

**Parent Information for Infant Rooms**

Dear Parents,

 The infant Room is a very special place, filled with new experiences, a lot of firsts, and a lot of rules and regulations. As you know, the center is governed by Franklin County Job and Family Services. The policies we impose here are those of ODJFS, and MA. These policies are developed to help ensure the safety of all the children in our care, as this is our ultimate goal, hopefully this information will help you understand how the room operates.

**Daily needs**

Every child in the room has a “Daily Sheet”. This keeps track of your baby’s activities throughout the day. Diapering, feeding, and napping times are noted here, as well as any supplies your baby may be running low on. It is best to bring a pack of diapers instead of a few every day, we have the room to store them, and it cuts down the things you have to remember in the morning. Also bring a pack of wipes. Also, when you fill out your baby’s Enrollment form, it will ask you if you agree on the centers Diapering policy: Our policy is every 2 hours or when needed, whichever comes first.

Infant needs change so often you have to make sure that you communicate with your child’s teacher frequently. While your child is bottle fed, you will bring three (3) bottles, nipples, and rings (liners) to leave here at the center, the room teacher will clean and sanitize these daily. The room teacher will label and date them as well every morning upon arrival to the center. While your child is on formula, you will bring this in as well and leave it here. When your baby begins to use a sippy cup, you will bring this as well and leave it here. We usually introduce a cup around 6 or 7 months depending on his/her development and ability.

Baby’s first day

\*3 bottles

\*Liners if applicable

\*formula

\*Diapers

\*Wipes

\*Special blanket (please note that the blanket must be comparable to a receiving blanket. Not too big, not too satin-y, and not too fluffy)

\*Change of clothes

\*Pacifier if applicable

The center will provide bibs, blankets, breakfast, lunch, and snack.

**Illness**

Sickness is particularly difficult on infants and their teachers. We try to contain bugs and colds by sticking to some guidelines. If your baby has a fever of 100.3° or higher, we will call you to pick the baby up from the center. They must be fever free for 24 hours before they can come back to the center, or they can return with a doctor’s note stating they are not contagious. Babies will sometimes run a low grade fever when they are teething. If your child has three (3) very loose bowel movements within a small period of time, they will be sent home, and may return 24 hours after the last episode, or with a doctor’s note. We understand that missing work can be difficult, but we must do everything we can to ensure that the safety and well being of our children are first priority. Your baby is much happier at home when he/she is sick.

**Medications**

We can only administer medication when the appropriate form has been filled out and/or signed by a physician. Please ask the office for this form. Make sure that any medication from the pharmacy comes in its original package, with the baby’s name, birth date, dosage, and type of medication.

**Attachments**

You will find a sample of your baby’s “Daily Sheet”, and also a sheet titled Basic Infant Information. Please fill this out and return it to the office or the infant teacher on your baby’s first day at the center. It helps us care for your little one the best we can. Also you’ll find a sheet titled Sleep position Waiver. Studies have found that it is safest to place a baby on their back to sleep. Some infants may have conditions which may change their sleep positions. It these cases, we need this form filled out and signed by a doctor.