

Please see our Parent Handbook for all general information, policies and procedures.

Specific to our Infant and Toddler rooms, the following information outlines policies and procedures related to:

- A. Parent & Teacher Communication
- B. Infant Program - Small Wonders
- C. Toddler Program - Tireless Toddlers
- D. Nutrition Policies
- E. Health & Safety Practices
- F. Sanitation Practices
- G. What to Bring!



A. PARENT & TEACHER COMMUNICATION

1. Parent Board & Cubbies:

Information about our Small Wonders Room and all written communications are located in our Classroom. Our schedule, reminders, upcoming events, parent news & resources, menu, program planning, daily records, and all other pertinent communications are located in one convenient location: on our parent counter. Each child is given their own cubby, coat hook and tote bag. Upon arrival please put necessary items in place and nothing additional. We request that their tote bag be the only diaper bag you leave on site.

2. Primary Caregiver:

Each infant and toddler is assigned a primary Caregiver upon enrollment. Both the Lead Teacher and the assistant(s) will know and care for all children, but the primary Caregiver will be responsible for the majority of the parent communication, and will establish a significant relationship with your family. As we grow this bond, we hope to become an extension of the family unit, working cooperatively to support both family and child.

3. Daily Written Report:

Connections between home and center practices are established to maintain consistency in care and to provide parent support. Daily Reporting is carefully maintained throughout the day via Brightwheel; recording your infant's eating/drinking, sleeping, diapering and activities. Please take time to share and read about your infant's day.

4. Attendance Record:

Upon arrival and departure each day you are required to clock your children in and out on the computer in the main hallway with your personal PIN code. Please never share this pincode with anyone as it serves as your electronic signature.

5. Brightwheel:

Families can choose to have notifications on their Brightwheel app turned on or off. If you want to be notified when activity happens throughout the day, please leave these notifications on.

6. Cor Advantage:

Each family will receive 2 pictures each day through COR ADVANTAGE. Photos will be sent to your email at the end of each day. If you choose to use the app, you will not receive these emails.

7. Labeling:

Organization is a key factor in a busy infant/toddler room. Please help us by making sure everything your child brings each day is labeled. Anything and everything from your sleeve of

diapers to clothing and shoes. Tape and sharpie work fine however you can pre-purchase useful systems at Inch Bug, StuckonYou.

8. Parent-Teacher Conferences:

At least twice a year, teachers and parents will have the opportunity to formally discuss your infant's development, share concerns, and set new goals that will ensure your baby remains happy, healthy and well cared for. We will use Highscopes Cor ADVANTAGE Assessment to share with families all of the exciting things we are doing to help support your child's development and growth.

B. SMALL WONDERS

Infant Room Daily Schedule:

Your infant will learn about his/her environment through exploration and planned activities. We encourage babies to learn at their own pace by touching, tasting and vocalizing. While we have no formal group activities, and follow the individual schedules of each child, our generalized **DAILY SCHEDULE** will give you an idea of our anticipated activities throughout the day. While one child may prefer lunch at 11:00 a.m., another may wait until noon. We value the need for children's schedules to remain consistent with their schedule at home and try our best to accommodate this need. The Daily Schedule is posted on our Parent Board.

INFANT DAILY SCHEDULE

Morning:

6:45 Center open
7:30 - 9:00 Breakfast
9:00 Diapering
8:00 - 11:30 Activity time, outdoor time, a.m. naps
11:00 Diapering
11:00 - 1:00 Lunch

Afternoon:

1:00 Diapering
12:30 - 3:30 Activity time, outdoor time, p.m. nap
2:30 Diapering
2:30 - 4:00 Snack
4:30 Clean-up, activity time, diapering
5:45 Center closes

The above schedule is a very basic description of the daily events. Children are held, fed, diapered and involved in play throughout the entire day. Striving to create a nurturing and trusting environment, we foster self-esteem, competence and confidence. It is our hope that the experiences we provide will have a lasting and positive effect on the children and families we serve.

