

Hill and Dale's Infant, Toddler & Jr. Preschool Procedures

Feeding

- All food is to be provided by parents.
- All milk bottles need to be prepared and clearly labeled with the child's initials and date on each one.
- We prepare powdered formula & require that the milk & water be premeasured.
- If you are breast feeding and plan to send in frozen breast milk we will need a clean bottle for **EVERY** feeding and each container will need to be labeled with the child's initials and date.
- All bottles and frozen breast milk must be taken home every night.
- Health regulations prohibit adding anything to your child's formula bottles without a doctor's note.
- No previously opened baby food jars will be accepted.
- Regulations require we discard bottles of milk after 1 hour of taking them out of the refrigerator; the leftover milk in the bottles will be sent home.
- Highchairs used for the feeding of infants are washed after feeding and then sprayed with sanitizing solution prior to feeding the next child.

Care of and kinds of diapers used

- Parents are to provide all diapers and wipes.
- Diapers are changed on a vinyl covered changing pad, which is sprayed with a sanitizer and dried after every change.
- We do not retract foreskin (if not circumcised) on boys when diapering.

We ask that a change of clothing be kept in your child's diaper bag or in the classroom.

We do not bathe children.

Sleeping/Napping accommodations

- All staff members working with infants are required to attend a **SIDS** class.
- A SIDS handout for parents is included in the enrollment packet available at Hill and Dale, please read and become familiar with it. Along with the brochure we want to inform you that the use of fluffy blankets, comforters, waterbeds, sheepskin, pillows or other soft materials have been known to contribute to Sudden Infant Death Syndrome.

Infants & Inter-Infants

- Sleep in cribs with sheets and blankets that are washed weekly or more often if needed.
- All infants will be placed on their backs while sleeping and no sleeping aides will be placed in the crib unless we have a doctor's note authorizing it.

Toddlers & Jr. Preschoolers

- Sleep on their own personal cots with sheets and blankets that are washed weekly.

Toilet training

Potty training starts at home. We will assist your child with potty training if they indicate to us that they are ready. Indicators are that the child needs to recognize the sensations, be able to control it and verbally express that they need to go before they are ready to work on this. A good indication of this is if they are waking up with a dry diaper. The child should be able to put on/off their own clothing and be able to wipe themselves without assistance. No child is forced to sit on the toilet and no punishment of any kind will be administered or suggested in the toilet training process. When accidents occur, health regulations restrict us from rinsing out soiled clothing.

Biting

Infant and Toddler areas are unfortunately a place that substantial biting occurs. We try to keep this to a minimum, but it still happens. Some of the reasons for this behavior include children exploring by placing objects in their mouth, the lack of verbal skills to deal with anger, frustration (as in change of routine, having to share or another child taking their possession). Another possible reason for biting at this age may also be teething. When we have a child that is biting we track the time of the day, the activity that is happening and also the possibility of new teeth coming in. Parents of a biting child, as well as the parents of the child who has been bitten, are informed in writing each time a child bites. We also shadow the child during this time in order to watch their behavior more closely. Upon request, we have biting information packets available at our office.

Additional Information

All of our policies for sick children are strictly enforced. Please refer to your Hill and Dale Parent Handbook under "Illness" for more information.

At Hill and Dale, our policy for the **infant areas** is for children to **eat and sleep on demand**. In our infant rooms, diapers are changed each hour or more often if soiled. Meeting an infant's needs on demand builds trust between the child and the caregiver.

I have read and agree with the implementation all of the procedures outlined on this form.

Parent or Guardian Signature

Date

Child's Name