

Procedures for Infant Room

General Guidelines

1. It is **REQUIRED** that all items be labeled:
 - a. Wipes (One package per month)
 - b. Each Pre-made bottle
 - c. Jar Foods
2. It is **REQUIRED** that you wear booties in the infant room. This does not mean take off your shoes and walk in with just your socks or bare feet. It is for the health and safety of the infants.
3. All bottles need to come pre-made and labeled
4. Parents need to put their child's personal car seat under their child's crib. Not required to bring car seat.
5. Place diaper bag and any personal items in your child cubby.

Procedures:

Drop Off: All Children need to be in their classroom by 9am

1. Sign-in your child on the front sign-ins (including subsidized attendance sheets)
2. Take your child to class
3. Put on booties before entering room
4. Fill out your child's day sheet on the Parent Board. Include: Last feeding, last diaper change, time that your child woke up and any special instructions.
5. Put pre-made & labeled bottles in the refrigerator in your child divider.
6. Put all of your child's personal belongings in their cubby.
7. Have a great day at work or school ;)

Pick-up:

All children need to be clear of the building by 6pm

1. Sign out your child on the front sign-ins (including subsidized attendance sheets)
2. Take a pick up card
3. Put on booties before entering room
4. Give pick up card to the teacher
5. Take your day sheet from the Parent Board
6. Collect your infants bottles
7. Check your infant's cubby for any clothes or items that need to go home.
8. Take home any personal car seat
9. Have a great evening with your child ;)

Thank You For Sharing Your Child With Us!