



Step 1

Create a policy stating your program's commitment to breastfeeding to share with staff and enrolling families.

The policy should include:

- A clear statement that the child care program welcomes mothers who breastfeed their babies and provides space for breastfeeding or expressing and storing milk;
- A list of the health benefits of breastfeeding, including exclusive breastfeeding, for the infant, mother, and family;
- A plan to assure staff are trained in skills needed to support breastfeeding;
- A summary of each of the Ten Steps to Breastfeeding Friendly Child Care.

1. Our program has a written policy for promoting and supporting breastfeeding and is regularly communicated to our staff and enrolling families.		
Required Documentation		Recommended Resources
1.a.	A written policy promoting and supporting breastfeeding, including exclusive breastfeeding. Policy must include signature page indicating that families have been informed. Please note – resources are not to be copied word for word. Policies should reflect your program goals and philosophies. Policies copied word for word from the samples will be denied and the program will not be permitted to re-apply for six months.	Primary Resource Contact – Child Care Nurse Health Consultant • wvearlycareshare.org • http://flbreastfeeding.org/pdf/SampleChildCareCenterBreastfeedingPolicy.pdf • http://www.cinchcoalition.org/file/Sample%20Child%20Care%20Center%20Breastfeeding%20Policy%20Turquoise.pdf • https://d3knp61p33sjvn.cloudfront.net/2015/04/FCC-Breastfeeding-Policy.pdf
1.b.	Provide a sample of orientation materials used to communicate policy to staff. Policy must include signature page indicating that staff have been informed.	

The Ten Steps to Breastfeeding Friendly Child Care Designation Resources



Step 2

Train staff in the knowledge and skills needed to promote and support best practice when feeding infants and toddlers.

All topics are covered in the two required trainings.

2.1 Teaching staff at our program have completed and demonstrated proof of learning on approved training to promote and support breastfeeding families and safe sleep.	
2.2 In addition, teaching staff at our program have completed and demonstrated proof of learning on module series trainings on best practice caring for infants and toddlers.	
2.3 Staff evaluations include a review of breastfeeding support activities.	
Required Documentation	
Recommended Resources	
2.1	Provide copy of WV STARS training certificate for all administration and staff working in infant and toddler rooms demonstrating at least an 80% proficiency on proof of learning in the following trainings: 1. <i>Supporting Breastfeeding in Child Care</i> under the self-paced courses in WV STARS demonstrating at least an 80% proficiency on proof of learning. 2. <i>WVI/T PD Program: Safe Sleep in Child Care</i> under the self-paced courses in WV STARS demonstrating at least an 80% proficiency on proof of learning.
2.2	Provide copies of Certificate of Completion for West Virginia Infant/Toddler Professional Development Programs for Administrators and Caregivers <u>OR</u> WV STARS transcript showing completion of Apprenticeship for Child Development Specialist semesters one and two for all staff working in infant or toddler rooms.
2.3	Provide a copy of staff evaluation form used that includes a review of breastfeeding support activities. Name can be redacted.

Step 3

Inform women and families about the benefits and management of breastfeeding.

Important topics to include:

- Choosing a breastfeeding friendly child care program
- Benefits of breastfeeding for mother, infant and family
- Continuing to breastfeed and returning to work
- Feeding in response to hunger cues
- Appropriate introduction of solid foods

3.1 We provide all our families with education materials for understanding, supporting, and promoting breastfeeding.		
3.2 Culturally appropriate educational materials on breastfeeding are displayed in several areas and are available to the families we serve.		
3.3 Staff are prepared to discuss breastfeeding with all families.		
Required Documentation		
Recommended Resources		
3.1	Provide copies of educational materials for understanding, supporting and promoting breastfeeding. Materials should be seen in different areas of the center - welcome area, parent boards, infant classrooms.	Primary Resource Contacts – Infant/Toddler Specialist, Child Care Nurse Health Consultant, Health Educator Women, Infants and Children (WIC) https://dhhr.wv.gov/wic/Pages/default.aspx American Academy of Pediatrics: https://www.aap.org/en-us/advocacy-and-policy/aap-health-initiatives/Breastfeeding/Pages/default.aspx http://www.noodlesoup.com/printedliterature.aspx La Leche League International: https://www.llli.org/resources/ https://www.womenshealth.gov/breastfeeding
3.2	Provide pictures of the culturally appropriate education materials on display all areas and classrooms.	
3.3	Provide documentation of successful completion of required professional development. (see 2.2)	

The Ten Steps to Breastfeeding Friendly Child Care Designation Resources



Step 4

Provide learning and play opportunities that normalize breastfeeding for children.

Children learn through interactions with those around them. Having books and other resources depicting how mommas feed their babies helps to normalize breastfeeding.

