

The Toddler Room is filled with fun and love as the children learn security on their feet and begin exploring the world around them! Finger songs, story times, and action poems are a part of our daily schedule. We have a lot of space and developmental toys that provide many hours of skillful fun and learning.

Requirements:

Before entering the Toddler Room, your child should be doing the following:

- Crawling well and able to pull up on objects
- Should be eating table food
- Drinking from a sippy cup

Toddler Room Guidelines:

The purpose of Northside Child Care is to give your child the best care possible. In order to do this, we ask that you observe and follow the below guidelines:

1. Please feed your child breakfast before coming to the childcare.
2. Please bring bottles for your child's needs. Bottles should be prepared at home. Three bottles a day will be sufficient.
3. Please date each bottle daily.
4. Please label all bottles, nipple rings, covers, food, and disposable diapers. Diapers should be labeled in the fold. Remember to re-label if the name wears off.
5. If your child uses a pacifier, please leave one in the room.
6. There should always be 2 changes of clothes in the diaper bag, including socks. The clothing may be left at the childcare and kept in the child's cubby. Please put clothing in a large zip-loc bag. Label all items.
7. Please make sure your child wears shoes (no sandals, please) each day.
8. Please limit conversations with the teachers. They have other children to care for and will volunteer any information that you need to be aware of such as not eating, fretful, etc.
9. 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 he/she is.
10. If you have any instructions regarding the care of your child, please write them down and we will do our best to follow them.

We appreciate your cooperation in the above-mentioned guidelines. Thank you for allowing us the opportunity to care for your child.



Needs List:

- Disposable diapers (labeled with child's name in the fold)
- 2 Changes of clothes, including socks
- 2-3 new large pullover or snap bibs (non-returnable)
- Training cup (Tupperware style – no handles)
- Bottles, pre-made (please label all parts of bottle); bottle caps on each bottle
- Medicine dropper, if medication is to be given
- One pacifier to remain in room (if applicable)

Toddler Sample Schedule:

6:30 – 9:00	Children arrive and play while teachers greet parents and other children as they arrive
8:30 – 9:00	Change diapers
9:10 – 9:30	Children play outside or take a stroller ride
9:30 – 9:45	Playtime
9:45 – 9:55	Story time - Teacher will read stories, nursery rhymes, and sing songs with the children
9:55 – 10:00	Wash hands
10:00 – 10:45	Children have lunch
10:45 – 11:30	Give bottles and change diapers
11:30 – 2:00	Naptime
2:00 – 2:15	Get children up from nap and change diapers
2:15 – 2:45	Afternoon snack (milk or water and fruit)
2:45 – 3:30	Bottles if needed
3:30 – 4:15	Children play outside or take a stroller ride
4:15 – 4:30	Juice
4:30 – 5:00	Change diapers
5:00 – 6:00	Playtime and teacher interaction (toys and books)

Please note – Children always have their diapers changed when needed, whether scheduled or not.



Toddler Room Snack Schedule

Morning Snack

Each Morning – Animal Crackers

Afternoon Snack

Monday-----Graham Crackers

Tuesday-----Cheerios

Wednesday-----Cheese on Cheese
Crackers

Thursday-----Gold Fish

Friday-----Fruit Loops or
Apple Jacks Cereal

Toddler 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.

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

- All medicine is given only **once** each day, at 11:30 a.m.
- 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.

Following are some forms that need to be filled out and returned to your child's teacher on the first day the child attends.

- Feeding Schedule
- Diaper Cream – Sunscreen Form
- Stroller Permission Form
- Sleep Policy

If stroller forms, diaper cream, and sleep policy are on file, new ones will not be needed. New Feeding schedule is needed for everyone.

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 Health Department diaper your child's teacher may administer diaper cream and sunscreen only if she has a signed permission form from the parent. You must supply the diaper cream and/or sunscreen. 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.

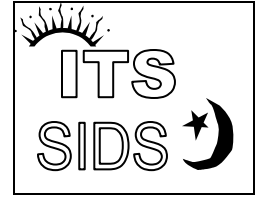
My child _____ has permission to have the following products administered to him/her at the teacher's discretion.

Diaper Ointment _____
Sunscreen _____

Parent's Signature

Date

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

A daily report will be sent home to keep you informed about your child's day.

TODDLERS DAILY REPORT

Name: _____ Date: _____

Naptime: _____ **TEMPERAMENT:**

Lunch: _____ Happy _____

Tired _____

MEDICATION: _____ Fussy _____

DIAPERS: _____ Playful _____

FOOD: _____ **BM/Consistency:** _____

REMARKS:
