

Welcome to Northside Childcare! We wish to make your baby's transition into our childcare as smooth as possible.

To this end, we have prepared an information packet. Within this packet, you will find schedule information, a list of policies for our rooms, age appropriate goals for your child, a list of items you will need to bring, and a State-required sheet regarding your baby's feeding.

While this packet of information will answer most of your questions, please feel free to ask any questions or discuss your baby's particular needs at any time.

Our desire is to provide a nurturing, Christian environment for your child.



Requirements:

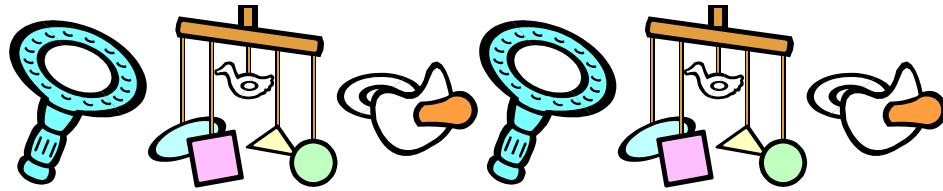
Child must be no younger than 6 weeks of age to enter this area.

Infant Room Policies

The purpose of Northside Child Care is to give your baby the best care possible. In order to do this, we need your help. If you will follow these few guidelines, it would help us to devote more time to your child.

1. Please feed your baby breakfast before coming to the childcare.
2. We do not wake up the babies to feed them, however, they will be fed as soon as possible after they awaken.
3. Prepare all bottles at home.
4. Send at least 3 – 4 bottles a day unless your child takes more. Always send 1 "extra".
5. Please label not only the child's **bottle** but also the **caps** and **nipple rings**. Remember to **re-label** if the name wears off.
6. Please **date** each bottle **daily**.
7. Please put your child's name on the side of their baby food jars.
8. Please label **diapers** with your child's name in the **fold** of the diaper.
9. If your baby uses a pacifier, please leave one in the room. Please label the pacifier.
10. There should always be 2 complete changes of clothing, including socks, either in the diaper bag or left in the room.
11. Please do not send your baby in clothing that does not open from the straddle or pull down from the waist.
12. Please make sure that your baby's socks / booties will stay on their feet. We want to keep them warm!
13. Unless necessary, please do not leave your child's infant seat here at the center. If it is needed, please place it on the floor to the right of the receptionist's desk, labeled with his/her name.
14. If you have any instructions concerning the care of your baby, please write them down and we will do our best to follow them.
15. Please limit conversations with the teachers. They have other babies to care for and will volunteer any information that you need to be aware of such as not eating, fretful, etc.
16. Please do not linger when dropping off your child. This may cause them to become restless. The sooner a child gets settled in and comfortable, the happier they are.

Thank you again for allowing us to take care of your infant. Your cooperation will help us do a better job.



Infant Room Needs List & Sample Schedule

Needs List:

- Juice & formula (pre-made)
- Bottle caps on each bottle
- Approximately 4 bottles for feeding—plus 1 “extra”
- Disposable diapers (labeled with child’s name in the fold)
- One pacifier to remain in room (if applicable)
- Several changes of clothes in diaper bag (including socks)
- 2 – 3 New bibs (snap or pullover, non-returnable)
- Please label all bottles, lids, nipple rings, baby food jars, and diapers
- Diaper Ointment (if applicable)

Sample Daily Schedule:

6:30 – 8:30	Babies play on floor, in swings, and bouncy seats until they are ready for their morning nap
8:30 – 9:30	Change Diapers, Morning nap for babies on food
9:30 – 10:30	Feed babies on solid food
10:30 – 11:30	Bottles are given at this time. This is playtime for babies. Teachers play pat-a-cake, sing songs, and rock babies.
11:30	Medicine is given at this time.
11:30 – 2:00	Change diapers and put all babies down for a nap. Soft music and lullabies are played during this time.
2:00 – 3:30	Change diapers and feed bottles to all babies. (Babies are changed and fed as they awaken. Teachers do not wake up babies to be fed.)
3:00 – 6:00	Babies play in swings, on floor, and listen to music. At 4:00, babies that need a late afternoon nap will be put down.

Please note:

- Babies that are not on food are on their own schedule. They eat and sleep as needed.
- Diapers are changed as needed, on all infants.

Sick Policy

- Please do not bring a child if they have a fever (100 or above), diarrhea, vomiting, unexplained rashes, infectious diseases, or any other viral symptoms.
- If a child was sick during the night, he/she should not attend the following day. Please do not give medication to control the symptoms in order for them to attend that day.
- If a child becomes sick while at school, the parent will be called to pick up the child immediately. Children may return after being symptom free for 24 hours.