Required Documentation		Recommended Resources
4.1	List of developmentally appropriate resources and books that normalizes breastfeeding babies. Two to three resources (toys, books, posters) should always be accessible to children in each classroom. Resources should be seen around the site, welcome areas, any and all classrooms, parent boards.	Primary Resource Contact – Infant/Toddler Specialist BOOKS BEST ONE https://www.amazon.com/Mommy-Feeds-Baby-Christy-Hendricks/dp/0983184801/ref=sr_1_1?ie=UTF8&qid=1537201759&sr=8-1&keywords=Mommy+Feeds+Baby+by+Christy+Jo+Hendricks https://www.amazon.com/WE-LIKE-NURSE-Chia-Martin/dp/0934252459/ref=pd_sim_14_3?encoding=UTF8&pd_rd_i=0934252459&pd_rd_r=RZ9AVY9W3T98SKKYSYA6&pd_rd_w=IWvkl&pd_rd_wg=njQAo&psc=1&refRID=RZ9AVY9W3T98SKKYSYA6 https://www.amazon.com/Like-Nurse-Too-Mary-Young/dp/1890772984/ref=pd_sim_14_3?encoding=UTF8&pd_rd_i=1890772984&pd_rd_r=VH3H0MEZWDW48T8A2QSA&pd_rd_w=0MpQ3&pd_rd_wg=QnEg5&psc=1&refRID=VH3H0MEZWDW48T8A2QSA https://www.amazon.com/My-New-Baby-Rachel-Fuller/dp/1846432766/ref=pd_sim_14_4?encoding=UTF8&pd_rd_i=1846432766&pd_rd_r=SBXT49CPTZ0HPT7E7FCQ&pd_rd_w=lsy7&pd_rd_wg=YaVA4&psc=1&refRID=SBXT49CPTZ0HPT7E7FCQ_so-so https://www.amazon.com/Mamas-Family-Health-English-Spanish/dp/194249324X/ref=sr_1_4?s=books&ie=UTF8&qid=1533304202&sr=1-4&keywords=mamas+milk Nursing Stuffed Animals (many varieties available from different vendors) https://www.amazon.com/Manhattan-Toy-Nursing-Nurturing-Stuffed/dp/B00067U1S8/ref=sr_1_3?crid=1BN2PIHR83XF3&dchild=1&keywords=nursing+stuffed+animals&qid=1632505470&s=toys-and-games&srefix=nursing+%2Caps%2C177&sr=1-3 https://www.amazon.com/Manhattan-Toy-Nursing-Hedgehog-Hedgehogs/dp/B07G8MWXCX/ref=sr_1_4?crid=1BN2PIHR83XF3&dchild=1&keywords=nursing+stuffed+animals&qid=1632505739&s=toys-and-games&srefix=nursing+%2Caps%2C177&sr=1-4 https://www.manhattantoy.com/collections/stuffed-animals-puppets/products/nursing-nina https://www.manhattantoy.com/collections/stuffed-animals-puppets/products/nursing-nissa-hedgehog https://www.manhattantoy.com/collections/stuffed-animals-puppets/products/nursing-pet-rabbit

The Ten Steps to Breastfeeding Friendly Child Care Designation
Resources



4.2	Narrative of how teachers address and normalize breastfeeding when teaching moments present themselves.	
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Step 5

Ensure that all families we serve can properly prepare, label and store breast milk for child care program use.

Following proper procedures in handling breast milk ensures that the baby receives safe and healthy nourishment.

5.1 We provide instruction for breastfeeding families on the proper way to prepare, label and store human milk for child care program use according to <u>Caring for Our Children, Third Edition</u> .		
5.2 We provide sufficient refrigerator and freezer space to accommodate all of out breastfeeding families' storage needs.		
5.3 We discuss with all families how expressed milk will be handled at our child care program.		
Required Documentation		Recommended Resources
5.1	Provide a copy of parent acknowledgement of breastfeeding policies.	Primary Resource Contact – Child Care Nurse Health Consultant, Health Educator
5.2	Provide a picture of refrigerator and freezer space for storing breast milk.	
5.3	Provide a copy of breastfeeding policy (1.a) or inclusion in parent handbook.	

Step 6

Provide a breastfeeding friendly environment.

Becoming a breastfeeding friendly child care program includes providing an open, welcoming environment for mothers and babies. A place for nursing or pumping should be comfortable, furnished with necessities and some homey comforts.

6.1 There is a clean and comfortable place in our program, other than a restroom, for mothers to sit and nurse their babies, or pump milk if desired.			
6.2 We actively invite breastfeeding mothers to come to the program to nurse their babies while in our care.			
6.3 Our program displays posters and distributes materials, including photos reflecting the families we serve, that show our support of breastfeeding and demonstrate best practices.			
Required Documentation		Recommended Resources	
6.1	A picture of your breastfeeding friendly space that is shielded from view for mothers to breastfeed their children or express milk. Include a description of the space. Cannot be restroom.	Primary Resource Contact – Infant/Toddler Specialist	
6.2	Sample materials used to invite mothers to nurse their babies in your program. This could be parent handbook or policies.		
6.3	Sample breastfeeding promotion posters and photos displayed in your child care program. Pictures can be submitted for documentation		



Step 7

Support breastfeeding employees.

