Infant and Toddler Program

1. Parents are responsible for diapers and wipes. Please label the diaper bag and

wet wipe container so we know it is your child's. Teachers will mark on your child's daily sheet when you are running low on supplies. Make sure you take

this sheet daily.

2. We change diapers every two hours, and whenever needed in-between. If

your child has a diaper rash and needs to be changed every hour, please notify the teacher at drop-off. Diapers will be stored in a diaper genie and taken out at least twice a day. Any soiled clothes will be put in a bag and placed in your child's cubby. Please check for any clothes that will have to be taken home and washed. The diaper genie will be cleaned and sanitized daily. Any of our linens, blankets, washcloths, etc. that become soiled will be washed in hot water. A copy of our diaper changing procedures are posted in the Infant and Toddler rooms.

3. Formula and/or breast milk will be brought in by the parents. Please label

these items clearly with your child's name. Put all bottles in the refrigerator at time of drop-off. Bottles will be warmed up in warm water so please use a permanent marker so your child's name will not wash off. Any remaining milk in bottles will be discarded after two hours. Please bring your child's bottles in each day and take them home each night to wash them.

4. The center will provide rice and oatmeal cereals. It is the parent’s responsibility to bring in baby food. Please label the jars. We will provide bowls, spoons and bibs. Please talk with your child's teacher so we can help you stay on your established feeding schedule.

5. Once your child starts to eat table food we will provide this for you. Also,

we will provide whole milk for all children under the age of two. If your child needs 2% or skim, we will need a letter from your child's doctor. Also inform your child's teacher of any allergies or restrictions.

6. We only place children on their backs or sides if they cannot roll over

by themselves. If your child needs to sleep on his/her stomach, please get

a letter from your child’s doctor and a consent form needs to be signed.

7. We have a registered nurse that makes monthly visits to our center. She

will help the staff members stay current with proper health care procedures for

the children.

8. The center has a separate infant/toddler playground. All the equipment meets

DCFS regulations for this age group. Toddlers walk with their teachers to the playground and infants are pushed in a stroller or carried by the teachers.

9. The center has a posted evacuation plan in each classroom for fire and

tornados. Please make yourself familiar with these plans as they change

from room to room.

10. We strive to have infants on a set structured schedule until they enter the

toddler stage. However, teachers will work one on one with the infants, along

with parents to try and develop a daily routine for your child. This includes singing, music, finger play, tummy time, group play etc. Teachers alternate activities throughout the day to meet the developmental needs of each child,

11. We keep open communication with parents on a daily basis. Always inform the teachers as to the child's last bottle and last diaper.

Please sign below and return it to the office. We look forward to providing your child with the best care that he/she deserves.

I have read and understand the procedures for the infant and toddler program.

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_