



## INFANT/TODDLER ADDITIONAL PROCEDURES

**Drop Off:** When dropping off the child to the daycare center parents are to park in the parking lot (not the drop-off loop), bring their child into the building, and sign their child in on the sign-in sheet. On the sign-in sheet write the time of drop-off am or pm and initial in the initial box.

Each child will be assigned a primary childcare provider for the child to have consistency, and ease of adapting to the new schedule and room. At the end of each day the childcare provider will discuss with the parent how the day was for the child.

**Daily Report:** At drop-off parents will fill out the top portion providing any important information needed for the day. Each child will receive a daily report at the end of the day to share information with the parents as to how their child's day was. The report will share information about how much their child slept, how much their child ate for meals, and bathrooming. The caregiver will also share what special activities your child participated in.

**Meals:** Parents are responsible for providing their child with all meals. Parents will provide milk, formula, bottles, snack and solid food for meal. Babies will be given their meals following the parents' recommendation and feeding schedule. When bringing food in for the child it should be labeled and in an appropriate storage container. An insulated lunch bag is perfect for carrying bottles and food. At drop off parents will give the caregiver the food. A tag with child's name will be attached to the bag and placed in the refrigerator.

**Sleep accommodations:** Parents will provide child with a crib sheet and blanket. (Must be 1 year or older to use a blanket). From 6 weeks to 12 months the infant will be placed on their back in a crib to sleep with no blanket, stuffed animal, or other items. Children 12 months - 6 years will be provided with a cot or mat for rest time. Each child is to be provided with a rest time of at least 30 minutes.

**Diapers:** Parent will provide diapers and wipes for their child, they will be labeled and placed in the child's storage bin. Infants and toddlers will be changed every two hours or as needed. Parents will be notified by the caregiver when supplies need to be replenished.

**Extra Clothes:** Parent will provide extra clothes that can be placed in the child's bin.

**Pick-up:** Pick-up will take place in the classroom. The parent will sign out on the sign-out sheet by writing time of pick-up, and initialing the sign-out sheet. The childcare provider will go over the daily report with the parent.