

Workbook

To help moms
give their babies
the best start in life



**Breastfeeding Friendly Criteria
for Child Care Providers**

Missouri Department of Health and Senior Services





Missouri Breastfeeding Coalition

Missouri Department of Health and Senior Services
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Toddler Feeding Preference (12 through 23 months)			
Check all that apply: <input type="checkbox"/> Spoon <input type="checkbox"/> Cup <input type="checkbox"/> Feeds Self <input type="checkbox"/> Feeding Table or Chair			
Type of Food	Feeding Time	Kinds of Food	Amount of Food
Breast Milk			
Milk			
Table Food			
Arrangements for Sleep – Licensing rules require that infants be placed on their back to sleep.			
Time(s) Child Usually Naps		Length of Nap	
Additional Instructions Related to Sleeping:			
<input type="checkbox"/> My child is 12 months or older, and I give my permission for my child to sleep on a cot.			
Signature of Parent/Legal Guardian		Date	
Diapering Instructions			
List any lotions and/or ointments, etc. that you have provided and give permission for caregivers to use on your child. _____			
For <input type="checkbox"/> Wet <input type="checkbox"/> Bowel Movement <input type="checkbox"/> Rash <input type="checkbox"/> Other			
<input type="checkbox"/> I do not want caregivers to use any lotions, powders, ointments or similar items on my child.			
I will furnish the following baby supplies for my child; clearly labeled with my child's name:			
Special Instructions for Care (e.g., restrictions, allergies, etc.):			
Signature of Parent/Legal Guardian		Date	

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*Caregivers have a unique opportunity to support breastfeeding mothers, who are often daunted by the prospect of continuing to breastfeed as they return to work.**

*American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care and Early Education. Caring for our children: National health and safety performance standards; Guidelines for early care and education programs.

Breastfeeding Friendly Child Care – Introduction


The Missouri Department of Health and Senior Services (DHSS) would like child care providers to successfully support breastfeeding families. Breastfeeding gives moms and babies many health benefits- yet many moms worry that going back to work will make it hard to breastfeed. Helping moms continue to breastfeed can be done with just a little time and resources. Becoming a Breastfeeding Friendly Child Care is a voluntary recognition program available to Missouri child care facilities. The following information will help child care providers meet the Missouri Breastfeeding Friendly Child Care award criteria and complete a successful application. For more information about the award, please visit www.health.mo.gov/breastfeedingfriendlychildcare.



Being recognized as a Breastfeeding Friendly Child Care facility can be a marketing tool that will attract mothers who have made a commitment to breastfeeding.



Sample Feeding Plan

 Missouri Department of Health and Senior Services Section for Child Care Regulation and Child and Adult Care Food Program INFANT AND TODDLER FEEDING AND CARE PLAN			
THIS SECTION TO BE COMPLETED BY CHILD CARE FACILITY: The formula provided by this child care facility is: _____ (Check a box) <input type="checkbox"/> Yes <input type="checkbox"/> No This child care facility is participating in the Child and Adult Care Food Program (CACFP). In order to claim meals for reimbursement, the center must provide infant cereal and other foods when the child is developmentally ready for them.			
Instructions to Parents – Please complete for child who is less than 24 months of age. <i>Update information as needed. Use a new form or initial/date changes on this form.</i>			
CHILD'S NAME	DATE OF BIRTH	DATE ENROLLED	
Feeding Information			
Type of Food	Feeding Time	Kinds of Food	Amount of Food
Breast Milk			
Formula			
Infant Food			
Table Food			
Who is preparing (mixing) the formula? Check all that apply: <input type="checkbox"/> Parent <input type="checkbox"/> Caregiver			
Does your child have any problems with feedings, such as choking or spitting up? <input type="checkbox"/> Yes Explain: _____ <input type="checkbox"/> No			
Does your child use a pacifier? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Infant Feeding Preference (under 12 months)			
Mark your preference (check all that apply).			
<input type="checkbox"/> I will provide breast milk for my infant.			
<input type="checkbox"/> I will nurse my infant at the center at these times: _____			
The facility's formula may be used to supplement feedings if necessary: <input type="checkbox"/> Yes <input type="checkbox"/> No			
If breast milk is unavailable for a feeding, the facility should: _____			
<input type="checkbox"/> I request that the formula provided by the child care facility be served to my infant.			
<input type="checkbox"/> I will provide infant formula for my infant. Name of formula: _____			
<input type="checkbox"/> I request that the child care facility provide solid foods for my infant as s/he is ready for them, and after I have discussed it with child care facility staff.			
<input type="checkbox"/> I will provide solid foods for my infant.			
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Sample Breastfeeding Policy for Child Care Settings

Breastfeeding is the natural way to feed a baby, and provides many health benefits to both infant and mother. Because breastfeeding employees need ongoing support from child care providers to provide their milk for their babies, <<Facility Name>> subscribes to the following policy.

