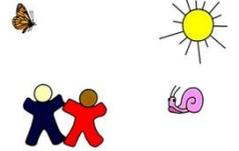




Everything you need to know about **THE INFANT ONE GROUP** at the Children's Greenhouse!



Welcome to the Infant One Group! Please take the time to read these few pages of information that will help give you a basic understanding of the Infant One Group. Thank you!

CHILDREN

At the time of enrollment, the children in the Infant One group range in age from 8 weeks to approximately 12 months.

STAFF

There is a **HEAD CAREGIVER**, a full time employee, who is responsible for the overall operation of the group. The head caregiver makes sure that the group's activities run efficiently and is the one who plans the activities around the center's curriculum themes. There is also a full time **HEAD ASSISTANT CAREGIVER** who works with the head caregiver in all aspects of the program and whose responsibility it is to ensure a smooth transition when the head caregiver leaves for the day. We encourage you to address questions or concerns to these primary caregivers. Together, with full and part time assistants, they form a team who supervise the children and who interact with them during activities and routines.

There is a ratio of one caregiver for every two children. This enables us to provide a good deal of attention to the individual needs of each child.

ROOM

Parents and children enter the Infant One room through the Toddler Two room. If needed, strollers or infant seats may be brought into the building and they may be left in the area inside the main doors that is designated as "stroller parking". Everyone entering the Infant One room is asked to remove or cover shoes to keep the floor area clean for the children.

PROGRAM AND DAILY ROUTINES

Caring for your babies is very important to our staff and one of the first goals is to get to know the children and their personalities. Babies are unique and special, and they are often at different developmental levels when they start with us. Some babies adapt quickly and some take time to adjust to the new experience of child care. Babies usually start out bonding with one particular caregiver and then gradually, as they become more comfortable and secure, adapt to others.

Another goal of the Infant One Group is to provide for the basic needs of each baby in our care. This includes nurturing, feeding, sleeping, changing and playing. In addition, caregivers spend time with each baby helping them to reach developmental milestones.

Each infant in our care has his/her own schedule of eating and sleeping. Parents inform the staff about their child's schedule each day by completing an **INFANT DAILY INFORMATION FORM**. These forms are available in the Infant One room and must be completed each day that your child attends. The information you provide on this form gives staff important guidelines for your child's day.

In addition to the daily form, you should also complete an **INFANT INTAKE FORM** when your child starts in our program and at any time that there are significant changes in eating, sleeping, health needs, etc. The Intake Form gives caregivers an overview of your child and is something they will refer to periodically for guidance.

ACTIVITIES

Caregivers spend time helping children reach the developmental milestones of sitting, crawling, standing and walking. The babies do art work (with supervision, of course) and will paint, glue and make projects using handprints. When the weather permits, we will occasionally take the babies outdoors, in strollers, for walks to enjoy the sights and sounds of the campus. When they are not eating, sleeping or being diapered, there is time for our staff to spend playing, reading, singing and doing special activities with them.

SLEEPING

Parents give staff guidance as to how their child goes to sleep and staff do their best to duplicate the child's usual sleeping habits and routines.

There is a separate crib room for sleeping in the Infant One room, which is shared with the Infant Two group. While children are sleeping, a staff member will be in the area carefully monitoring the babies while they sleep.

Babies are assigned a crib each day that will have the child's name on it. When a child has used a crib and leaves for the day, the sheet is removed, the mattress is disinfected, turned over and a clean sheet is put on for the next child. Used crib sheets are laundered with a dye and perfume free laundry detergent.

We adhere to guidelines established by the NYS Department of Health regarding SIDS (sudden infant death syndrome) and these include all children sleeping on their backs, without blankets or crib bumpers.

MEDICAL INFORMATION

1. MEDICAL EXAMINATIONS AND IMMUNIZATIONS

Each child at the center is required to have an annual, complete physical examination, signed and dated by a physician and recorded on DSS Form 4433 (which are available in the Greenhouse office). In addition, please keep us informed when your child's immunizations have been updated by bringing in a printout or note stamped by your health care provider.

2. MEDICATION

If your child needs to have any type of medication while they are at the center, you must stop in the office and speak with administrators who will provide you with the appropriate permission forms.

* ***Please refer to the handbook for more detailed information on these topics.***

FEEDING

Infants have very individual needs when it comes to feeding and because of this you are asked to supply all necessary bottles and foods for your child. Following these simple guidelines will guarantee that your child's nutritional needs are met:

1. Please bring your child's bottles and food for the day in a bottle bag or lunch bag that will be stored in the refrigerator. Bottles must be plastic and must have caps. Bottles and caps must be labeled with your child's first and last names.
2. **FORMULA** – all bottles should be prepared at home and brought in ready to serve. This includes mixing powdered formula in advance.

PLEASE BRING IN ONE CAN OF YOUR CHILD'S READY TO FEED FORMULA THAT WILL BE KEPT IN STORAGE IN CASE EXTRA IS NEEDED.

3. We will follow the Department of Health guidelines regarding the use and storage of formula:
 - *Formula will be warmed in hot water in a crock-pot, not in a microwave.*
 - *Because of possible bacterial contamination, baby formula remaining in a bottle one hour after the start of feeding will be discarded.*
 - *Baby formula that is removed from refrigeration must be used within two hours or discarded.*
 - *Once formula is warmed it cannot be refrigerated.*
4. **BREAST MILK** – all bottles should be prepared at home and brought in ready to serve. Breast milk should not be brought in frozen. Breast milk will be heated in warm water, not a microwave. If your baby does not finish milk at one feeding, it may be offered at the next feeding, within two hours, before it is discarded.

