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# Crawfordsville Community School Corporation

## WILLSON PRESCHOOL ACADEMY

# Childcare Handbook

**2026-2027**

# Table of Contents


**OUR ADMINISTRATION** ..... **2**
**OVERVIEW** ..... **3**
**PROGRAM INFORMATION** ..... **4**
Program Description ..... 4
Employer-Sponsored Childcare Access & Tuition ..... 4
Calendar & Hours of Operation ..... 5
**ENROLLMENT POLICIES** ..... **5**
Admission ..... 5
Enrollment ..... 5
Confidentiality ..... 6
Transportation ..... 6
Attendance ..... 6
Late Pick-Up ..... 7
**FOOD & NUTRITION POLICIES** ..... **7**
Meals/Outside Foods ..... 7
Dietary Restrictions ..... 7
Outside Foods ..... 8
**HEALTH & SAFETY POLICIES** ..... **8**
Authorization for a Child's Release ..... 8
Delays & Closures ..... 8
Discipline, Suspension & Expulsion ..... 8
Emergency Plans ..... 9
Field Trips ..... 9
Health & Illness Policy ..... 9
Medications ..... 10
Mandatory Reporting / Suspected Impairment ..... 11
Parent/Guardian/Visitor Conduct ..... 11
Premises Restrictions ..... 11
Ratios ..... 12
Social Media, Photos, Videos ..... 12
Supervision ..... 12
**EDUCATION POLICIES** ..... **12**
Curriculum ..... 12
Programs ..... 12
Unscheduled Visits ..... 14
**Appendix A: Infant Feeding Plan** ..... **15**

# OUR ADMINISTRATION



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## OVERVIEW

# Crawfordsville Community School Corporation's Employer-Sponsored Childcare Program

We are committed to supporting our staff and their families, which is why we provide access to reduced childcare options for CCSC employee children ages 6 weeks through 3 years old.

An "Employee Child" is defined as a natural, adopted, legal step-child, foster child, or for which the employee is legally identified as the guardian. Employees are responsible for providing legal proof of guardianship.

- Employee Childcare spots are limited. Priority placement will be given in the following order:
  - Full-Time Staff
  - Part-Time Staff
  - Administrators
- CCSC will provide employer-sponsored care for employees' children at a discounted cost
- Part-time childcare options are not available
- Employees must complete the CCSC Employer-Sponsored Childcare Application and show proof of application for CCDF vouchers to be considered for this program.

### Infant Childcare

An infant is defined as a child 6 weeks of age until the child is able to walk unassisted.





### Toddler Childcare

A toddler is defined as a child who is less than 36 months of age and is able to walk consistently unassisted.

### Preschool

A preschooler is defined as a child that is three to five years of age and is not eligble for Kindergarten. Preschool is offered at our Willson and Hose campuses.



## PROGRAM INFORMATION

### Program Description

- Crawfordsville Community School Corporation's Employer-Sponsored Childcare Program supports the growth and development of children ages six weeks through 3-years old before August 1. Students who turn 3 years old within the school year may be placed in a 3-year-old room. All decisions are based on a student's skill development and seat availability. We offer developmentally appropriate learning experiences supporting the child's growth in a safe and nurturing environment. This program is provided to CCSC employees and is not open to the community.

### Employer-Sponsored Childcare Access & Tuition

- CCSC Employees MUST complete a childcare application, which does not guarantee childcare services for the child.
- Once the child has been accepted into the program, the parent will be notified and will need to complete the following documents:
    - Complete Sign up on the Google Form Enrollment
    - Proof of submitting CCDF Voucher application
    - An enrollment contract
    - PowerSchool registration
- CCSC will provide the following to employees.
    - For the 2026-2027 school year, an employee will receive a discount for each child

| Class | 2026-2027 Childcare Rates | 2026-2027 Employer-Sponsored Rates |
|---|---|---|
| Infant | $220 per week | $176 per week |
| Toddler | $205 per week | $164 per week |
| Preschool | $400 per month | $320 per month |

- "Employee Child" is defined as a natural child, adopted child, legal stepchild, foster child, or child for whom the employee is legally identified as the guardian. Employees are responsible for providing legal proof of guardianship.
- Tuition will be billed on Wednesday of the current week. Tuition is due the Monday following the billing unless your child receives vouchers. (i.e. Billed on Wednesday, August 5, and payment is due on Monday, August 10)
- Failure to pay may result in your child's enrollment being suspended or terminated.

