



North Carolina Breastfeeding-Friendly Child Care Designation Application Checklist and Online Resources

The following is a checklist of required documentation and a list of available online resources to help your child care facility achieve steps in the ten steps of the North Carolina Breastfeeding-Friendly Child Care Designation. To apply, please download the [North Carolina Breastfeeding-Friendly Child Care Designation Application](#) at the North Carolina Division of Public Health Nutrition Services Branch website: <http://www.nutritionnc.com/breastfeeding/childcare.htm> .

STEP ONE: Make a commitment to the importance of breastfeeding, especially exclusive breastfeeding, and share this commitment with fellow staff.		
Required Documentation		Recommended Resources
<input type="checkbox"/> 1.1a	A written policy promoting and supporting exclusive breastfeeding.	<ul style="list-style-type: none"> • Sample Child Care Center Breastfeeding Policy • Ten Steps to Breastfeeding-Friendly Child Care
<input type="checkbox"/> 1.1d	A copy of materials used to communicate the breastfeeding policy to new staff members.	<ul style="list-style-type: none"> • Our Child Care Center Supports Breastfeeding Handout
<input type="checkbox"/> 1.2b	A copy of the staff evaluation form or log showing observations of staff providing breastfeeding support activities.	<ul style="list-style-type: none"> • Include signatures and dates from staff and facility representative.
<input type="checkbox"/> 1.3a	If different from policy submitted in Step 1.1a, a written policy promoting and supporting exclusive breastfeeding shared with families.	<ul style="list-style-type: none"> • Sample Child Care Center Breastfeeding Policy
<input type="checkbox"/> 1.4b	Samples of the non-commercial education materials about the benefits of breastfeeding and/or the risks of formula feeding.	Office on Women’s Health, US DHHS <ul style="list-style-type: none"> • Breastfeeding; Why Breastfeeding is Important Carolina Global Breastfeeding Institute <ul style="list-style-type: none"> • Breastfeeding: Making It Work – A Guide for Parents and Caregivers

STEP TWO: Train all staff in the skills to support and promote optimal infant and young child feeding.		
Required Documentation		Recommended Resources
<input type="checkbox"/> 2.2a	Provide any training agendas, outlines, objectives, and resources on optimal feeding guidelines. If there was a formal training session, include the name, position and credentials of the trainer.	Carolina Global Breastfeeding Institute <ul style="list-style-type: none"> • Breastfeeding University Breastfeeding-Friendly Child Care Training: <ul style="list-style-type: none"> <i>FREE</i> for Child Care Centers in North Carolina (2 hrs) <ul style="list-style-type: none"> ○ Contact Kathleen Anderson klanderson@unc.edu 919-445-0328 Let’s Move! Child Care -- Free On-Line Training: <ul style="list-style-type: none"> • Childhood Obesity Prevention: LMCC – Support Infant Feeding • Sign-in sheet should include training topic, date of training, printed name and signature of employee, dates, and position.

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<input type="checkbox"/> 2.3	Which resource(s) does the facility use for breast milk storage training?	Carolina Global Breastfeeding Institute <ul style="list-style-type: none"> • Human Milk Storage: Guidelines for Child Care Facilities
<input type="checkbox"/> 2.4b	The most recent copy of staff evaluation that includes observation of how well the staff recognizes infant hunger cues.	Carolina Global Breastfeeding Institute <ul style="list-style-type: none"> • Infant Feeding: A Guide for Parents and Caregivers

STEP THREE: Inform women and families about the importance of breastfeeding.

Required Documentation		Recommended Resources
<input type="checkbox"/> 3.1a	Provide any training agendas, outlines, objectives, and resources on optimal feeding guidelines. If there was a formal training session, include the name, position and credentials of the trainer.	Carolina Global Breastfeeding Institute <ul style="list-style-type: none"> • Breastfeeding and Child Care: What Moms Can Do • Breastfeeding: Making It Work – A Guide for Parents and Caregivers
<input type="checkbox"/> 3.1c	Provide materials your facility uses to promote breastfeeding that are culturally appropriate to the families you serve.	Carolina Global Breastfeeding Institute <ul style="list-style-type: none"> • Breastfeeding Welcome Here – Poster • Our Child Care Center Supports Breastfeeding Poster • Our Child Care Center Supports Breastfeeding Handout NC DHHS, WIC <ul style="list-style-type: none"> • Making a Difference for WIC Families
<input type="checkbox"/> 3.2b	Applicable scripts or educational materials that designated staff members use to discuss breastfeeding with all families.	North Carolina Breastfeeding Coalition <ul style="list-style-type: none"> • Parent Resources American Academy of Pediatrics <ul style="list-style-type: none"> • Breastfeeding La Leche League International <ul style="list-style-type: none"> • Resources U.S. DHHS, Office on Women’s Health <ul style="list-style-type: none"> • Your Guide to Breastfeeding • Pumping and breastmilk storage • It’s Only Natural

