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**Infant Class Supply List**

**Required Items**:

* Diapers: as needed for your child
* Baby Wipes: as needed for your child
* Diaper Rash Cream: as needed for your child (must have a signed medication form for staff to apply)
* 3-4 family photos (non-returnable, some pics with grandparents if possible )
* 1 box facial tissues
* 1 boxes gallon ziploc bags
* 2 clorox wipes
* 2 hand soap

**Daily Diaper Bag Should Contain:**

* 3 sets extra outfits (seasonally appropriate) labeled with child’s full name
* Formula bottles, prepared and labeled with child’s full name and date bottle was prepared
* Breast Milk Bottles, prepared and labeled with child’s full name and date bottle was prepared and date expressed
* Extra Formula/Breast Milk labeled with child’s full name and date bottle was prepared/expressed (breast milk)
* Cereal, jar food, food pouches, lunch, juice, all labeled with child’s full name and date prepared
* Sippy cup, labeled with child’s full name
* Oral Pain Medication (must have a signed medication form for staff to apply)
* Gas Drops (must have a signed medication form for staff to use)
* Pacifiers, labeled with child’s name or initials- no pacifier clips

**Big Fish Academy**

**Infant Room Information**

**Arrival Process:**

* The parent will arrive at BFA for morning drop off and will be greeted by BFA staff.
* The parent will sign in on the BFA sign in sheet per DHS requirements.
* The parent can come inside the infant classroom as long as they put on shoe covers. These are available outside of the classroom.
* The parent and BFA staff will communicate about the infant’s last feeding, sleep pattern, health concerns, etc.
* The parent will fill out the top portion of the infant daily sheet. BFA staff can also fill this out based on the information given to them at morning drop off.
* BFA staff will perform a quick head to toe assessment of the infant for any obvious injuries, cuts, bruises, etc. If any marks are noted, the parent will be asked to fill out a Big Fish Academy Health Check Form.
* The parent will hang up the infant’s backpack, remove any bottles and food from the backpack, and properly label all bottles and food. Staff can assist the parent with these tasks if needed. Extra labels/tape will be available in the infant classrooms if needed.
* If the infant is asleep in the car seat upon arrival, BFA staff will ask the parent to remove the infant from the car seat and place the infant in their designated crib. BFA staff can assist the parent in this if needed.
* BFA staff will perform a safety check of the infant’s backpack and remove any safety risk items such as medications, creams, etc.

**Schedule:**

* Each infant will have their own unique schedule for feeding and sleeping based on infant cues/demands and the infant's at home schedule.
* As the infant grows, their schedule will start to adapt to the classroom setting as their nap and feeding times widen.
* An infant to toddler classroom transition plan will be started by BFA staff once the infant meets their 9 month milestones. The child’s schedule will slowly adapt to the toddler classroom schedule to allow for a smooth transition. BFA staff will coordinate and communicate changes with parents as we partner together for this transition.
* BFA staff will use the classroom daily schedule for infants to include circle time, music, crafts, etc as the infant grows and meets developmental milestones needed for those activities.

**Supplies:**

* BFA staff will communicate on the daily sheet and in daily conversation with the infant’s parent when supplies such as diapers, wipes, diaper cream, etc are running low and need to be replaced.
* When the infant is starting their transition plan to the toddler classroom, BFA staff will communicate what things are needed to help in that transition, such as a nap mat, sippy cup, etc.
* The infant’s parent can send in bulk supplies if space is available.

**Medications:**

* Medications including diaper cream, ointments, gas drops, etc must be brought to the BFA office and a medication authorization form must be filled out by the parent of the infant.
* Medications need to be in original packaging and not expired.
* Medications will be administered according to parent and health care provider/manufacturers instructions, including times and amounts of medications administered.
* BFA staff will document what time the medication was given, if any side effects observed, and the name of the staff person administering the medication.
* Unused medication will be returned to the parent and documented on the medication authorization form of that return.
* Medication will never be administered in bottles or infant feeders unless authorized by a physician.
* If medications requiring refrigeration are kept in a refrigerator used for food storage, the medicine will be put in a leak-proof, child-proof container.

**Diapering:**

* BFA staff will perform a diaper check regularly throughout the day to determine if they are wet or soiled at the minimum of every 2 hours.
* Infants will be diapered/changed and cleaned promptly when wet or soiled.
* BFA staff will place soiled clothing in a plastic bag to send home. If the parent requests that soiled clothing be thrown away, BFA staff will do so at their request.
* BFA staff will apply diaper cream as directed by the parent and note on the medication log when cream was applied. A medication authorization form must be signed by the parent to apply any creams or medication.
* BFA staff will record the infant's diaper change on the daily record sheet after each diaper change.