- Unpaid tuition balances may be turned over to collections.
- The parent/guardian is responsible for returned check fees.
- All payments made by credit card will be charged a 3.5% + $0.30 per transaction fee.
  Parents have the option to pay by Credit, Debit, Apple Pay, or Google Pay.
- Parents have the opportunity to enroll in payroll deduction for bi-weekly tuition payments
- All children must have a fully completed enrollment contract before their first day.
- A new enrollment contract must be filled out any time a change to the current contract is needed.
- The contracted tuition rate is due at the agreed-upon terms
- No weekly-rated tuition will be charged during summer break, fall break, the week of Thanksgiving, winter break, or spring break.
- All other weeks will be billed at the full tuition rate, regardless of holidays or other closures.
- Part-time childcare options are not available.

**Calendar & Hours of Operation**

- CCSC's Employer-Sponsored Childcare Program will follow the school calendar for staff days.
- Childcare hours are from 7:00 AM - 4:15 PM.
    - Infants & Toddlers are not eligible for the Willson Preschool Academy After-School Childcare Program.
    - Children are able to attend 20 minutes before to 20 minutes after contract times to assist with planning for ratio for staff coverage

## ENROLLMENT POLICIES

**Admission**

- CCSC's Employer-Sponsored Childcare Program will accept children who are at a stage of growth and development that enables them to benefit from the program and for whom the program is staffed and equipped to provide care.
    - We will not admit or maintain any child whose needs we cannot meet.
    - We will not admit or maintain any child whose behavior poses a threat to other children and/or staff.
    - We will not discriminate on the basis of race, color, religion, or gender.

**Enrollment**

- Employees must complete the following enrollment steps:
    - Complete the CCSC Employer-Sponsored Childcare Enrollment in Google Forms.
        - Applicants are required to submit proof of voucher application, acceptance, or denial.

        - Applicants should be prepared to provide their child's birth certificate, immunization record, proof of employment (check stub, contract, intent to employ, etc.),
    - Applicants will be notified if they are accepted, not accepted (by not meeting specified requirements), or have been added to a waiting list.
    - Applicants who are accepted will be given a Childcare Contract to sign.
- Employer-Sponsored Childcare spots are limited. Priority placement will be given in the following order: 1. Full-time staff 2. Part-time staff 3. Administrators. When all spots are filled, names will be added to a waitlist.
- The State of Indiana regulates CCSC's Willson Preschool Academy Employer-Sponsored Childcare Program. For your child to be enrolled in the state-licensed program, all registration paperwork must be completed and kept up to date, or your child's enrollment may be terminated.
- Children will be moved among the Infant, Toddler, and Preschool Programs at the administration's discretion and in compliance with Indiana's Legally Licensed Exempt Provider laws and standards. Parents will be notified when a change in placement will occur, and fees may be adjusted.
- Age groups are defined as the following:
    - Infant - a child six weeks of age until the child can walk unassisted
    - Toddler- a child who is less than 36 months of age and can walk consistently unassisted
    - Preschooler- at least three years of age and not attending kindergarten
- Employees enrolling children in Employer-Sponsored Childcare programs will also need to complete the Willson Preschool Academy registration paperwork.

**Confidentiality**

- All information about admission, health, family, or discharge is confidential.
- All files are kept in the office.
- Child information will not be shared with any other agencies or individuals unless we are required by law to do so.

**Transportation**

- Parents are responsible for transportation to and from the infant and toddler childcare programs.

**Attendance**

- All absences must be called into the office at 765-362-0005 or communicated with the front office through ParentSquare. Any child absent for five or more days, with no notification of any kind, will be considered a no-show and may be removed from the program.

- All students must be signed in and out each day by signing the attendance sheet each week.

**Late Pick-Up**

- Children must be picked up by 4:15 PM.
- Multiple late pick-ups may lead to the child being removed from the program.
- If a child is not picked up 60 minutes after the program closes (5:15 PM), and we are unable to contact an authorized pickup, the Department of Child Services will be contacted and made aware of the situation.

