

# Breastfeeding-Friendly Child Care: Action Plan

**SAMPLE**

Your Name: Jane Child Care Director Date: June 1, 2017

Child Care Facility Name: Happy Kids Child Care Center

Step 1. Have a written policy that reflects the program's commitment to promoting and supporting breastfeeding, especially exclusive breastfeeding, and share with employees and families			
Goals	Actions to reach goal	Persons Involved	Target Date for Completion
A. Have an explicit policy for promoting and supporting breastfeeding.	Add "Child Care Breastfeeding Policy" to center's policy manual.	Director	November 15, 2017
	At a staff meeting, share new breastfeeding policy with staff.	Director and Staff	December 1, 2017
B.			
C.			

**Step 2. Train and evaluate all staff in the skills to support and promote optimal infant and young child feeding.**

Goals	Actions to reach goal	Persons Involved	Target Date for Completion
<b>A.</b> Train all staff on age-appropriate feeding practices, responding to hunger cues, breastfeeding support and promotion, and the risks and benefits of infant feeding options.	Schedule breastfeeding training with CCHCs.	Director and CCHC	August 1, 2016
	Staff (infant and toddler teachers) and director attend training.	Director and Staff	November 1, 2016
<b>B.</b>			
<b>C.</b>			

**Step 3. Inform women and families about the importance of breastfeeding.**

Goals	Actions to reach goal	Persons Involved	Target Date for Completion
<p><b>A.</b> Center has a written policy for promoting and supporting breastfeeding.</p>	<p>Add “Child Care Breastfeeding Policy” to center’s policy manual. (See Step 1, part A.)</p>	<p>Director</p>	<p>November 1, 2017</p>
<p><b>B.</b> Center actively distributes to families culturally-appropriate brochures that promote breastfeeding, including exclusive breastfeeding.</p>	<p>Get copies of “Breastfeeding: Making It Work” and “Infant Feeding Guide”.</p>	<p>Director</p>	<p>November 1, 2017</p>
	<p>Give copies to all infant and toddler parents at the center.</p>	<p>Director and Staff</p>	<p>January 1, 2017</p>
	<p>Create a display of breastfeeding materials in a prominent location in the center.</p>	<p>Director and Staff</p>	<p>February 1, 2017</p>
<p><b>C.</b></p>			

**Step 4. Provide learning and play opportunities that normalize breastfeeding for children.**

Goals	Actions to reach goal	Persons Involved	Target Date for Completion
<b>A.</b> Provide toys and books that illustrate nursing animals and babies	Inventory current books and toys that illustrate breastfeeding.	Director and Staff	August 1, 2016
	Identify books and toys that illustrate breastfeeding, and create a list of toys and books appropriate for the facility.	Director and Staff	September 1, 2016
	Cost out and purchase new books and toys that normalize breastfeeding, to be available in all the facility's classrooms.	Director	October 15, 2016
<b>B.</b>			
<b>C.</b>			

**Step 5. Ensure that all breastfeeding families we serve are able to properly store and label their breast milk for child care use.**

Goals	Actions to reach goal	Persons Involved	Target Date for Completion
<b>A.</b> All breastfeeding families are informed in writing how to properly label and store human milk for use in the child care facility.	Get copies of “Moms and Child Care” handout.	Director	November 1, 2016
	Distribute “Moms and Child Care” to all current breastfeeding parents in the center.	Director and Staff	December 1, 2016
	Add “Moms and Child Care” to the welcome packet for new families at the center.	Director	December 1, 2016
<b>B.</b>			
<b>C.</b>			

**Step 6. Provide a breastfeeding-friendly environment.**

Goals	Actions to reach goal	Persons Involved	Target Date for Completion
<p><b>A.</b> Encourage all mothers in writing to come to the center to nurse their babies.</p>	See Step 5, part A.	Director and Staff	December 1, 2016
<p><b>B.</b> A designated area for mothers, other than a bathroom, is always available for breastfeeding.</p>	Discuss with nursing mothers what their priorities are for the designated area: seating, privacy, and/or electricity.	Director and Staff	September 1, 2016
	Evaluate current designated area for nursing mothers. Can it be modified to improve seating, privacy, and access to an electrical outlet?	Director	October 1, 2016
	Upgrade current breastfeeding area or create a new one, emphasizing the priorities of the center's current breastfeeding families.	Director and Staff	December 1, 2016
<p><b>C.</b> Culturally appropriate posters with information about breastfeeding, with photos of mothers and nursing babies, are posted in several locations in our center.</p>	Get at least two posters: "Breastfeeding Welcome Here" and "Our Child Care Center Supports Breastfeeding."	Director and CCHC	November 1, 2016
	Display posters prominently in the center.	Director and Staff	November 15, 2016