Programs that provide time and space for staff to express milk or breastfeed have significant cost savings. Employees taking fewer days of sick leave, lower health care costs, and better retention of staff are just some of the benefits in offering this accommodation.

Federal law, Section 4207 of the Patient Protection and Affordable Care Act, requires employers to provided reasonable break time to breastfeeding hourly employees and a private non-bathroom space to express breast milk during the workday, for one year after the child's birth.

7.1 Breastfeeding employees are given appropriate breaks so that they may express milk and/or nurse their babies as needed.		7.2 The program provides a clean, comfortable, private place for employees to pump/express milk and/or nurse their babies as needed.	
Required Documentation		Recommended Resources	
7.1.a.	A copy of your program's policy for breastfeeding employees who need to breastfeed or express milk while they are working.	Primary Resource Contact – Child Care Nurse Health Consultant	
7.1.b.	A narrative of how you will address staffing schedules to accommodate breastfeeding staff members.		
7.2	Picture or description of clean, comfortable, private place for employees to express milk or nurse their babies as needed. (Can be same space that is used for enrolled families)		

Step 8

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

Working with the family, create a detailed feeding plan for each infant in the program. The plan should provide optimal nutrition for the child and be updated quarterly during the first 15 months. Discuss questions such as:

How often is the baby fed?

Is the baby being fed in response to feeding cues or on a schedule?

How much milk does the baby drink in one feeding?

Has your child started eating solid foods?

8.1 We develop a written feeding plan with each family at the time of enrollment to our program, which is accessible to the child's caregiver and updated quarterly.	
8.2 Breastfeeding support is included in all feeding plans as part of the standard form.	
8.3 We respond to infants' hunger cues rather than feeding on a schedule, and we encourage mothers to feed this way at home.	
8.4 We encourage mothers to introduce solid foods at developmentally appropriate times per their primary care physician's recommendations.	
Required Documentation	
Recommended Resources	
8.1	An example of a written breastfeeding friendly feeding plan must show quarterly updates. Updates may be documented on original feeding plan.
8.3a	Select a resource to share with families discussing hunger cues and feeding on demand. Explain how you make use of this resource? How do you share with families? Demonstrate with resource and narration.
8.4a	Confirm your program and staff will support the introductions of solid foods at six months of age and per family/physician direction. Documentation in parent handbook
Primary Resource Contact – Child Care Nurse Health Consultant Caring For Our Children 4.3.1.1 https://www.noodlesoup.com/product/im-hungry-im-full-bookmark-english-or-spanish/ Many resources @ noodlesoup.com	



Step 9

Contact and coordinate with local skilled breastfeeding support and actively make referrals.

Partnering with local community groups that support breastfeeding allows the program to further support the family in this endeavor. Each community has unique resources to offer mothers, families and businesses.

9.1 Our program has a list of community breastfeeding resources to be used for referral.		9.2 Our program regularly refers families to community breastfeeding resources as needed.	
Required Documentation		Recommended Resources	
9.1	A copy of local community breastfeeding resources and referral list.	Primary Resource Contacts – Infant/Toddler Specialist, Child Care Nurse Health Consultant, Health Educator	
9.2	Provide written policy of steps staff will take when making referrals.		

Step 10

Continue updates and learning about the protection, promotion and support of breastfeeding.

Update resources for families and staff as needed to remain current on best practices. Incorporate feedback from families, as well as staff, to continue to provide a breastfeeding friendly atmosphere.

10.1 Our program has up-to-date materials on hand that include information on breastfeeding and support.		
10.2 Each staff member receives updated research on breastfeeding and milk storage and handling as available.		
10.3 Our program regularly collects feedback from families and staff regarding our breastfeeding practices and support.		
Required Documentation		Recommended Resources
10.1	The program acknowledges the need and will research current trends and best practice in breastfeeding on a regular basis during the designation period. The program acknowledges that the designation is for a 3 year period with a completed renewal application due at that time.	Primary Contact – Infant/Toddler Specialist
10.2		
	Director's Signature Date	
10.3.a	Please submit a copy of the follow-up survey used to gather feedback from families with an analysis of results collected during the designation period and a plan of action to address concerns.	Use provided survey and submit analysis and plan of action with renewal application. This is done during designation period for renewal.
10.3.b	Please submit a copy of the follow-up survey used to gather feedback from staff with an analysis of results collected during the designation period and a plan of action to address concerns.	Use provided survey and submit analysis and plan of action with renewal application. This is done during designation period for renewal.