STEP FOUR: Provide learning and play opportunities for children which normalize breastfeeding.

Required Documentation		Recommended Resources
<input type="checkbox"/> 4.1a	Lesson plan or outline of activities (games, books, toys, etc.) that normalize breastfeeding.	Carolina Global Breastfeeding Institute <ul style="list-style-type: none"> • Breastfeeding-Friendly Books and Toys
<input type="checkbox"/> 4.2a	List the breastfeeding book titles for children by title and author.	Carolina Global Breastfeeding Institute <ul style="list-style-type: none"> • Breastfeeding-Friendly Books and Toys

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STEP FIVE: Ensure that all families we serve are able to properly store and label milk for child care facility use.		
Required Documentation		Recommended Resources
<input type="checkbox"/> 5.1a	A picture of your refrigerator and freezer space for storing expressed human milk.	<ul style="list-style-type: none"> Please send a picture of your refrigerator and freezer. Please have one picture with the doors open showing your storage space for human milk.
<input type="checkbox"/> 5.2a	A copy of the policy and/or educational materials for families on how to label and store human milk.	Carolina Global Breastfeeding Institute <ul style="list-style-type: none"> Breastfeeding and Child Care: What Moms Can Do Mayo Clinic <ul style="list-style-type: none"> Infant and toddler health U.S. DHHS, Office on Women’s Health <ul style="list-style-type: none"> Pumping and breastmilk storage Kids Health <ul style="list-style-type: none"> Breastfeeding FAQs: Safely Storing Breast Milk
<input type="checkbox"/> 5.2c	If used, documentation that families have been made aware of the human milk labeling and storage policy.	<ul style="list-style-type: none"> Include signatures and dates from family and facility representative.

STEP SIX: Provide a breastfeeding-friendly environment.		
Required Documentation		Recommended Resources
<input type="checkbox"/> 6.1b	A picture of your a breastfeeding-friendly space other than a bathroom that is shielded from view by staff and the public for mothers to breastfeed their children or express milk.	<ul style="list-style-type: none"> Please send a picture of your breastfeeding-friendly space.
<input type="checkbox"/> 6.2a	A picture of any breastfeeding promotion posters and photos displayed in your child care facility.	Carolina Global Breastfeeding Institute <ul style="list-style-type: none"> “Breastfeeding Welcome Here” Poster Our Child Care Center Supports Breastfeeding Poster Our Child Care Center Supports Breastfeeding Handout
<input type="checkbox"/> 6.3c	Documentation or sample materials used to invite mothers to nurse their babies in your facility.	Carolina Global Breastfeeding Institute <ul style="list-style-type: none"> “Breastfeeding Welcome Here” Poster

STEP SEVEN: Support breastfeeding employees.		
Required Documentation		Recommended Resources
<input type="checkbox"/> 7.1b	A picture of your breastfeeding-friendly space other than a bathroom that is shielded from view by staff and the public for staff to breastfeed their children or express milk.	Eat Smart Move More North Carolina <ul style="list-style-type: none"> Eat Smart North Carolina: Businesses Leading the Way in Support of Breastfeeding <ul style="list-style-type: none"> Please send a picture of your breastfeeding-friendly space.
<input type="checkbox"/> 7.3a	A copy of your facility’s policy for breastfeeding employees who need to breastfeed or express milk while they are working.	Carolina Global Breastfeeding Institute <ul style="list-style-type: none"> Supporting Breastfeeding Employees: Breastfeeding Benefits Everyone Supporting Breastfeeding Employees Handout Eat Smart Move More North Carolina