Medications

- A medicine chart is posted outside of each classroom in which the parent will be required to sign each day the child needs medication administered. Failure to sign the medicine chart will prevent the teacher from administering a child his/her medication. Verbal instructions are not allowed.
- Our teachers are not permitted to dispense over-the-counter medications without a permission slip signed by the parent and the child's doctor.
- All medications must be in their original container, labeled with child's name and must be signed in **exactly** as the medicine container is labeled.
- If your child is taking medicine, please bring a dropper or medicine spoon labeled with the **correct** increments. We cannot convert or figure a part of a measurement.
- **Do not** put any medication in your child's diaper bag unless it is to be used that day. This also includes lotions, powders, ointments, etc.
- If you bring medication for your child, please help us by checking to make sure we have returned it to you before you leave.

Infant Feeding Schedule

Name of Child _____ Date _____
Date of Birth _____

General Instructions

1. Food/Bottle Brought Daily: (quantity) _____

2. Instructions for Feeding:

❖ Bottles (formula, milk, juice) _____

❖ Food (cereal, baby food, table food) _____

Parent Signature

Changes in Schedule (Must be recorded as eating habits change)

Introduce:	Date	New Instructions	Parent or Staff Signature
Juice	_____	_____	_____
Cereal	_____	_____	_____
Baby Food	_____	_____	_____
Milk	_____	_____	_____
Table Food	_____	_____	_____

****Must be completed for all children less than 15 months old.**

**Must be posted.

The following forms must be filled out, signed, and returned to your child's teacher by the child's first day at Northside Child Care & Academy for Early Learning.

- Stroller / Outside Permission Slip
- Infant Feeding Schedule
- Diaper Ointment Permission Slip
- Safe Sleep Policy Information

My child, _____ has permission to be outside and/or in a stroller outside the fenced area while attending childcare at Northside Child Care and Academy for Early Learning.

Parent's Signature: _____ Date: _____

Dear Parents,

According to the State Guidelines your child's teacher may administer diaper cream, topical ointments, teething ointment or gel, insect repellent, lotion, creams, powders, and sunscreen only if he/she has a signed permission form from the parent. You must supply the item. Infants under 6 months of age must have a permission slip signed by the child's doctor for sunscreen. These items may be kept at the center for up to 1 year.

Please complete the form below and give it to your child's teacher.

Thank You.

My child _____ has permission to have the following products administered to him/her at the teacher's discretion.

Please list below the items this permission form will cover. Please list the brand name of the item, the manner and reason it shall be applied.

_____	_____
_____	_____
_____	_____
_____	_____

Parent's Signature _____ Date _____

Length of time valid if less than 12 months _____

Name of Center: Northside Child Care & Academy for Early Learning



Infant/Toddler Safe Sleep Policy

Sudden Infant Death Syndrome (SIDS) is the unexpected death of a seemingly healthy baby for whom no cause of death can be determined based on an autopsy, an investigation of the place where the baby dies and a review of the baby's clinical history.

Childcare providers can maintain safer sleep environments for babies that help lower the chances of SIDS. NC law requires that childcare providers caring for children 12 months of age or younger, implement a safe sleep policy, share this information with parents, and participate in training.

In the belief that proactive steps can be taken lower the risks of SIDS in childcare and that parents and childcare providers can work together to keep babies safer while they sleep, this facility will practice the following safe sleep policy:

Safe Sleep Practices:

1. All childcare staff working in this room, or childcare staff who may potentially work in this room, will receive training on our infant Safe Sleep Policy.
2. Infants will always be placed on their backs to sleep, unless there is a signed sleep position medical waiver on file. In that case, a notice will be posted on the infant's crib.
3. The American Academy of Pediatrics recommends that babies are placed on their back to sleep, but when babies can easily turn over from the back to the stomach, they can be allowed to adopt whatever position they prefer for sleep.
4. We will follow this recommendation by the American Academy of Pediatrics. However, childcare staff can further discuss with parents how to address circumstances when the baby turns onto their stomach or side.
5. Sleeping infants will be visually checked every 15 minutes by staff. The time and the infant's position will be recorded. We will be especially alert to monitoring a sleeping infant during the first weeks the infant is in childcare.
6. Steps will be taken to keep babies from getting too warm or overheating by regulating the room temperature, avoiding excess bedding and not over-dressing or over-wrapping the baby.

Safe Sleep Environment:

1. Room temperature will be kept less than 75 degrees.
2. Infants' heads will not be covered with blankets or bedding. Infants' cribs will not be covered with blankets or bedding.
3. No loose bedding, pillows, bumper pads, etc. will be used in cribs. We will tuck any infant blankets in at the foot of the crib and along the sides of the crib mattress.
4. Toys and stuffed animals will not be allowed in the cribs.
5. A safety-approved crib with a firm mattress and tight fitting sheet will be used.
6. Only one infant will be in a crib at a time, unless we are evacuating infants in an emergency.
7. No smoking is permitted in the infant room or on the premises.
8. All parents/guardians of infants cared for in the infant room will receive a written copy of our Infant/Toddler Safe Sleep Policy before enrollment.