Curriculum Philosophy:

It's A Small World bases its educational practices on the curriculum philosophy of Developing the "Whole Child". In keeping with guidelines developed by the National Association for the Education of Young Children, our curriculum philosophy is designed to meet the needs of the child in age-appropriate and individual ways. We also strive to provide an anti-bias peer culture in which children learn to accept others different from themselves. Curriculum is defined as both daily routines and activities; teacher or child initiated. All parts of a child's day, including daily transitions, are created as opportunities to meet the developmental needs of children.

Routines:

Diapering/Toileting
Feeding/Mealtime
Naptime
Self-Help
Staff & Parent Interactions
Transitions

Activities:

Creative Process
Dramatic Play
Language Arts
Manipulative Play
Music
Science

The curriculum is developed around the 4 significant areas of all children's development - social, emotional, physical, and cognitive. These are the 4 concepts that guide all adult interactions with children, whether formal or informal.

- **Social:** Children learn through interaction with adults and other children. At ISW children are provided with opportunities to develop social skills such as sharing, helping, problem solving, and communicating with others.
- **Emotional:** Children like adults learn best when their physical needs are met and they feel confident, safe and secure. Teachers help to teach children self-control by using positive techniques such as positive reinforcement, role modeling and redirecting children to acceptable behavior.

- **Physical:** Children are provided daily opportunities to develop large muscle and small muscle skills through a variety of indoor and outdoor play activities. Children gain physical knowledge through having their needs met and through learning to meet their own needs. Our teachers spend much of their time down on the floor too! This allows teachers to actively participate in the development of the children.
- **Cognitive:** As Jean Piaget has noted, "From infancy, children are mentally and physically active, struggling to make sense of the world.... Children construct their own knowledge through repeated experiences involving interaction with people and materials." ISW believes this to be true and uses this premise to allow infants choices in their exploration and experiences unique to each child.

Behavior Management:

In the infant room children receive positive reinforcement as a behavior management technique. We model appropriate behaviors such as "gentle touches". We do not expect children of this age to share, so we provide an adequate supply of popular, age-appropriate toys to minimize conflict. We use redirections as a problem-solving tool throughout the day, and always model appropriate behavior for children through our use of language and daily interactions with one another and with the children. At no time do we use shaming, withholding of food, verbal abuse or corporal punishment as a means of managing behavior (Please see our Center Handbook for more details).

C. TIRELESS TODDLERS

Active learning occurs when toddlers actively engage in their environment. Daily activities are designed to foster this active learning by allowing toddlers to explore with all their senses. Activities and materials introduced will allow toddlers to practice their emerging gross and fine motor skills and to choose activities or materials that excite and induce curiosity. Your toddler's day is designed to support their growing ability to communicate ideas and feelings, develop a sense of their own needs and how they can meet these needs, and finally, to form close bonds with others.

As toddler children are increasingly developmentally ready, we incorporate an individual and group time into each day. Having a daily schedule with a routine provides children both a sense of predictability and security. During group times the toddlers come together for songs, books, felt board stories, finger plays and other fun social experiences that are planned and prepared by the teachers. This 'circle time' serves to promote the children's increasing language expression and comprehension through listening and participating.

As a toddler's language undergoes dramatic changes, children are encouraged to use their language skills often. We cherish the opportunity to witness toddlers begin to realize the importance language expression can have on their environment. They can communicate their needs, likes and dislikes, as well as, their ideas and feelings. As supporters of this discovery, our teachers model words and phrases and provide time for toddlers to use their words. In time toddlers develop a sense of self-efficacy through language as they communicate with us and each other.

Toddlers especially enjoy using their growing motor skills when accomplishing tasks on their own. Our routines at meals and transitions provide ample time for toddlers to meet their needs independently.