1. Breastfeeding mothers shall be provided a place to breastfeed or express their milk.

Breastfeeding mothers, including employees, shall be provided a private and sanitary place other than a bathroom, to breastfeed their babies or express milk should a mother choose to use it although breastfeeding is welcome throughout the facility. This area provides an electrical outlet, comfortable chair, table or stand and nearby access to running water.

2. A refrigerator will be made available for storage of expressed breast milk.

Breastfeeding mothers and employees may store their expressed breast milk in the child care facility's refrigerator. Mothers should provide their own containers, clearly labeled with name and date. Staff will follow guidelines from the American Academy of Pediatrics and Centers for Disease Control and Prevention in ensuring that breast milk is properly treated to avoid waste. Universal precautions (i.e. gloves) are not required in handling human milk.

3. Sensitivity will be shown to breastfeeding mothers and their babies.

Staff is committed to providing ongoing support to breastfeeding mothers. This includes providing an opportunity to breastfeed their baby at any time, and will delay giving a bottle, if possible, when mom is due to arrive. Artificial baby milks (formula) and solid foods will not be provided unless the mother has requested. Babies will be held closely when feeding and bottles will never be propped.

4. Staff shall be trained in handling human milk.

All child care staff will be trained every year in the proper storage and handling of human milk, as well as ways to support breastfeeding mothers.

5. Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression.

Breastfeeding employees shall be provided a flexible schedule for breastfeeding or pumping to provide breast milk for their children. The time allowed would not exceed the normal time allowed for lunch and breaks. For time above and beyond normal lunch and breaks, sick/annual leave may be used, or the employee can come in early or leave late to make up the time.

6. Breastfeeding promotion information will be displayed.

Staff will provide information on breastfeeding, including the names of area resources, should questions or problems arise. In addition, positive promotion of breastfeeding will be on display in the facility. There will be no advertisements of formula in the facility.

Adapted from the Mississippi Breastfeeding Coalition's *Building Breastfeeding Friendly Communities* project by the Wisconsin Department of Health and Family Services in collaboration with the Wisconsin Breastfeeding Coalition Division of Public Health – Nutrition Section PPH 40070 (6/03) www.dhfs.state.wi.us/WIC

Also available for reference: State of Vermont Sample Policy
http://healthvermont.gov/wic/documents/child_care_policy.pdf

Breastfeeding Friendly Child Care Criteria

Criteria #1 Written Policy

The child care provider has a written policy that reflects their support of breastfeeding.

Purpose	A written policy that supports breastfeeding clearly outlines the services offered to families and what is expected of employees.
Steps to Success	<p>Train staff on your facility's breastfeeding policy and make it available so they can refer to it as needed. At a minimum, have new staff read the policy when hired and review with all staff at least every two years. A sample policy has been included in the appendix on page 15.</p> <p>Include the following in your policy:</p> <ul style="list-style-type: none"> ✓ A private place will be provided for moms to breastfeed or express breast milk should a mother choose to use it although breastfeeding is welcome throughout the facility. ✓ Staff shall encourage and assist mothers to provide breast milk to their children. ✓ Breastfeeding promotion materials will be displayed and offered to families. ✓ Infants will be fed on demand and staff will communicate with moms about feeding preferences. ✓ Staff will be trained on how to support breastfeeding families and on proper storage of breast milk. ✓ The facility will support staff who are breastfeeding.
Progress Notes / To Do List	<p>Use this space to make notes about what you are doing to meet this criterion. When you have met it, write the date here:</p> <p>Criterion met (date) _____</p>