## FOOD & NUTRITION POLICIES

**Meals/Outside Foods**

- Meal services are provided through Chartwells for all enrolled students.
- Parents may visit the Meal Magic Family Portal on the corporation's webpage to apply for benefits and set up an account. Families are responsible for any charges related to food service.
- All meals provided by CCSC are in compliance with USDA standards as part of the National School Lunch Program.
- Meals and snacks are provided to children in attendance at the time they are served. We are unable to hold or save a meal; please ensure your child is in attendance at the following times:
    - Breakfast: 7:45 AM - 8:15 AM
    - Morning Snack: 9:30 AM -10:00 AM
    - Lunch:11:00 AM-11:30 AM
    - Afternoon Snack: 2:00 PM - 2:30 PM

**Dietary Restrictions**

- All food allergies and dietary restrictions must be made known at the time of your child's enrollment.
- When a food allergy is present, a food allergy form must be filled out, signed by a physician, and on file. This form must be updated yearly or sooner if changes need to be made.

**Outside Foods**

- Outside foods and beverages are only permitted if they meet one of the following:
    - Children enrolled in the infant & toddler program (see “Infant Program” for further explanation)
    - Reasons that have been communicated by a staff member, which include but are not limited to special events.
    - All bottles/sippy cups provided by families must be labeled with the child's first and last name, the contents in the bottle/sippy cup, the current day’s date, and the nipple/spout must be covered with a lid. They must be taken home daily to be washed.

## HEALTH & SAFETY POLICIES

**Authorization for a Child’s Release**

- Children will be released only to their parent/legal guardian or a person named by the parent/legal guardian.
- A photo ID must be presented at the time of pick-up the first time an individual picks up.
- If an individual is not listed as an authorized pickup, we cannot release the child to them.
- Parents or persons named by the parent must make sure that a staff member is aware of the child’s arrival and departure time. Verbal and visual contact must be made between the parent and staff member.
- Do not drop your child off in a common area or in an empty classroom. Locate a staff member before leaving your child.

**Delays & Closures**

- All delays and closures will be communicated through the communication app, social media, email, and/or local radio stations.
- We are required by the state of Indiana to close if we do not have lights or running water.

**Discipline, Suspension & Expulsion**

- All forms of challenging behavior must be addressed and handled in a cooperative manner.
- Repetitive instances (3 or more times in a week) of challenging behavior could result in the need for a Behavior Success Plan to be created for your child.
- A child’s parents are required to partner with us in the creation of a Behavior Success Plan and the follow-through of the items specified in the plan.
- The following are considered challenging behaviors: hitting, kicking, spitting, biting, pinching, throwing objects, hostile verbal behaviors, or other behaviors that may hurt or endanger children and staff.
- In response to these behaviors, we will NOT use the following:
    - Threats or bribes

    - Physical punishment (even at the parent's request)
    - Deprive your child of food or other basic needs
    - Humiliation
- In response to these behaviors, we will:
    - Respect your child
    - Establish clear rules
    - Be consistent in enforcing rules
    - Use positive language to explain desired behavior
    - Speak calmly while bending down to your child's eye level
    - Give clear choices
    - Redirect your child to a new activity
    - Offer your child a calm-down period
- When a behavior becomes repetitive, we will follow these guidelines to help stop the situation:
    - Have a meeting with the child's parents, teacher(s), and Program Director to collaborate and share ideas. We will discuss what we are seeing and discuss possible causes and strategies we can use to replace the undesired behavior.
    - Create a Behavior Success Plan that can be used at home and in the childcare setting.
    - Offer the family support from additional or outside resources that may prove to be helpful to the parents, child and staff.
    - Set a date to meet again and discuss the changes we are or are not seeing.
- If the above outlined process is not followed by a family, we reserve the right to suspend or terminate a child's enrollment.

**Emergency Plans**

- CCSC's Employer-Sponsored Childcare will follow the Emergency Plan in the event of a fire, inclement weather, natural disaster, intruder situation, and medical emergencies.
- You are required to have all emergency contact information up to date at all times for your child.

**Field Trips**

- Students enrolled in the infant and toddler childcare programs will not participate in field trips.

**Health & Illness Policy**

- Children who are ill are not allowed to attend the program.
- If your child becomes ill while at the program, you will be contacted and required to pick up your child in a timely manner.

- If you cannot be reached, someone from your emergency contacts will be contacted.
- Your child must be fever-free without fever-reducing medicine for 24 hours before returning to the program.
- Your child may not attend if they exhibit any of the following:
    - A fever of 100.0 degrees or higher
    - Experiencing vomiting or diarrhea
    - A rash (with the exception of eczema, diaper rash, or other non-communicable rash))
    - A communicable disease
    - A bacterial or fungal infection (May return after being on a doctor-prescribed medication for 24 hrs)
    - Appears obviously ill. Children must be well enough to participate in the daily schedule for their classroom.
- Masking or hiding symptoms through the use of medication is not allowed. Children must be symptom-free on their own.
- Not adhering to any of the above or intentionally allowing a sick child to attend could result in termination from the program.

