(s) developmental information collected on the child, including, as appropriate: Ages and Stages Questionnaire, Social/Emotional Health Screening, Desired Results Developmental Profile-revised (DRDP-R), written caregiver/provider observations, etc. Ask the parent what they have observed regarding their child's development that you may want to include on the Individual Plan.

Completing the Form:

- Complete the top portion of the plan with the child's name, age, the current date, the month for which the plan is being developed, and the primary caregiver's or Family Child Care Home (FCCH) provider's name.

Goals:

- Goals should be broad enough in nature to allow caregivers/providers the flexibility to provide a variety of activities that could meet the goal.
- Goals should reflect what you want the child to accomplish, perhaps an improvement, enhancement or growth of a particular skill or behavior.
- The same goal may be used in more than one developmental domain area provided the corresponding activities support the stated goal.
- Each developmental domain area i.e. cognitive, Social/Emotional, Physical/Motor and Language, must have a goal written down based on the current needs of the child as identified through screening, assessment, observation and parent information.

- For those children who have special needs and who have an Individualized Family Services Plan (IFSP), goals and activities from the IFSP must be included in the child's Individual Plan each month and clearly marked as such.

*Developing Daily Activities:*

- **Step 1. Classroom/FCCH Activities:** Write down what you, the caregiver/provider will do or provide to support each goal. Be specific in your activity description; describe what type of toys, tools, people, etc. you will include in the activity.
- \* Describe, in measurable terms, the goal-related skill(s) the child will demonstrate in each developmental area so that the caregiver can easily determine if the child has mastered the particular skill.
- **Step 2. Parent-Child Home Activities:** Write down an activity the parent can provide for the child at home during their day-to-day routines to support the goal in each developmental area.
- **Step 3.** Parents must sign the Individual Plan. The white copy is maintained in the caregiver's file, the yellow copy is given to the parent.
- **Step 4.** Implement the planned activities throughout the month.
- **Step 5.** Once the child has mastered the identified skill(s) outlined in a particular activity, write the mastery date on the line provided. Mastery may take a few days or weeks, depending on the skill. New activities may be added to the plan during the month as necessary to reflect the child's developing skills. Caregivers/providers will ensure that activities added during the month also support the stated goal(s).

**Supervised by:** Child Development Supervisor

**Performed by:** Primary Caregiver and Parent

**Forms needed:** Observation Record, Ages & Stages Questionnaire, DRDP-R, and Infant/Toddler Individual Plan

**Frequency:** No less than once a month