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		<ul style="list-style-type: none"> • Eat Smart North Carolina: Businesses Leading the Way in Support of Breastfeeding
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STEP EIGHT: Ensure feeding plans are breastfeeding-friendly and support best infant feeding practices.		
Required Documentation		Recommended Resources
<input type="checkbox"/> 8.1b	An example of a written breastfeeding-friendly feeding plan.	Carolina Global Breastfeeding Institute <ul style="list-style-type: none"> • Infant Feeding Plan
<input type="checkbox"/> 8.2a	A copy of the materials used to educate families on responding to feeding cues and nursing infants on demand rather than on a strict feeding schedule.	Carolina Global Breastfeeding Institute <ul style="list-style-type: none"> • Infant Feeding: A Guide for Parents and Caregivers NC DHHS, Nutrition Services Branch <ul style="list-style-type: none"> • Help me be Healthy; Birth to 6 months
<input type="checkbox"/> 8.3a	A copy of the materials used to educate families on beginning solid foods around 6 months of age.	American Academy of Pediatrics <ul style="list-style-type: none"> • Switching to Solid Foods NC DHHS, Nutrition Services Branch <ul style="list-style-type: none"> • Help me be Healthy; 6 to 12 months NC Division of Public Health; NSB <ul style="list-style-type: none"> • Development of Infant Feeding Skills Child Care Center Handbook – North Carolina Division of Child Development and Early Education <ul style="list-style-type: none"> • Chapter 9: Nutrition

STEP NINE: Contact and coordinate with local skilled breastfeeding support and actively refer.		
Required Documentation		Recommended Resources
<input type="checkbox"/> 9.1b	A copy of a community breastfeeding resources referral list.	<ul style="list-style-type: none"> • NC WIC County Directory • North Carolina Breastfeeding Coalition • North Carolina Zip Milk • Find Local Providers of Breastfeeding Support by Zip Code La Leche League of North Carolina <ul style="list-style-type: none"> • Find a Local Meeting and Local Leader NC Public Health; NSB; WIC <ul style="list-style-type: none"> • WIC Makes a Healthy Difference! International Lactation Consultant Association <ul style="list-style-type: none"> • Find a Lactation Consultant (IBCLC)

STEP TEN: Continue updates and learning about the protection, promotion, and support of breastfeeding.		
Required Documentation		Recommended Resources
<input type="checkbox"/> 10.1b	A copy of annual breastfeeding training agendas, outlines, objectives, and resources. If there was a formal training session, include the name, position and credentials of the trainer.	Carolina Global Breastfeeding Institute <ul style="list-style-type: none"> • Breastfeeding University Breastfeeding-Friendly Child Care Training: <ul style="list-style-type: none"> • <i>FREE</i> for Child Care Centers in North Carolina (2 hrs) <ul style="list-style-type: none"> ○ Contact Kathleen Anderson





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		klanderson@unc.edu 919-445-0328
<input type="checkbox"/> 10.1c	A list of current breastfeeding references available for staff in child care facility staff.	<ul style="list-style-type: none"> • La Leche League International • Professional resources
<input type="checkbox"/> 10.2b	A copy of the training sign-in sheet.	<ul style="list-style-type: none"> • Sign-in sheet should include training topic, date of training, printed name and signature of employee, dates, and position. If there was a formal training session, include the name, position, and credentials of trainer.
<input type="checkbox"/> 10.3b	A copy of the survey or poll questions to receive feedback about your child care facility's breastfeeding support and promotion to families.	<ul style="list-style-type: none"> • Include signatures and dates from family and facility representative.



North Carolina Breastfeeding-Friendly Child Care Designation Application Checklist and Online Resources

Listing of Website Addresses (in order of appearance)

North Carolina Breastfeeding-Friendly Child Care Designation Online Application:

- <http://www.nutritionnc.com/breastfeeding/PDFS/NC-BreastfeedingFriendlyDesignationApplication-2014-WEB.pdf>
- <http://www.nutritionnc.com/breastfeeding/childcare.htm>

Step One:

Carolina Global Breastfeeding Institute

- Sample Child Care Center Breastfeeding Policy: <http://cgbi.sph.unc.edu/files/2013/11/Sample-Breastfeeding-Policy.pdf>
- Ten Steps to Breastfeeding-Friendly Child Care : <http://cgbi.sph.unc.edu/files/2013/11/Ten-Steps-to-Breastfeeding-Friendly-Child-Care.pdf>
- Our Child Care Center Supports Breastfeeding Handout: <http://cgbi.sph.unc.edu/files/2013/11/Our-Child-Care-Center-Supports-Breastfeeding.pdf>