**Medications**

- Medications can be administered under the following provisions:
    - **Short-Term Prescription Medicine** (to be given for ten days or less) must be accompanied by:
        - 1. A written note from the parent/guardian specifying times, dates, and dosage to be given.
        - 2. The medication in the original pharmacy container is labeled with the child's name and instructions from the health care provider.
    - **Long-Term Prescription Medicine** (to be given for more than ten days) must be accompanied by:
        - 1. A health care provider's order is on a prescription pad, OR their signature is on the form provided by the school.
        - 2. A written note from the parent/guardian specifying dates, times, and dosage to be given OR indicated on the form below.
        - 3. The medication in the original pharmacy container is labeled with the child's name and instructions from the health care provider.
    - **Non-Prescription (Over-the-Counter) Medicine** may be supplied by the parent/guardian and given on an as-needed basis at school. This must be accompanied by the following:
        - 1. A written note from the parent/guardian specifying times, dates, and dosage to be given OR indicated on the form below.
        - 2. Medication must be in the original packaging, with the child's name written on the package.

- When appropriate, parents will make every effort to have the medication dispensed in a manner that allows it to remain at the program instead of having to be taken home every day.

**Mandatory Reporting / Suspected Impairment**

- All staff are required by law to report any suspected child abuse or neglect to the Indiana Department of Child Services.
- If an intoxicated or impaired person insists on removing children from the program, the program will immediately report the incident to the local police department.

**Parent/Guardian/Visitor Conduct**

- All individuals in the program are expected to behave professionally and respectfully at all times.
- Parents'/Guardians'/Visitors' behavior that compromises the safety and well-being of students, or creates a disruptive environment, will not be tolerated. Individuals exhibiting such behavior may be asked to leave immediately and may be prohibited from returning.
- Parents/Guardians/Visitors are expected to maintain a respectful and professional demeanor at all times. Yelling, using profane language, verbal abuse (including name-calling), or any behavior that contributes to a hostile or disruptive environment will not be tolerated and may result in the immediate termination of your child(ren)'s enrollment.
- If a Parent/Guardian/Visitor requires a meeting to address a specific issue, we will make every effort to schedule it within 24-48 business hours. Please note that parents may not demand immediate meetings without prior arrangements.

**Premises Restrictions**

- The use or possession of the following is prohibited in the Program
  - Tobacco
  - Alcohol
  - Vapes
  - Illegal Substances
  - Firearms

**Ratios**

- Our program maintains staff-to-child ratios that are lower than those allowed by the State of Indiana. In the event that rooms need to be combined, ratios may be adjusted but will always remain within the State of Indiana requirements for childcare centers.

| Age of the Youngest Child in Group | Maximum Number of Children Supervised by One Caregiver | Maximum Number of Children in One Group |
|---|---|---|
| Infant | 5 | 10 |
| 1 Years | 5 | 10 |
| 2 Years | 8 | 16 |

**Social Media, Photos, Videos**

- Parents must grant permission for us to post their child's photo within the building and on social media in their registration paperwork.

**Supervision**

- Children must be supervised by sight and sound at all times.
- Children are not permitted to be by themselves in any area of the building.

## EDUCATION POLICIES

**Curriculum**

- CCSC's Employer-Sponsored Childcare uses the Early Learning Matters (ELM) curriculum in all classrooms. ELM provides a comprehensive continuum of research-based child care curriculum serving children from birth to age five. ELM supports key learning domains and is aligned with state and national learning standards.

**Programs**

- Infant Programming
    - Children aged six weeks through 12 months who are not able to walk unassisted are considered infants and will be enrolled in the infant classroom. Parents of an infant are responsible for the following:
        - Submit a completed infant feeding plan that is signed by a physician. This must be updated by the parent every 3 months or any time a change is needed.