Criteria #2 Welcoming Environment

The child care facility provides an atmosphere that welcomes breastfeeding families.	
Purpose	Providing an atmosphere that welcomes breastfeeding families sends a clear message that your facility sees breastfeeding as the normal and accepted way to feed babies. Efforts are made to provide a comfortable and welcoming environment.
Steps to Success	<ul style="list-style-type: none"> Provide information on breastfeeding policies to potential families, which may include information about staff training requirements, breast milk storage guidelines and resources available. Post “breastfeeding welcome here” signs. Provide a private and clean place other than a bathroom for moms (including staff members) to breastfeed or express breast milk should a mother choose to use it although breastfeeding is welcome throughout the facility. This area should have an electrical outlet, comfortable chair, table or stand and a sink and refrigerator nearby. The space used doesn’t have to be a lactation room, but it should be available whenever needed. Consider using an office (if personal files can be locked), store room or portable partitions to create a space. Allow breastfeeding employees to have a flexible schedule for breastfeeding or pumping. Employees can use their regular breaks and meal times or may flex their time by coming in early or staying late. Encourage mothers to visit and breastfeed during the day, if they can. Store expressed milk properly. Each bottle needs to be labeled with the child’s name and date pumped.* Maintain enough refrigerator and freezer space for storage. Limit the visibility of formula and related materials. Display pictures of racially and ethnically diverse breastfeeding families. <p>*The minimum guidelines for breastmilk storage can be found through CDC if the child care facility does not use the Child and Adult Care Food Program (CACFP). http://www.cdc.gov/breastfeeding/recommendations/handling_breastmilk.htm. USDA guidelines must be used if the child care uses CACFP. http://www.fns.usda.gov/sites/default/files/feedinginfants-ch3.pdf</p>
Progress Notes / To Do List	<p>Use this space to make notes about what you are doing to meet this criterion. When you have met it, write the date here:</p> <p>Criterion met (date) _____</p>

Appendix

- Breastfeeding moms, including employees are provided a private and clean place other than a bathroom to breastfeed their babies or express milk. This area should have an electrical outlet, comfortable chair, a table or stand, and nearby access to running water. A refrigerator to store expressed milk should be available.
- The facility encourages mothers to visit and breastfeed during the day if they can.

Criteria #3: The child care facility provides support and accurate breastfeeding information to parents.

Yes _____ Enclosed is a copy of materials.

Description of materials:

- The information packet for new families includes information on breastfeeding policies, staff training requirements and breastfeeding related resources.
- Staff is familiar with written materials and available community resources (support groups, lactation consultants, etc.) and refers moms as needed.

Criteria #4: The child care facility feeds infants on demand and communicates with mothers about feeding preferences.

Yes _____ Our policy addresses this.

Description of communications:

- Breastfed babies do not receive food or drink (other than breast milk) unless prior approval by parent/guardian is given.
- Plans are in place if mom will be late and her baby is hungry or the supply of breast milk is gone.

Criteria #5: The child care facility trains all staff so they are able to support breastfeeding families.

Yes _____ Enclosed is a copy of our training records.

Description of training:

- Staff is trained every year about the benefits of breastfeeding, preparation, storage and feeding of breast milk, and resources available for staff and parents.

Send this completed application and MO Breastfeeding Friendly Worksite application to:

Karla Voss, Bureau of Community Health and Wellness
 Missouri Department of Health and Senior Services
 P O Box 570
 920 Wildwood Dr
 Jefferson City, MO 65102
 Phone: (573) 751-6197
 Fax: 573-522-2856
 karla.voss@health.mo.gov

Adapted from the New York State Department of Health: <http://www.health.ny.gov/prevention/nutrition/cacfp/breastfeedingspon.htm>

Criteria #3 Support and Information

The child care provider provides support and accurate breastfeeding information to parents.

Purpose	Mothers often have strong feelings about continuing to breastfeed when returning to work or school. Providing support may increase their confidence in the child care provider, making them feel more at ease with leaving their child. Support, with accurate information about breastfeeding, will help motivate moms and assist them in overcoming barriers to breastfeeding. Good communication with parents is essential. Child care staff should inform parents how they will support them in feeding their infant and reassure them they are there to help. Staff need to show a positive attitude about breastfeeding no matter their past experience with breastfeeding.
Steps to Success	<ul style="list-style-type: none"> • Educate staff on written materials and available community resources (support groups, lactation consultants) and assure they are comfortable referring moms as needed. The local WIC office or health department should be able to provide a list. See the DHSS website: http://health.mo.gov/living/families/wic/breastfeeding/index.php • Child care staff should let parents know how they will support them in feeding their infant and reassure them they are there to help. • Staff should show a positive attitude about breastfeeding no matter their past experience with breastfeeding. • Promote exclusive breastfeeding for the first six months after birth with continued breastfeeding to one year or beyond. • Provide culturally diverse breastfeeding materials.
Progress Notes / To Do List	<p>Use this space to make notes about what you are doing to meet this criterion. When you have met it, write the date here:</p> <p>Criterion met (date) _____</p>