Office on Women's Health, US DHHS

- Breastfeeding; Why Breastfeeding is Important: <http://www.womenshealth.gov/breastfeeding/breastfeeding-benefits.html>

Carolina Global Breastfeeding Institute

- Breastfeeding: Making It Work – A Guide for Parents and Caregivers: <http://cgbi.sph.unc.edu/files/2013/11/Breastfeeding-Making-It-Work-Booklet.pdf>

Step Two:

Carolina Global Breastfeeding Institute

- Breastfeeding University: <http://www.breastfeedinguniversity.com>
- Breastfeeding-Friendly Child Care Training:
FREE for Child Care Centers in North Carolina (2 hrs)
 - Contact Kathleen Anderson
klanderson@unc.edu 919-445-0328

Let's Move! Child Care

- Supporting Breastfeeding Moms and Babies: Tips and Resources for Providers Webinar: <http://www.healthykidshealthyfuture.org/home/resources/webinars.html>

Resources for **Child Care Facility Staff** on Handling and Storage of Human Milk for NC Child Care Facilities:

Carolina Global Breastfeeding Institute

- Human Milk Storage Guidelines for Child Care Facilities: <http://cgbi.sph.unc.edu/files/2013/11/Milk-Storage-NC-Guidelines1.pdf>

Carolina Global Breastfeeding Institute

- Infant Feeding: a Guide for Parents and Caregivers: <http://cgbi.sph.unc.edu/files/2013/11/Infant-Feeding-Guide.pdf>

Step Three:

Carolina Global Breastfeeding Institute

- Breastfeeding and Child Care: What Moms Can Do: <http://cgbi.sph.unc.edu/files/2013/11/Breastfeeding-and-Child-Care.pdf>
- Breastfeeding: Making It Work – A Guide for Parents and Caregivers: <http://cgbi.sph.unc.edu/files/2013/11/Breastfeeding-Making-It-Work-Booklet.pdf>





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- Breastfeeding Welcome Here – Poster: <http://cgbi.sph.unc.edu/files/2013/11/Breastfeeding-Welcome-Here-Poster.pdf>
- Our Child Care Center Supports Breastfeeding Poster: <http://cgbi.sph.unc.edu/files/2013/11/Breastfeeding-Welcome-Here-Poster.pdf>
- Our Child Care Center Supports Breastfeeding Handout: <http://cgbi.sph.unc.edu/files/2013/11/Our-Child-Care-Center-Supports-Breastfeeding.pdf>

NC DHHS, WIC

- Making a Difference for WIC Families: <http://www.nutritionnc.com/edres/doc/BreastfeedingPeerCounselorProgram/MakingADifferenceForWICFamilies.pdf>

North Carolina Breastfeeding Coalition

- Parent Resources: http://ncbfc.org/?option=com_content&view=section&id=20&Itemid=108

American Academy of Pediatrics

- Breastfeeding: <http://www.healthychildren.org/English/ages-stages/baby/breastfeeding/Pages/default.aspx>

La Leche League International

- Resources: <http://www.llli.org/resources.html?m=0>

U.S. DHHS, Office on Women's Health

- Your Guide to Breastfeeding: <https://www.womenshealth.gov/publications/our-publications/breastfeeding-guide/BreastfeedingGuide-General-English.pdf>
- Pumping and breastmilk storage: <http://www.womenshealth.gov/breastfeeding/pumping-and-breastmilk-storage.html>
- It's Only Natural: <http://womenshealth.gov/itsonlynatural/>

Step Four:

Carolina Global Breastfeeding Institute

- Breastfeeding-Friendly Books and Toys: <http://cgbi.sph.unc.edu/files/2013/11/BreastfeedingFriendly-Books-Toys.pdf>

Step Five:

Carolina Global Breastfeeding Institute

- Breastfeeding and Child Care: What Moms Can Do: <http://cgbi.sph.unc.edu/files/2013/11/Breastfeeding-and-Child-Care.pdf>

Mayo Clinic

- Infant and toddler health: <http://www.mayoclinic.org/healthy-lifestyle/infant-and-toddler-health/in-depth/breast-milk-storage/art-20046350?pg=2&p=1>