        - CCSC's Employer-Sponsored Childcare will provide an identified infant formula. If parents do not wish to use this formula, they are responsible for purchasing and providing the formula of their choice.
        - Provide pre-made bottles that contain the exact amount of formula/breast milk to be given in one feeding. (Unused amounts will be discarded after 1 hour)
        - Provide enough pre-made bottles to ensure the infant can be fed while they are in attendance.
        - All bottles must be covered with a lid labeled with the child's first and last name, the contents of the bottle, and the current date.
        - All bottles must be taken home at the end of the day to be washed. This includes used and unused bottles.
        - CCSC's Employer-Sponsored Childcare will provide specific infant cereal and infant foods when the infant reaches the developmental stage where they are ready for such, and it is included in their infant feeding plan. If parents do not wish to use this cereal and food, they are responsible for purchasing and providing the cereal and food of their choice.
        - Infant cereal and infant food will be given by a caregiver using a spoon. The parent will provide enough pre-made formula/breast milk for the caregiver to mix with infant cereal. A written statement from the infant's pediatrician must be on file for a caregiver to feed an infant cereal or infant food with anything other than a spoon.
        - Parents will provide 3-5 outfits to ensure the infant has on clean clothing all day.
        - Parents will provide diapers and wipes.
    - CCSC's Employer-Sponsored Childcare follows all regulations of Safe Sleep. For the safety of your child, we cannot make any alterations to these regulations.
        - Infants will sleep only in their designated crib.
        - The only items allowed in a crib are an infant and a pacifier. (No pacifier strings/clips and no hooded outfits)
        - All infants will be placed on their backs to sleep. If an infant can roll both directions (back to tummy and tummy to back), they are allowed to sleep on their stomach, but will initially be placed on their back.
        - If an infant arrives asleep in a car seat, they will be removed from the car seat and placed in their crib.

        - Medical documentation, signed by a physician, states that the exact reasoning and type of sleep alteration must be on file for alterations or modifications to Safe Sleep practices. In addition, the medical documentation must be submitted to FSSA for final approval. We can only make modifications if both items are met.
    - The infant program will provide the least restrictive environment for the children in our care. Infants need to be able to move, wiggle, roll, scoot, etc. To support their growth and development, you will see the following:
        - Infants will have soft areas on the floor where they can move around, reach for toys, and engage with others of the same developmental level.
        - We will not use bouncers, infant swings, excel-saucers, jumpers, etc., in excess.
        - An infant will only be placed in their crib to sleep.
        - Infant seats will be used to feed infant cereal/food to those who aren't able to sit in a high chair and for those who have a form on file documenting medical reasons for sitting upright for a length of time.

**Unscheduled Visits**

- CCSC's Willson Preschool Academy Employer-Sponsored Childcare has an open-door policy.
- Please consider the following points before visiting:
    - Interruptions are very distracting to young children. An unexpected visitor can disrupt a child's day.
    - Please be respectful of your child's learning and the teacher's time that they have with them.
    - Visits can be confusing to some young children and even cause them distress. They may misunderstand the intentions and think it is time to leave. Saying goodbye again may be difficult.
    - All individuals who are present in a classroom for a period of time longer than that of drop-off or pick-up must have a current background check on file in the office.

# Appendix A: Infant Feeding Plan

**SUPPLEMENTAL HEALTH CARE PROGRAM FOR CHILD CARE CENTERS PROVIDING INFANT-TODDLER CARE**
**SUGGESTED FEEDING PLAN**

State Form 49963 (R3 / 2-15)

FSSA - MS02
402 WEST WASHINGTON STREET, RM W361
INDIANAPOLIS, IN 46204

*INSTRUCTIONS:*
*Prior to admission, a feeding plan shall be established and written for each infant (age six (6) weeks to twelve (12) months) in consultation with the parents and based on the written recommendation of the child's medical provider. Feeding plans must be continually updated by the child's medical provider or parent. [470 IAC 3-4.7 (b)]*

The following feeding plan has been recommended for this child.

| Name of child | Date of birth (month, day, year) |
|---|---|
| | |

| Age in Months | Time to Feed | Formula / Food Item and Amount | Special Instructions | Signature and Date of Parent or Medical Provider |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| Signature of MD, DO, NP | Date signed (month, day, year) |
|---|---|
| | |

