

Infant Handbook

PLAY TO LEARN.

- Motor Skill Development — grasping, clutching, movement
- Sensory Development — touching, feeling, listening
- Play and Rest
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Every moment with an infant is precious and we take advantage of that. We coo, cuddle, rock, sing and bond with your baby. Our specially designed infant care rooms are places where babies feel safe, secure and happy. Personal cribs, separate areas for changing and feeding, and a “no-uncovered-shoes” policy, ensure clean playing, eating and sleeping spaces. Through simple games like peek-a-boo, our loving teachers begin the foundational work for later learning and help infants develop motor skills. But we never forget that you are your child’s most important teacher, so we’ll work with you, give you daily reports and offer tips on how to reinforce what your child learns in her time with us.

Guidelines for Infant Care

We are aware that newborns rarely have a fixed feeding and sleeping schedule. They will be fed every 2-3 hours or as indicated by parents and rest as needed. A sleepy baby will be allowed to rest, and an alert baby will be removed from his/her crib.

It is not practical in a group setting to expect an infant to be held continuously. It is also not beneficial to the baby. Infants are included in-group activities whenever possible: sitting on caregiver lap for story time, playing on the floor during free play, rocking during quiet time. AT NO TIME WILL I ALLOW, EVEN AT PARENTAL REQUEST, AN INFANT, ESPECIALLY A NEWBORN, TO *CRY IT OUT*. ALL BABIES WILL BE HELD OR ATTENDED TO WHEN THEY INDICATE THE NEED.

Infants will be fed formula or breast milk only (supplied by parents) for the first 4 months, unless directed otherwise by a doctor. All babies will be held during bottle feedings. Between four and six months, we will start feeding the babies solid foods provided by the parents.

Solid Rock will supply sippy cups. A cup can be introduced around 6 months if desired. All formula, bottles, and food will be labeled with the child’s name and date. Formula will be discarded in 48 hours if not used. Jar food will be kept for 24 hours before discarding the unused portion.

Diapers will be changed every 2 hours or more often if necessary. If the use of creams, powders, or ointments is requested, you will need to supply those. The

children will be diapered on an individually provided pad that will be sanitized after each use. Hands will be washed and sanitized after each diapering. Infants will be allowed to nap in a crib. The bedding will be washed when needed and twice weekly.. They will NOT be confined to a crib/playpen while awake. The baby will be moved about throughout the day to different areas, or be rocked, held, or carried about to prevent boredom. Older children are NOT allowed to pick up or roughhouse with the baby. The use of hugging, snuggling, rocking, singing, and smiling will be abundant.

Infants who can crawl or "scoot" will be allowed to do so freely. Playpens will not be used to discourage this time of exploration and movement. Please dress your child for the predicted weather, including socks/shoes and outer covering (jacket, sweater, hat, and mittens).

Illness is inevitable at some point. Although it can be stressful for parents when their infant has a cold, we will do everything possible (see below) to reduce germ transfer. Please realize that not all germs can be removed from an area. Germ control is a priority when infants are in care. All toys are sanitized after they are mouthed, and at least daily. Noses are wiped as soon as needed, and the provider's hands are washed and sanitized afterwards. Children's hands are frequently cleaned with wipes during cold season. Disinfectant spray is routinely applied to surfaces (after hours, not during the normal child care day).

ALL INFANTS WILL BE PLACED ON THEIR BACKS TO SLEEP TO DECREASE THE RISK OF SIDS until the baby is able to turn over on his/her own. Alternate sleep position requires a written and signed physician's note.

Daily Baby Sheets

For infants 18 months and younger, parents receive a [daily baby sheet](#), listing when your child was given a bottle (when applicable), what they ate and drank, when diapers were changed and what it was, their nap schedule, and any other pertinent information.

Diapering and Supplies

Disposable diapers are required in the Infant Room. Typically, the Infant Room staff changes each child's diaper every two hours. If your child is sleeping, his/her diaper will be changed upon waking.

Disposable Diapers

Please bring a pack of the appropriate size diapers for your child. When your child needs more diapers, the Infant Room staff will indicate this on your child's daily sheet. If you change your child's diaper while in the Infant Room, please follow the state licensing procedures for proper sanitation. Also, the Infant Room staff would be happy to change your child's diaper for you!

Diaper Wipes

Please bring a hard plastic container of wipes that can stay at school with your child. A note will be sent home when you will need to bring refill wipes.

Diaper Rash Ointment

Please bring a tube or container of diaper rash ointment to be kept in the Infant Room. Also, the Infant Room staff recommends that you supply a tube of moisturizer in case your child's skin gets dry.

Clothing and Supplies

Please bring three sets of the appropriate size onesies, shirts, pants, and socks to be left in your child's bin at school. Make sure to label all clothing items with your child's first and last name. If your child's clothing becomes dirty due to a messy meal, or because of a diaper leak, the Infant Room staff will put the dirty clothing in a plastic bag and place the bag in your child's bin.

While the Infant Room staff tries to make sure that your child stays clean during the day, please note that it is an important part of a child's development to explore and get messy. Hands-on activities are essential at all stages of a child's life. Consequently, staff recommends sending your child in clothing that stands up to a little wear and tear. Infant clothing may become stained.

Daily Schedule

Throughout each day we practice on reaching, grasping, rolling, sitting, crawling, standing, walking, climbing, throwing, catching, kicking, cooing and talking; which ever developmental stage your child happens to be in at the time.

6:30am - 6:00pm cuddles, love, and affection, eat, poop, and sleep

6:30 - 7:45	Drop-offs, welcome children, free play and/or structured-play, story-time, toys, etc
7:45 - 8:15	Breakfast, Mmm ... a bottle. She's got to have energy for a busy day
8:15 – 8.30	Diaper changing
8.30-9:30	I want that!" Your child develops fine motor skills through grasping squishy blocks
9:30 - 10:00	Outside play-time Oh boy! Outside we get to go for walks on the playground
10:00 -10 30	Diaper changing
10:15 -10:45	Touching, feeling, squeezing, squeaking — it's time for sensory activities
10.45-11:30	Free-play and/or structured-play, interactive video (Baby can Read)
11:30 -12:30	Lunch Time to eat — and time for some one-on-one cuddling and cooing
12:30 - 1:00	Diaper changing, clean-up/wash-up, (when applicable), nestle into cribs
1:00 - 3:00	Rest-time A big yawn and droopy eyelids mean it's time for nap
3:00 –3.20	Diaper changing
3:20-3.40	Afternoon snack, clean-up/wash-up
3.40-4.00	It's time for a song. Your daughter bounces along to the music and mimics some of the words
4.00-4.30	outside play (depending on season), puzzles
4.30-5.00	Toys to push and roll are more than fun help develop motor skills
5:00 - 6:00	Pickups, Your daughter's face lights up as she reaches for you — her teacher tells you about her marvelous accomplishments during the day

