Infant Menu Record Instructions

The infant menu record is an alternative to completing Infant Food Production Records. It is a tool to ensure infants are fed the correct meal pattern and quantities of formula/breast milk and infant foods for each specific age group (i.e., birth-5 months and 6-11 months). By using this form, the center verifies that infant room staff prepared and served the required quantities of each food component to the infant. The infant room staff can then record the meal/snack on the Infant Meal/Snack Count and Attendance Record.

A new form must be started at the beginning of each week or month and maintained on file for three years plus the current program year.

Enter the name of the center or classroom and the beginning date of the week or month at the top of the form. In the lower half of the form, enter all attending infant’s first and last names in the column for their respective age group. For each infant, circle BM for breast milk if breast-fed or document the iron-fortified infant formula being served to the infant.

The caregiver who feeds an infant must refer to the meal pattern for breakfast, lunch/supper, and snack in the upper half of the form to ensure that the correct quantities of formula/breast milk and infant foods are prepared and served. When an infant is developmentally ready, solid food should be introduced gradually in the appropriate texture.

If an infant’s age changes to 6 months during the week or month, add their name and BM/formula to the 6-11 months column and the date of the change.