## Step 7. Support breastfeeding employees.

Goals	Actions to reach goal	Persons Involved	Target Date for Completion
<p><b>A.</b> Breastfeeding employees are given appropriate breaks so that they can nurse and/or express milk, as needed.</p>	<p>Check in with all employees who are currently pregnant or parents of infants. What are their needs to be able to breastfeed while away from their babies?</p>	<p>Director</p>	<p>September 1, 2017</p>
	<p>As needed, talk with supervisors to make sure nursing mothers are getting the breaks that they need to nurse and/or express milk.</p>	<p>Director</p>	<p>September 15, 2017</p>
<p><b>B.</b> There is a designated area, other than a bathroom, where employees can nurse their babies and/or express milk, as needed.</p>	<p>Evaluate current designated area for nursing employees. Can it be modified to improve seating, privacy, and access to an electrical outlet?</p>	<p>Director</p>	<p>October 1, 2017</p>
	<p>Upgrade current breastfeeding area or create a new one, emphasizing the priorities of the center's current breastfeeding employees</p>	<p>Director and Staff</p>	<p>December 1, 2017</p>
<p><b>C.</b></p>			

**Step 8. Ensure that each infant has a feeding plan that supports best feeding practices.**

Goals	Actions to reach goal	Persons Involved	Target Date for Completion
<p><b>A.</b> Every child under 15 months has a written feeding plan that is accessible and regularly updated.</p>	<p>Ensure that all feeding plans are posted in the infant room.</p>	<p>Staff</p>	<p>September 1, 2017</p>
	<p>Create a schedule for updating feeding plans for each child at least every three months.</p>	<p>Director and Staff</p>	<p>October 1, 2017</p>
	<p>Spot check feeding plans to make sure that all feeding plans have been updated within the past three months.</p>	<p>Director</p>	<p>February 1, 2017</p>
<p><b>B.</b> Support for breastfeeding is part of the feeding plan, including age-appropriate introduction of solid food, feeding in response to the baby's cues, and inviting the mother to come to the center to nurse her baby.</p>	<p>Get copies of the Breastfeeding-Friendly Child Care (BFCC) Infant Feeding Plan.</p>	<p>Director</p>	<p>November 1, 2017</p>
	<p>Implement use of the BFCC Infant Feeding Plan.</p>	<p>Director and Staff</p>	<p>November 15, 2017</p>
	<p>Check to make sure that all feeding plans are updated to the BFCC Infant Feeding Plan.</p>	<p>Director</p>	<p>February 1, 2017</p>
<p><b>C.</b></p>			

**Step 9. Contact and coordinate with community breastfeeding support resources; actively refer mothers and families.**

Goals	Actions to reach goal	Persons Involved	Target Date for Completion
<p><b>A.</b> An up-to-date, comprehensive list of community breastfeeding resources is readily accessible to staff.</p>	<p>Get copies of “Breastfeeding: Making It Work.”</p>	<p>Director and BFCC</p>	<p>November 1, 2017</p>
	<p>Display this flyer prominently, so it is available for both parents and staff.</p>	<p>Director</p>	<p>December 1, 2017</p>
<p><b>B.</b> We make and track community referrals to local breastfeeding support.</p>	<p>Create a form for tracking community breastfeeding referrals.</p>	<p>Director</p>	<p>January 1, 2017</p>
	<p>At a staff meeting, train staff on use of the form.</p>	<p>Director and Staff</p>	<p>February 1, 2017</p>
	<p>Check files and talk with staff to evaluate the process of making and tracking referrals.</p>	<p>Director and Staff</p>	<p>April 1, 2017</p>
<p><b>C.</b></p>			

**Step 10. Train all staff (teaching and non-teaching) annually on the protection, promotion, and support of breastfeeding.**

Goals	Actions to reach goal	Persons Involved	Target Date for Completion
<b>A.</b> In our center, reference materials for staff that include information on breastfeeding and human milk feeding are comprehensive, up-to-date, and readily accessible to staff.	Review current materials on hand, including “Breastfeeding-Friendly Child Care” binder.	Director	November 15, 2016
	Put all breastfeeding materials in a central location, and communicate this to staff.	Director	December 1, 2016
<b>B.</b> Staff receives continuing education on human milk feeding and breastfeeding support for at least one hour every year.	Plan a training for 2017 that includes at least one hour of information on breastfeeding.	Director	June 1, 2017
<b>C.</b>			

This action plan was adapted from the “Action Planning Guide” of the Nutrition and Physical Activity Self-Assessment for Child Care Program (NAP-SACC) developed by the Center for Health Promotion and Disease Prevention, UNC Gillings School of Global Public Health, University of North Carolina at Chapel Hill