Criteria #4 Feeding on Demand

The child care provider feeds infants on demand and communicates with mothers about feeding preferences.	
Purpose	Feeding babies when they show signs of hunger and stopping the feed when babies show satiety insures the babies' feeding needs are being met and prevents overfeeding. Communication with the mother is key in meeting the needs of the baby while assisting the mother with maintaining her milk supply. Maintaining milk supply is a delicate balance of supply and demand. It can be frustrating to mothers if their infant is given a feeding just before they arrive expecting to nurse.
Steps to Success	<ul style="list-style-type: none"> • Ensure staff are communicating with parents on how they would like staff to handle certain feeding situations. For example, what should be done if the baby is hungry and there is no more breast milk or it is close to pick-up time? Breastfed babies should not receive food or drink (other than breast milk) unless prior approval is given by the parents/guardian. • Train staff to recognize infant hunger cues and how to properly feed a breastfed baby a bottle. Early hunger cues include mouth movements, rooting, sucking on hands and restlessness. Crying is a late hunger cue. Breastfed babies usually eat more frequently than formula fed babies, because breast milk is digested quickly and easily. Breastfed babies may feed every 1½ to 3 hours. Feed breastfed babies when their cues indicate hunger, not on a time schedule. • See "Hints to Bottle-Feeding the Breastfed Baby" on page 10. • Asking parents to fill out a feeding plan will help staff know how to react in these cases. Make sure feeding plans are kept up to date and easily accessible by staff. • See sample Feeding Plan form at http://health.mo.gov/safety/childcare/forms.php or in Appendix.
Progress Notes / To Do List	<p>Use this space to make notes about what you are doing to meet this criterion. When you have met it, write the date here:</p> <p>Criterion met (date) _____</p>



Missouri Breastfeeding Friendly Child Care Application

Name of Child Care Facility _____

Address _____

Phone _____ Email _____

Name of Director _____

Signature of Director _____

Date _____ # Children Enrolled _____

Criteria #1: The child care facility has a written policy that reflects their support of breastfeeding.

Yes _____ Enclosed is a copy of the child care facility's breastfeeding policy.

Description of policy:

- A policy should address the following:
 - ✓ A private place will be provided for moms to breastfeed or express breast milk should a mother choose to use it although breastfeeding is welcome throughout the facility.
 - ✓ Staff shall encourage and assist mothers to provide breast milk to their children.
 - ✓ Breastfeeding promotion materials will displayed and offered to families.
 - ✓ Infants will be fed on demand and staff will communicate with moms about feeding preferences.
 - ✓ Staff will be trained on how to support breastfeeding families and on proper storage of breast milk.
 - ✓ The facility will support staff who are breastfeeding
- Staff know the policy and it is readily available for reference.

Criteria #2: The child care facility provides an atmosphere that welcomes breastfeeding families.

Yes _____ Enclosed are pictures.

Description of atmosphere:

- Staff make an effort to let parents know how they can be supported in their efforts to continue breastfeeding.
- There are visuals supporting breastfeeding on display. There are no visual advertisements of formula.

Application Information

The Missouri Department of Health and Senior Services (DHSS) and the Missouri Breastfeeding Coalition would like to recognize child care providers in Missouri that provide support to their breastfeeding families and employees through the *Breastfeeding Friendly Child Care Award*. To receive the award, child care providers must meet five criteria that aim to improve the support for breastfeeding women in the workforce. Successful applicants will receive a certificate, window cling and recognition on the DHSS website.

Requirements for a Breastfeeding Friendly Child Care Facility

- Has a written breastfeeding policy that complies with the Federal Labor Standards Act (FLSA). A fact sheet on the FLSA can be found at: <https://health.mo.gov/living/families/wic/breastfeeding/resourcesdata/laws/>
- Provides a welcoming environment for breastfeeding families
- Offers breastfeeding resources to parents
- Feeds infants on demand and communicates with moms about feeding preferences
- Trains staff to support breastfeeding parents

Complete the application to be considered for *Breastfeeding Friendly* recognition.

Send this completed application and a copy of required records to the address below. Forms can also be emailed to karla.voss@health.mo.gov or faxed to 573-522-2856. Child care providers that answer "Yes" to all of the criteria questions will be designated as a Breastfeeding Friendly Child Care. For more information on becoming a Breastfeeding Friendly Child Care or sample materials, contact the Missouri Department of Health and Senior Services at the contact below.