U.S. DHHS, Office on Women's Health

- Pumping and breastmilk storage: <http://www.womenshealth.gov/breastfeeding/pumping-and-breastmilk-storage.html>

Kids Health

- Breastfeeding FAQs: Safely Storing Breast Milk: http://kidshealth.org/parent/pregnancy_newborn/breastfeed/breastfeed_storing.html#

Step Six:

Carolina Global Breastfeeding Institute

- "Breastfeeding Welcome Here" Poster: <http://cgbi.sph.unc.edu/files/2013/11/Breastfeeding-Welcome-Here-Poster.pdf>



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[Poster.pdf](#)

- Our Child Care Center Supports Breastfeeding Poster: <http://cgbi.sph.unc.edu/files/2013/11/Breastfeeding-Welcome-Here-Poster.pdf>
- Our Child Care Center Supports Breastfeeding Handout: <http://cgbi.sph.unc.edu/files/2013/11/Our-Child-Care-Center-Supports-Breastfeeding.pdf>

Step Seven:

Eat Smart Move More North Carolina

- Eat Smart North Carolina: Businesses Leading the Way in Support of Breastfeeding: <http://www.eatsmartmovemorenc.com/Breastfeeding/Texts/ESMMBreastfeed-LoRez.pdf>

Carolina Global Breastfeeding Institute

- Supporting Breastfeeding Employees: Breastfeeding Benefits Everyone: <http://cgbi.sph.unc.edu/files/2013/11/Supporting-Breastfeeding-Employees.pdf>
- Supporting Breastfeeding Employees Handout: <http://cgbi.sph.unc.edu/files/2013/11/Supporting-Breastfeeding-Employees-Solo-Sheet.pdf>

Step Eight:

Carolina Global Breastfeeding Institute

- Infant Feeding Plan: <http://cgbi.sph.unc.edu/files/2013/11/Infant-Feeding-Plan.pdf>
- Infant Feeding: A Guide for Parents and Caregivers: <http://cgbi.sph.unc.edu/files/2013/11/Infant-Feeding-Guide.pdf>

NC DHHS, Nutrition Services Branch

- Help me be Healthy; Birthday to 6 months: <http://www.nutritionnc.com/edres/doc/InfantNutritionEducation/HMBHBirth-6mosENG.pdf>

American Academy of Pediatrics

- Switching to Solid Foods: <http://www.healthychildren.org/English/ages-stages/baby/feeding-nutrition/Pages/Switching-To-Solid-Foods.aspx>

NC DHHS, Nutrition Services Branch

- Help me be Healthy; 6 to 12 months: <http://www.nutritionnc.com/edres/doc/InfantNutritionEducation/HMBH6-12mosENG.pdf>

NC Division of Public Health; NSB

- Development of Infant Feeding Skills: <http://www.nutritionnc.com/edres/doc/InfantNutritionEducation/DevelopmentOfInfantFeedingSkills.pdf>

Child Care Center Handbook – Division of Child Development and Early Education

- Chapter 9: Nutrition: http://ncchildcare.nc.gov/pdf_forms/center_chp9.pdf

Step Nine:

North Carolina Nutrition Services Branch

- NC WIC County Directory: <http://www.nutritionnc.com/wic/director.htm>

North Carolina Breastfeeding Coalition: <http://ncbfc.org/>

- North Carolina Zip Milk: <http://ncbfc.org/zip-milk/>
- Find Local Providers of Breastfeeding Support by Zip Code: <http://zipmilk.org/>

La Leche League of North Carolina:

- Find a Local Meeting and Local Leader: <http://www.llofnc.org/LocalGroups.html>



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NC Public Health; NSB; WIC

- WIC Makes a Healthy Difference!:
<http://www.nutritionnc.com/edres/doc/PreconceptionalPrenatalPostpartumNutritionEducation/BreastfeedingFoodPackageHospitalStaffHandout.pdf>

International Lactation Consultant Association:

- Find an International Board Certified Lactation Consultant (IBCLC):
<http://www.ilca.org/i4a/pages/index.cfm?pageid=3337>

Step Ten

- La Leche League International: <http://www.llli.org/>
- Professional resources: <http://store.llli.org/public/category/7>