Our Focus:

- To respect the individuality of each child
- To provide a safe, nurturing, stimulating environment for toddlers
- To provide a quality child care/child development program that complies with state guidelines and regulations
- To promote responsible parenting practices

Toddler Goals:

Social Development:

- * Sharing
- * Taking turns
- * Encouraging awareness of other's feelings

Language Development:

- * Encouraging the use of words to express needs

- * Following simple directions
- * Listening and responding to stories

Emotional Development:

- * Building self-esteem and tolerance
- * Encouraging independence in eating, cleaning-up and dressing
- * Encouraging child to indicate needs in socially acceptable ways

Cognitive Development:

- * Identifying objects and people
- * Sorting and Classifying objects
- * If ready - identifying colors, shapes, numbers and letters

Motor Skills:

- * Developing large motor skills through outdoor play
- * Developing small motor skills through finger-plays, coloring, and painting
- * Developing music skills through songs, finger-plays, rhythm instruments

Tireless Toddlers

DAILY SCHEDULE

- 7:00-8:20 Morning activities/ Free Play
- 8:30-9:00 Hand washing, Breakfast , then Diaper Check and Potty Time
- 9:00-9:10 Circle Time
- 9:10-10:00 Choice Time
- 10:00-10:15 story time
- 10:15-11:00 Large Motor (indoor/outdoor)
- 11:00-11:20 Small Groups and Diaper time
- 11:20-11:30 Music and Movement
- 11:30-12:00 Lunch
- 12:00-12:45 Large Motor/ Outside Time Diaper check and handwashing
- 12:30-12:45 Diaper check
- 12:45 – 2:45 Rest/quiet time
- 2:45-3:30 Wake up, put away mats and blankets, Diaper check, Potty time, teacher lead activities
- 3:30 – 4:00 Snack
- 4:00-4:45 Large Motor (indoor/outdoor)
- 4:45-5:00 Diaper check & Story
- 5:00 -5:45 Free Play (Sensory Table/Table Games/Puzzles/Building)

D. NUTRITION POLICIES

Eating & Drinking:

Your baby's health is of primary importance to us and their diet is key to their development. We encourage you to provide your infant with nutritious and fresh foods that will promote healthy minds and bodies. Our goal is to work with you to ensure that your baby remains healthy and content. Upon enrollment you will be asked to fill out the infant profile which will include your child's feeding schedule. This information will be used to design a feeding schedule that will be modified as your baby's nutritional needs change. Ongoing parent-teacher communications and your written instructions will be posted on **"Feeding Schedule Board"**.

Formula Feed:

Parents of Infants who attend a full day should provide 3 to 4 labeled & prepared bottles every day. (Please slightly over estimate your child's need so that we are ensured not to run out of bottles.) Any remaining bottles must be brought home at the end of the day and fresh bottles brought the next day.

Breast-Feed:

If you are breast feeding your infant, all breast milk must be dated and have your infant's name on it. Fresh breast milk will be stored for 24 hours in the refrigerator or up to 3 months in the freezer. Milk that exceeds this time frame will be discarded. Contents remaining in any bottle after the feeding begins must be discarded within one hour.

- * Mothers who are nursing need to provide us with an adequate amount of breast milk.
- * Mothers who wish to nurse their babies on site are welcome to do so in our infant room or in relative privacy in our nursing area in the classroom.
- * If you forget to bring in breast milk or the frozen supply is depleted, you may choose to send in premade formula and leave a clean, empty bottle onsite for back-up or request us to contact you. We will try and get in touch with your first to see if breast milk can be supplied by you soon, however, if we are unable to locate you and your baby is hungry, we will feed him or her formula provided by you.

Table Foods:

Once your child begins eating table foods, please continue to ensure that you are sending in a well-balanced meal that you know they like. (Please do not send in new foods in case they are not a big hit. We do not have replacement meals.)

Individual Feeding Schedule:

- * We will arrange feeding times around each child's individual schedule and work with you to ensure your infant's needs are met on a daily basis. We do try to avoid feeding solids after 4:00 p.m. because at this time of day we are cleaning and sanitizing the room in preparation for the next day.
- * We only rinse bottles on site. It is up to the parents to wash and thoroughly sanitize bottles at home.