I, the undersigned parent or guardian of _____ (child's full name), do hereby state that I have read and received a copy of the facility's Infant/Toddler Safe Sleep Policy.

Date of Child's Enrollment: _____

Signature of Parent or Guardian: _____ Date: _____

Signature of Childcare Provider: _____ Date: _____

Distribution: Keep signed copy in child's facility record.

Safe Sleep Rules for Caregivers

North Carolina Law (G.S. 110-91-15) requires childcare providers licensed to care for children ages 12 months or younger to:

1. place infants on their backs to sleep, *
2. develop and maintain a written safe sleep policy,
3. inform parents of policy, and
4. receive training

**a waiver may apply*

If you care for babies 12 months of age or younger, follow these NC childcare licensing rules to promote sleep safety and to reduce the risks for Sudden Infant Death (SIDS).

1. Always place baby on its back to sleep

- A written waiver from a healthcare provider or parent stating a different sleep position is allowed in certain circumstances.

Tip: Allow only one baby per crib.

2. Do NOT cover baby's head

- Baby's head remains uncovered throughout naptime.

Tip: Tuck blanket along 3 sides of the mattress.

3. Visually check sleeping baby and record information

- Record baby's position and who checked
- Record date and time
- Keep record for 1 month

Tip: Consider checking every 15-20 minutes

4. Create a safe sleep place

- Use a crib, bassinet or playpen
- Use a firm padded surface (mat or mattress)
- If objects are allowed in the crib when baby sleeps, your policy must state what kind and how many

Tip: It is safest to keep toys, stuffed animals, and fluffy blankets out of the crib when baby sleeps.

5. Room temperature where babies sleep

- Keep temperature less than 75 degrees

Tip: Use a thermometer

Tip: 68 – 72 degrees is safe and comfortable

6. No smoking

- No one may smoke while children are in care
- No smoking in vehicles with children

Tip: Put a no-smoking sign at your door and where babies sleep

7. Stomach play

- Put an AWAKE baby on its tummy
- For exercise – to build neck, arm, shoulder muscles
- For play – baby can explore with his eyes
- To take the pressure on the back of the head

Tip: Make the tummy time fun for baby

8. Develop a written “Safe Sleep Policy”

- Post your policy or a sleep safety poster in the infants' sleeping area

Tip: Put the policy where it is easy for staff and parents to see

9. Share “Safe Sleep Policy” with parents and staff

- Talk to parents about policy BEFORE their child enrolls
- Have parents sign a statement saying they know about the safe sleep policy
- Give parents a copy of the policy
- Keep the signed statement in child's record while the child is enrolled
- Review policy during staff orientation

Tip: Include safe sleep policy in the parents and staff handbooks

10. Take the required ITS-SIDS Training

- Receive contact hour credits & take ITS-SIDS training every 3 years
- New providers must take ITS-SIDS training within 4 months of being hired

Tip: ITS-SIDS means Infant/Toddler Safe Sleep and SIDS Risk Reduction in Childcare

To find a local ITS-SIDS training call or contact:

- www.NCHealthyStart.org/its-sidstrainer_list.html
- North Carolina Division of Child Development at 800.859.0829 (In-State only) or 919.662.4499
- Your Licensing Consultant
- A Childcare Resource & Referral Agency
- Smart Start Partnership & Your Cooperative Extension Service
- Your local health department

For more information about SIDS call:

1-800-367-2229



NC Family Health Resource Line

Each day you will receive one of these forms so you will know how your baby's day has been.



INFANT ROOM DAILY REPORT

PLEASE LOOK HERE!!

NAME: _____ DATE: _____

DIAPERS _____

BM'S: NORMAL: _____ RUNNY: _____ HARD: _____

FOOD _____

FEEDING TIME: 1st BOTTLE _____ 2ND BOTTLE _____
3RD BOTTLE _____ 4TH BOTTLE _____

REMARKS: _____

OLDER CHILDREN: MENU: _____

LUNCH: 9:30: EX _____ FAIR _____ POOR _____

BOTTLE: 10:30 EX _____ FAIR _____ POOR _____

AFTERNOON

BOTTLE: 2:30: EX _____ FAIR _____ POOR _____

MEDICATION: _____

NAPS: SLEPT WELL _____ RESTLESS _____

TEMPERAMENT: HAPPY _____ NOT MYSELF _____

