



## Welcome to the Infant Room

We are so happy that you and your precious child are a part of our family! The purpose of this letter is to familiarize you with the routines and daily events in the Infant Room. Our goal is to make you and your child feel like the infant room is an extension of your home. Our nurturing staff will work with you to make sure that feeding, napping, and daily routines are consistent with those of your child's home environment. We believe that meeting each child's emotional, social, and developmental needs is just as important as meeting their physical needs.

Upon enrolling your child, you will receive an infant information sheet. This form will provide the classroom staff with information about your child's feeding schedule, napping preferences, and other details about their daily routine. This form will be updated as needed throughout your child's time in the infant room. A parent orientation will also be scheduled prior to your child's start date. During the orientation, you will be able to meet with your child's teacher, get to know more about the classroom, and share important information about your baby.

### **Personal Belongings**

When you arrive in the morning, we ask that you place your baby's bottles in the refrigerator. Please be sure to label everything with your child's full name (bottles, caps, pacifiers, blankets, etc.) This helps to keep confusion to a minimum and prevent mix-ups. Your child will also have a basket assigned to him or her in which to keep items such as diapers, wipes, powders, and creams. The teachers will let you know when you are running low on any necessary items. Each child will have an assigned hook located outside of the classroom for diaper bags and coats. We also recommend keeping a few extra changes of clothing in your child's diaper bag.

### **Feeding and Meals**

We welcome breastfeeding mothers! You are welcome to nurse in the classroom, or, if is more comfortable, in a quiet and private area. Our staff work with families to familiarize your baby with bottle feedings during the transition from home to child care. There is refrigerator and freezer space available for prepared bottles or pumped breast milk. We recommend that you provide frozen breast milk or formula for one extra feeding in case your child needs to eat more often, or the pickup time is delayed. Please label your child's bottles and caps with *first and last name*. Breast milk should be labeled with your child's full name and the date it was pumped. Breast milk is warmed under lukewarm running water. Prepared bottles of formula are warmed in a crock pot. If using formula, all bottles

must either be premixed at home, or premeasured water and formula must be sent in that morning.

As you begin to introduce pureed food, and eventually whole foods, the staff will accommodate a schedule of your preference. All cereals and jar foods will need to be provided by you, and the staff will prepare them as requested. Once infants are beginning to eat table foods, you will be given a copy of the center's breakfast and lunch menus so that we can begin helping them with the transition to our menu meals.

To develop healthy eating habits, our staff are aware of, and respond to your baby's hunger and fullness cues. The information that you provide on the infant information sheet will serve as our primary guide for your child's feeding schedule.

### **Nap Time/Crib Assignments**

We follow each child's individual nap schedules. It is common for an infant's normal nap routine to be thrown off when they first start in child care as they adjust to their new sleeping environment. The staff will help soothe your child to sleep and help them as they adjust. Each child who is with us five days a week is assigned his or her own crib.

Part-time children may share a crib with another child who attends on opposite days. Per NYS licensing, infants cannot sleep in swings or seats. If your child has a medical condition that requires them to sleep somewhere other than a crib, a note from your child's physician will be required.



### **Cleanliness**

Here at Childrens' Kastle, we pride ourselves on maintaining a clean environment in all of our classrooms. In the Infant room, it is especially important to keep the classroom as germ-free as possible. At least twice a day, we disinfect all of our toys, mats, swings, jumpers, and walkers with a bleach water solution. The cribs are disinfected and fresh bedding is applied at the end of each day. Finally, we ask that everyone who enters the Infant room remove their shoes or use the provided shoe covers before doing so. Since many of our children are crawling, we do not want dirt, stones, or puddles on our floor. We understand that this may be an inconvenience at times, but it helps us to maintain a safe environment for our little ones.

### **Classroom Environment Curriculum**

Infants are natural explorers and love learning about the world around them through their senses. Weekly lesson plans are developed that target the cognitive, physical, and social/emotional development of the children. As very young infants, children are given opportunities throughout the day to engage in floor and tummy time so that they can stretch and develop their muscles. As they grow, plenty of space is provided for infants to crawl, pull themselves up, and eventually begin walking. Art and sensory activities are introduced to infants as they get a little older and allow them to explore new materials and objects through their senses. Engaging with children through singing songs, reading books, and active play is also an important part of the daily routine. As often as the weather allows, staff will also take children outside. We have strollers for walks through the neighborhood and a newly remodeled infant and toddler playground for children to enjoy.

As a Christian Center, the infant room demonstrates God's love through the care a child receives physically and emotionally. The babies are taught in simple, understandable ways the important concepts of God's world.

### **Parent Communication**

The relationship between parents and teachers is valued just as much as the relationship formed between the teachers and your child. We encourage open, daily communication so that we can provide the best possible care for your little one.

At morning drop-off, you can expect our staff to ask about when your child ate last, how their night was, and if there are any other important updates or changes. Each day, your child's bottles, meals, diaper changes, and naps will all be recorded. Through Tadpoles, our electronic daily sheet program, you will be sent an email at the end of the day with all of those details. Tadpoles is also used to send pictures to you during the day. Parents are welcome to call during the day to speak with the classroom teachers and check on how their child's day is going. We also have an open door policy and welcome parents to come in anytime during the day to visit. Progress Reports are done each January and June to record your child's development. A conference with the Head Teacher can be requested at any time.

Thank you for sharing your special blessings with us!  
The Infant Room Teachers