Bottles:

- * Please label all parts to your bottles with our colored tape assigned to your child that is provided in the infant room.
- * Both formula and breast milk are heated in a container of warm water or in a bottle warmer.
In accordance with State Licensing Regulations we do not microwave bottles of any kind.
- * Please provide all baby food and be sure to appropriately label with your child's colored tape and which meal it is intended.
- * We provide morning breakfast and afternoon solid snacks when your child begins eating table foods.

New Foods:

Please do not send in any foods that you haven't already introduced to your child at home. This ensures us that they will eat the foods offered and that no allergic reaction will occur.

Allergic Reactions:

If your infant (eating table food) should develop a food allergy or intolerance, please notify the staff **immediately**. A doctor's note must be given to the center stating exactly what foods cannot be given to your baby. We will post all allergies (food, medication, environmental) in a visible place. We will post Allergy Alerts on the parent board if it changes lunch allowances.

E. HEALTH & SAFETY PRACTICES

Illness Policies:

ISW is a well child center. While we understand the needs of parents, we must protect all of the infants from contagion. We try to be guided by common sense as well as detailed policies and procedures outlined in our Center's health care section in our Parent Handbook.

Please consult the Health Care section in our handbook. We strictly adhere to all policies related to the health & safety of children and trust that you will do the same.

Immunizations / Medication Forms:

All children entering child care should be immunized against disease at appropriate ages as recommended. We require a completed Health Appraisal Form prior to attendance. Immunizations happen on a regular basis during the first year of life. Please notify the teachers if your child has had any immunizations, as we hand our "Live Immunization" sign in the classroom for 3-5 days while it is active. It is understandable that there are sometimes side-effects resulting from these, such as pain and/or a mild fever. If accompanied by a doctor's note, we can administer a prescription medication for pain if it complies with our Medication Administration Policies and is accompanied by a Medication Permission Form that is signed by your physician. We cannot administer medication as a fever-reducer, as children with a fever of 101 degrees or higher must not be in attendance. Typically, immunizations do not create high fevers; however, if your infant does have a fever of 101 or higher, regardless of it being the result of immunizations or an illness, you will be notified to come and pick up your child. **Sunscreens** (children over 6 months) and topical lotions may be applied as needed with the accompaniment of a medication form. We do not apply sunscreen to babies under 6 months without specific, written instructions provided by your infant's physician on our **Medication Form**.

Sleeping

Infants nap according to their own schedules. If an infant should fall asleep while being rocked, lightly bounced, or taken for walk in a stroller, he or she will be put in their cribs to continue their sleep. A thin blanket must be provided by the parent, taken home weekly or as needed, washed and returned the next day or Monday. Toddlers will each have their own cot to sleep on every day.

Safe Sleeping Practices

Infants will be placed on their backs to sleep in a crib. The infants at ISW are provided with their own crib and sheet that meets current safety standards. There will be no pillows, quilts, bumpers, soft blankets, comforters, sheepskins, toys, fluffy products, or bottles in the crib. We highly encourage parents to bring in approved sleep sacks and swaddles, although we can only swaddle an infant until they are 5 months. We understand that sleeping practices may be different at home however we strictly follow State Mandated safety guidelines and adhere to the above stated policies. It may or may not be difficult for some children to adjust if they are used to sleeping in a different position or with a parent/sibling.

Toddlers will nap on a cot designated only for them when they attend ISW. Each child must bring their own blanket and small pillow if desired. Their sleep materials must be able to fit into their tote bag and be taken home at least on Fridays to be laundered.