BREASTFEEDING MOMS SHOULD PLAN TO PROVIDE US WITH A SMALL AMOUNT OF FROZEN BREAST MILK THAT WILL BE KEPT IN OUR FREEZER IN CASE EXTRA IS NEEDED.
5. **CEREAL** – may be mixed by caregivers. You do not have to prepare cereal ahead of time. You may send in daily amounts of cereal or you may bring in a box that will be used according to your instructions. (Please tell us the amount in tablespoons.)
6. **BABY FOOD** – may be sent in glass jars as it will be put in a bowl for feeding.
7. **MILK** – if your child is transitioning to milk, please let the staff know. As with formula, bottles should be prepared at home and brought in ready to serve. Milk will be warmed in the crock-pot. If needed, we have whole milk available.
8. **FINGER FOOD/SNACKS** – when your child is ready for these items, please notify caregivers. We keep baby snacks, cookies, crackers, Cheerios and Kix on hand and will serve them to the children who are able to eat them.
9. **TABLE FOOD** – when your child begins to eat table food, please notify caregivers. You may send table food for meals, just be sure to cut items into bite-sized pieces. Food will be warmed, if necessary.
10. **FEEDING SUPPLIES** – there is no need to send in bowls, spoons, forks, bibs, or cups, as we have a supply available. After each use, utensils are sanitized in a dishwasher and bibs are laundered in the washing machine.

SPECIAL FEEDING NEEDS

Health or allergy related, nutritional, religious or cultural feeding needs will be accommodated. The most important factor in special situations is to discuss these needs with administrators and caregivers.

SUPPLIES

Please bring these items to the Greenhouse for your child and please write your child's name on each item.

- One set of extra clothing:
shirt, pants, onesie or undershirt, and socks
- Diapering supplies:
diapers
wipes in a hard container
diaper ointment or cream (if needed)

At the start, it is recommended that you bring in a large pack of diapers and as you run low on diapering supplies, you will receive a note asking you to bring in additional items.

- A **sweater or sweatshirt**, in case it's cool in the building.
- If your child uses a **pacifier** you must provide a **pacifier holder/clip** labeled with your child's first and last names.

DIAPERING

Children's diapers are changed every two hours or when needed. Parents provide all diapering supplies and will be asked to sign a form giving us permission to apply creams or lotions.

Department of Health guidelines are followed for diapering and these procedures include but are not limited to:

- Staff wear vinyl gloves when changing diapers
- Diapering area is covered with exam table paper
- Soiled diapers and paper are disposed in covered trash cans
- Diapering area is wiped down with a disinfecting solution of bleach and water
- After diapering, children's hands are cleaned and adults wash their hands
- CHILDREN ARE NEVER LEFT ALONE ON THE CHANGING TABLES

ASSESSMENTS AND CONFERENCES

Over the course of a semester, the head caregiver will conduct assessments to determine that each child in the program is reaching age-appropriate developmental milestones. These assessments will be used to provide parents with information about their child's development during parent/caregiver conferences and to assist staff in planning programmatic activities that meet the developmental needs of each child. Sample forms may be viewed in the office.

Individual meetings with caregivers are offered at the end of the Fall and Spring Semesters. Notice of meeting dates will be given, prior to the end of the semester, and parents may choose a meeting day and time that is convenient.

This opportunity to meet with your child's caregiver is very valuable because it will give you an opportunity to privately discuss your child's progress and development and to review assessment materials. You may also request a meeting with your child's caregiver at any time during the year if you have the need to discuss any issues involving your child or if you would like to receive a developmental progress report.

MOVING TO THE NEXT AGE GROUP

We generally move children to the next age group at the start of a new semester. Occasionally, we will move a child during a semester if there is an opening and if the child is developmentally ready. When the decision to move a child is being made, parents will be informed and given an opportunity to meet with new caregivers. As part of the transition process, children will make several visits to the new room, accompanied by caregivers they know.

IN CLOSING

We want the time you spend with the Infant One Group to be a positive experience for your child and for you. At any time, please do not hesitate to ask the caregivers questions and to speak with administrators if you have concerns about any aspect of the program.

Infant One Daily Schedule

Caring for your babies is very important to our staff and one of the first goals is to get to know the children and their personalities. Babies are unique and special, and they are often at different developmental levels when they start with us. Some babies adapt quickly and some take time to adjust to the new experience of child care. Babies usually start out bonding with one particular caregiver and then gradually, as they become more comfortable and secure, adapt to others.



Another goal of the Infant One Group is to provide for the basic needs of each baby in our care. This includes nurturing, feeding, sleeping, changing and playing. In addition, caregivers spend time with each baby helping them to reach developmental milestones.

- Individual schedules for infants are provided daily by parents and are used as a guide for the child's day.
- The infant classroom schedule is responsive to individual children's needs and developmental activities including sensory, large and small motor activities happen throughout the day.
- Additional activities include art, music, story time, tummy time and floor time, all of which provide opportunities for social, cognitive and physical development.
- Weather and schedules permitting, the infants will go outdoors in strollers or buggies for short walks.
- Routines, such as diapering, eating and napping, occur throughout the day at times that will meet each child's unique scheduling needs.
- Infants are held for bottle feeding. Once they begin eating food, younger infants will be fed while sitting in reclining seats and infants who are developmentally ready will sit in seats in the table to eat.
- Other than for eating or sleeping, infants will be permitted to be in seats, swings, cribs, etc. for a maximum of 15 minutes.
- Infants may fall asleep in the arms of caregivers but are then are gently moved to cribs where they sleep on their backs.

