WELCOME TO THE INFANT ONE AND INFANT TWO GROUPS!

Please take the time to read these few pages of information that will help give you a basic understanding of our two Infant Groups. Thank you!

CHILDREN
The children in these groups range in age from 8 weeks to approximately 15 months. Generally, younger babies (8 weeks to 9 months) will be in Infant One and older babies (9 months to 15 months) will be in Infant Two.

STAFF
In each group 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.

ROOMS
Parents enter the Infant One room through the Toddler room and the Infant Two room through the Waddler room.

The Infant Two Group shares kitchen, eating, and diapering areas with the Waddler Group and the sleeping area with the Infant One Group.

Everyone entering these rooms is asked to remove or cover shoes to keep the floor area clean for the children.

In addition to the half doors, the crib room has a monitor visible in the Infant room that gives caregivers clear view of all cribs.

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 Groups is to provide for the basic needs of each baby in our care. This includes nurturing, feeding, sleeping, changing and playing. In addition, staff spends 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 rooms 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. These forms are given to you at registration but additional copies are always available in the Infant rooms or in the office.

**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 with them, reading or singing with them, 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.

Within the Infant One room there is a separate crib room for sleeping that is used by both groups. Babies will be assigned a crib each day that will have the child’s name on it. When the child leaves for the day, the sheet is removed, the mattress disinfected, turned over and a clean sheet put on for the next child.

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.

It is our goal to have all the infants sleep in cribs in the crib room. Occasionally, particularly when a child starts in the program, a child is not able to sleep in a crib and may sleep in a swing, a stroller or on the mattress, always within the sight of caregivers and with the consent of parents. Babies who are sound sleepers may be moved to a crib once they are asleep and as time passes, more often than not, children will eventually be able to sleep in a crib without difficulty.
FEEDING
Infants have very individual needs when it comes to feeding and because of this you are required to supply all necessary bottles and foods for your child. Following these simple guidelines will guarantee that your child’s nutritional needs are met:

- 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 and caps must be labeled with your child’s name. Bottles must be plastic.

- **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.**

- 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.

- **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. Unlike formula, 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.

- **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.)

- **BABY FOOD** – may be sent in glass jars as it will be put in a bowl for feeding.

- **MILK** – when your child is transitioned 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.

- **FINGER FOOD/SNACKS** – when your child is ready for these items, please notify caregivers. We keep baby snacks, cookies, crackers and Cheerios on hand and will serve them to the children who are able to eat them.

- **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.

- **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 washed in a dishwasher and bibs in the washing machine.

- **SPECIAL FEEDING NEEDS** – health or allergy related, nutritional, religious, or cultural, will be accommodated. The most important factor in special situations is to discuss these needs with administrators and caregivers.
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 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

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

- One change of clothing that includes a shirt, pants, onesie and socks.
- A sweater or sweatshirt just in case it's cool in the building.
- Diapering supplies including diapers, wipes (in a hard container) and diaper ointment or cream. 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.

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 groups to be a positive experience for your child and for you. At any time, please do not hesitate to ask questions of caregivers and to speak with administrators if you have concerns.