Diapering

Each parent must provide an ample supply of disposable diapers for their infant. Your child will be changed at regular intervals throughout the day and as needed. Should your baby develop a diaper rash we will apply a topical cream ointment that you provide. You will be required to complete a "**Medication Permission Form**" for all ointments. We will not apply diaper rash cream without this form, nor do we apply baby powder on the infants, as the use of powder has been linked to childhood asthma and other respiratory difficulties. Cloth diapers with the appropriate cover will be allowed. Cloth diapers will be put directly in a disposable bag and sent home. Teachers are not allowed to rinse diapers at the center. Cloth diapers that are not brought home each evening will be discarded.

Children will have the opportunity to sit on the potty during every diaper change or when they request to go. We make it fun, by singing songs and getting excited when we sit on the potty. Children are never forced to sit on the potty. When you are ready for your child to potty train and go into underwear please be sure to talk with the team. We can do sticker charts but please no sweet treats. You must provide ample supply of extra clothes during the potty training process and this must include underwear, pants, socks and shirts. Washable or an extra pair of shoes is always a good idea as well.

"Shoe-Free" Environment

With infants commonly on the floor, ISW wants to provide a clean, safe, and healthy environment. We practice a "shoe-free" policy in our infant room. We ask that adults remove their shoes before entering the room. We take this action to prevent outside contaminants from being brought in and spread. Teachers will wear indoor slippers and parents are welcome to leave slippers for their own use in their child's cubby.

Fresh Air/Outdoor Play

The infants enjoy the outdoors daily when weather permit. Fresh air in the colder months facilitates good health. If a child is in attendance during the outdoor time, he or she is considered healthy enough to go outside. Your infants will be going outside unless it is raining; the heat index is over 80, and on winter days when the temperature is below 28 degrees.

F. SANITATION PRACTICES

Hand-washing:

At ISW we are strict about healthy practices. Hand-washing is one of the best ways to cut down on the transmission of germs. Teachers in the infant room follow proper hand-washing techniques throughout the day – including, and not limited to: before and after eating or handling food; before and after feeding a child; before and after diapering; after handling or cleaning body fluids (wiping noses, mouths, bottoms, sores); after outdoor activities; and upon entering the room. Infants also engage in many hand-washings throughout the day. **ALL ADULTS** who enter the room are required to wash their hands immediately. Our “Hand-washing Procedure” is located above each sink.

General Disinfecting:

Toys that have been mouthed in the Infant room are disinfected throughout the day. Teachers will place a toy to be cleaned into a container after a child has mouthed it. At the end of the day, other equipment and materials are cleaned, disinfected and rinsed. Cribs are disinfected twice weekly or as necessary. The diaper changing area is disinfected after each use. A bleach solution is used for general disinfecting and sanitizing.

G. WHAT TO BRING!

Label everything! Keep your cubby supplied!

Clothing/Seasonal Items

Active and sometimes messy play is going to be a part of your child's day. It is recommended that children wear comfortable, washable play clothes that are easy to change and move around in.

- **Extra clothing:** Please be sure to bring at least two pairs of extra clothes for your child. These should be weather appropriate. Please check your extra clothes supply every day at pick up to make sure to have two pairs that are weather appropriate and correct size.
- **Warm Weather:** Hat, sunglasses, and sunscreen (if over 6 months or with doctor permission).
- **Cold Weather:** Every child goes outside. Children who are enrolled in the colder, winter months must be properly dressed to go outside. Infants must have boots, snow suits, hats, scarf, and water-proof mittens.

What to bring to child care?

Parents are more than welcome to bring their tote bag home every night, but everyone has their own hook and the option to leave their bag onsite overnight. Please take all bags home at the end of their week and bring it back the following week. In order to properly and effectively care for your infant each day, we should not have to go searching for your infant's/Toddlers labeled:

- One to two complete changes of clothes
- Diapers/ Pull ups
- Ointments/Creams (If needed, Medication Form should be completed and can be found on our website.)
- Dated Labeled and prepared Formula or Breast Milk Bottles.
- Food (Meals should be properly stored in lunch box and labeled & dated.)
- Labeled Sippy Cup
- Blanket
- Pacifiers (Please always send in multiples and leave in cubby.)
- Special toy or comfort item, if applicable