## FEEDING PLAN GUIDELINES

*INSTRUCTIONS: This is a guideline. Each child will grow at a different rate.*

1. *Formula and juice may be offered in a training cup when a child is ready.*
2. *Formula is used until twelve (12) months unless otherwise stated by a physician.*
3. *Only plain, strained, mashed or chopped vegetables, fruits and meats are offered.*
4. *Most children are ready for foods of coarser consistency between nine (9) to ten (10) months of age. Mashed or chopped table foods may be used.*
5. *Strained or mashed foods may be introduced at six (6) months if the infant's neuromuscular system has developed appropriately. Indications for solid foods are: the ability to swallow non-liquid foods, to sit with support, head and neck control, and to show that the child is able to decline food by leaning back or turning away.*
6. *Finger foods may be offered between nine (9) to twelve (12) months when infant is developing finger / hand coordination.*
7. *The serving of juice to children under twelve (12) months of age is discouraged.*

| 2 MONTHS - 5 MONTHS | | | | |
|---|---|---|---|---|
| **TIME INTERVAL** | **AMOUNT EACH FEEDING** | | | |
| | Month 2 | Month 3 | Month 4 | Month 5 |
| 6:00 a.m. | 4 - 6 oz. | 4 - 7 oz. | 5 - 7 oz. | 5 - 8 oz. |
| 10:00 a.m. | 4 - 6 oz. | 4 - 7 oz. | 5 - 7 oz. | 5 - 8 oz. |
| 2:00 p.m. | 4 - 6 oz. | 4 - 7 oz. | 5 - 7 oz. | 5 - 8 oz. |
| 6:00 p.m. | 4 - 6 oz. | 4 - 7 oz. | 5 - 7 oz. | 5 - 8 oz. |
| 10:00 p.m. | 4 - 6 oz. | 4 - 7 oz. | 5 - 7 oz. | 5 - 8 oz. |
| 2:00 a.m. | 4 - 6 oz. | 4 - 7 oz. | 5 - 7 oz. | 5 - 8 oz. |

| 6 MONTHS - 12 MONTHS | | | | | |
|---|---|---|---|---|---|
| | Month 6 | Month 7 | Month 8 | Month 9 | Months 10, 11, and 12 |
| Total Amount of Formula Per 24 Hours | 30 - 48 oz. | 30 - 32 oz. | 29 - 31 oz. | 26 - 31 oz. | 24 - 32 oz. |
| 7:00 a.m. | 5 - 8 oz. formula<br>2 - 3T baby cereal * | 6 oz. formula<br>2 - 3T baby cereal * | 7 - 8 oz. formula<br>3 - 5T baby cereal * | 7 - 8 oz. formula **<br>4 - 6T baby cereal *<br>2 - 4T fruit | 6 - 8 oz. formula ** (*1cup*)<br>1/4 - 1/2 baby cereal *<br>2 - 4T fruit |
| 9:00 a.m. | 5 - 8 oz. formula | 6 oz. formula | 1/2 cup Vitamin C fortified fruit or juice<br>1/4 dry toast or 1 cracker | 1/2 cup Vitamin C fortified fruit or juice<br>1/2 dry toast or 2 crackers | 1/2 cup Vitamin C fortified fruit or juice<br>1/2 dry toast or 2 crackers |
| 12:00 Noon | 5 - 8 oz. formula<br>1/2 dry toast or 2 crackers | 6 oz. formula<br>2 - 3T strained vegetable | 7 - 8 oz. formula<br>5 - 9T vegetable<br>2 - 4T fruit | 7 - 8 oz. formula **<br>1 - 2T meat<br>5 - 9T vegetable<br>2 - 4T fruit | 6 - 8 oz. formula ** (*1 cup*)<br>2T meat<br>2 - 6T potato, rice, noodles<br>5 - 9T vegetable<br>4 - 6T fruit |
| 3:00 p.m. | 5 - 8 oz. formula | 6 oz. formula<br>1/2 dry toast or 2 crackers | 7 - 8 oz. formula<br>1/2 dry toast or 2 crackers | 7 - 8 oz. formula **<br>1/2 dry toast or 2 crackers | 6 - 8 oz. formula ** (*1 cup*)<br>1/2 dry toast or 2 crackers |
| 6:00 p.m. | 5 - 8 oz. formula<br>2 - 3T baby cereal * | 6 oz. formula<br>2 - 3T strained fruit<br>2 - 3T baby cereal * | 7 - 8 oz. formula<br>5 - 9T vegetable<br>2 - 4T fruit<br>2 - 5T baby cereal * | 7 - 8 oz. formula **<br>5 - 9T vegetable<br>2 - 4T fruit<br>1T meat<br>4T baby cereal * | 6 - 8 oz. formula ** (*1 cup*)<br>2T meat<br>2 - 6T potato, rice, noodles<br>2 - 4T vegetable<br>2 - 4T fruit |
| 9:00 p.m. | 5 - 8 oz. formula | May start sleeping through the night. | | | |

* If dry cereal is used, mix cereal and formula in a bowl. Feed with a spoon.
** Formula may be offered in a training cup.