Where can I find more information on breastfeeding?

- The Missouri *Breastfeeding Friendly Worksite Program* educates worksites on the value of providing lactation support in the worksite and to recognize businesses that support their breastfeeding employees. This application must also be completed. <https://health.mo.gov/living/families/wic/breastfeeding/worksiteinitiatives/>.
- Missouri Breastfeeding Coalition - www.mobreastfeeding.org

Send this completed application and MO Breastfeeding Friendly Worksite application to:

Karla Voss, Bureau of Community Health and Wellness
 Missouri Department of Health and Senior Services
 P O Box 570
 920 Wildwood Dr
 Jefferson City, MO 65102
 Phone: (573) 751-6197
 Fax: 573-522-2856
karla.voss@health.mo.gov

Criteria #5 Staff Training

The child care provider trains all staff so they are able to support breastfeeding.

Purpose	Training will ensure staff understand their role in supporting breastfeeding families and have the information to do so.
Steps to Success	<ul style="list-style-type: none"> • Train staff on the benefits of breastfeeding, how to prepare, store and feed breast milk, and resources available for staff and parents. • Train staff every year, which can be provided at staff meetings or through local training events. <p>Training Resources</p> <ul style="list-style-type: none"> • Child Care Health Consultants are available at most local public health departments. Training is offered on breastfeeding and a variety of other topics. Ask your local health department or visit http://www.moworkshopcalendar.org/ for possible trainings. • The Missouri <i>Breastfeeding Friendly Worksite Program</i> educates worksites on the value of providing lactation support in the worksite and recognizes businesses that support their breastfeeding employees. https://health.mo.gov/living/families/wic/breastfeeding/worksiteinitiatives/ • The Missouri Child and Adult Care Food Program provides online and in-person training on various nutrition topics including breastfeeding. https://health.mo.gov/living/wellness/nutrition/foodprograms/cacfp/index.php <p>Materials may be ordered through the DHSS Warehouse: http://health.mo.gov/warehouse/e-literature.html (search for breastfeeding)</p>
Progress Notes / To Do List	<p>Use this space to make notes about what you are doing to meet this criterion. When you have met it, write the date here:</p> <p>Criterion met (date) _____</p>

Hints for Bottle-Feeding the Breastfed Baby

- Breastfed babies usually eat more frequently than formula fed babies, because breast milk is digested quickly and easily. Feedings may range between 1½ to 3 hours. Feed breastfed babies when their cues indicate hunger, not on a time schedule. Early hunger cues include mouth movements, rooting, sucking on hands, and restlessness. Crying is a late hunger cue.
- Feed the baby in a way that mimics breastfeeding. Hold the baby in an upright position, and never put a baby to bed with a bottle. Avoid holding the bottle in a vertical position.
- Feed slowly. Since milk flows faster from bottles than from the breast, it is important to pace the feeding by pausing frequently to burp, switch sides, or talk to the baby. Rapid feedings can lead to overfeeding, which puts the mother's milk supply at risk and can cause discomfort in the baby. Pacing the feeding gives infants time to recognize that they are full.
- Stop feeding when the baby is satisfied. Do not force a baby to finish "just the last bit" of a bottle. If the baby is dozing off and releasing the bottle nipple before the bottle is empty, the baby is done. Don't reawaken the baby to take more. If bottles are often left unfinished, ask the mother to send milk in smaller amounts.
- Breastfed babies sometimes eat smaller amounts at each feeding than babies who are formula fed. The amount of milk consumed may or may not increase with the age of the baby.

Breastfeeding Friendly Resources

Where can I find more information on breastfeeding?

- The Missouri *Breastfeeding Friendly Worksite Program* educates worksites on the value of providing lactation support in the worksite and to recognize businesses that support their breastfeeding employees.
<https://health.mo.gov/living/families/wic/breastfeeding/worksiteinitiatives/>.
- Missouri Breastfeeding Coalition - www.mobreastfeeding.org

Did you know that a mother's health insurance may provide a discounted breast pump?

- Most insurance companies offer a toll-free customer service number that you can call with specific questions about your health plan. The Missouri Breastfeeding Coalition offers questions to ask your insurance provider to confirm your benefits.
<http://www.mobreastfeeding.org/wp-content/uploads/2013/10/Questions-to-Ask-Your-Insurance-Company-Regarding-Lactation-Support.pdf>

Missouri Breastfeeding Friendly Child Care Application