**Feeding/Formula:**

* Bottles need to be cleaned and sanitized by the parent before bringing them to BFA.
* It is preferred that all formula bottles be portioned out and premixed by the parent and placed in the bottle prior to drop off each day.
* If the parent is unable or prefers to send premixed formula bottles, the parent may send clean empty bottles and dry formula in a can or in a pre-portioned formula dispenser. Filter bottled water must also be sent in for our staff to mix the formula.
* BFA staff will communicate with the parent if more bottles are needed to be sent in to meet the infant’s feeding demands.
* Formula bottles must be labeled with the child’s name and the date the bottle was received.
* Formula must be refrigerated immediately when received from the parent.
* Refrigerator space is not in abundance, so BFA staff will send home unused bottles at the end of each day. If a formula bottle is not sent home for some reason, the formula bottle can be stored in the refrigerator at BFA for up to 24 hours.
* Glass bottles are not permitted at BFA.
* Formula, once it has been warmed, it can not be re-warmed or returned to the refrigerator.
* Formula that’s left in the bottle after feeding, must be thrown away if not used within 1 hour from the start of the feeding.
* BFA staff will document on the infant’s daily sheet when the child started the bottle, how many ounces the bottle contained, and how many ounces the infant consumed.
* BFA staff will burp the child gently.
* BFA staff will rinse the bottles with water and place in the diaper bag to go home.
* BFA staff will not force an infant to finish the bottle if the infant is showing signs of fullness.
* Infants will not be permitted to carry a bottle with them throughout the day.
* Bottles may be served from the refrigerator without warming. If desired, bottles may be warmed by running warm tap water or placed in a container of warm water no warmer than one hundred twenty degrees Fahrenheit (120°F) for no more than five minutes or by using a bottle warmer. All heated bottles shall be checked for safe temperatures before serving.
* Powdered milk can not be substituted for formula.

**Feeding/Breast:**

* Bottles need to be cleaned and sanitized by the parent before bringing them to BFA.
* It is preferred that breast milk bottles be portioned out by the parent and placed in the bottle prior to drop off each day.
* If the parent is unable or prefers to send in premade breast milk bottles, the parent may send clean bottles and the breast milk( frozen or fresh) in storage bags.
* BFA staff will communicate with the parent if more bottles are needed to be sent in to meet the infant’s feeding demands.
* Breast milk bottles must be labeled with the child’s name, the date the bottle was received, and the date the milk was expressed.
* Breast milk must be refrigerated immediately when received from the parent.
* Refrigerator space is not in abundance, so BFA staff will send home unused bottles at the end of each day. If a breast milk bottle is not sent home for some reason, the breast milk bottle can be stored in the refrigerator at BFA for up to 24 hours.
* Glass bottles are not permitted at BFA.
* Breast milk, once it has been warmed, can not be re-warmed or returned to the refrigerator.
* Breast milk that’s left in the bottle after feeding, must be thrown away if not used within 2 hours after the feeding ends. Do not refrigerate it to save for later.
* BFA staff will document on the infant’s daily sheet when the child started the bottle, how many ounces the bottle contained, and how many ounces the infant consumed.
* BFA staff will burp the child gently.
* BFA staff will rinse the bottles with water and place in the diaper bag to go home.
* BFA staff will not force an infant to finish the bottle if the infant is showing signs of fullness.
* Infants will not be permitted to carry a bottle with them throughout the day.
* Bottles may be served from the refrigerator without warming. If desired, bottles may be warmed by running warm tap water or In a container of warm water no warmer than one hundred twenty degrees Fahrenheit (120°F) for no more than five minutes or by using a bottle warmer. All heated bottles shall be checked for safe temperatures before serving.
* Parents are welcome to come to BFA and breastfeed their infant at any time. We ask that the parent communicate with the BFA staff on when they are coming and what accommodations they will want. A private area for feeding or pumping will be made available if needed.

**Feeding/Solid Foods:**

* BFA staff will use bibs to protect the infant’s clothing while feeding. Bibs are removed after feedings and can not be worn at any other time but feedings.
* The feeding schedule for an infant will be in accordance with the infant’s needs.
* BFA staff will work to teach infants appropriate portion sizes by serving meals and snacks using plates, bowls, and cups that are developmentally suited to their nutritional needs.
* BFA staff will ensure that the infant is restrained properly using the manufacturer’s safety restraint while sitting in a highchair.
* Glass food jars are not permitted at BFA.
* Solid foods (including cereal) will not be given to infants with normal eating abilities in bottles or infant feeders unless written authorization from a physician is on file.
* Parents are responsible for providing solid foods that are chopped, diced, cut, or mashed and is appropriate for each child’s age, and individual eating, chewing and swallowing ability.
* BFA staff will ensure that food is not accessible or served until it has been chopped, diced, cut or mashed and is appropriate for each child’s age, and individual eating, chewing and swallowing ability.
* BFA staff will communicate and educate the infant’s parents if the food they are providing is not prepared properly, a choking hazard, against BFA policies, etc.
* Previously opened baby food jars or pouches will not be given and will be disposed of by BFA staff.
* If food is fed directly from the jar by BFA staff, the jar will be used for only one feeding and discarded.
* No sugar sweetened beverages will be served to an infant at any time by BFA staff.
* An infant will not be forced to eat.
* Food will not be withheld from an infant.
* Infants will be given adequate time to eat.
* Food will not be used as a reward.
* Infants will not be allowed to have food for special events such as a holiday celebration or a birthday.
* Information about individual infant’s food allergies will be posted prominently.
* For an infant with life-threatening allergies, a written plan of action endorsed by the infant’s pediatrician or licensed medical provider will be posted where the educator has immediate access.
* Any infant’s food allergies and the accommodations and precautions in place to address food allergies will be prominently noted.
* When an infant is capable of using a high chair, they will be allowed to do so and to experiment with food, with feeding themselves, and will be allowed to eat with fingers or a spoon.
* Foods requiring refrigeration or cold storage will be maintained at forty degrees Fahrenheit (40°F) or below. Parents are asked to pack all lunches in an insulated lunch box and to provide an ice pack inside the lunch box for cold storage.
* Foods requiring hot storage will be maintained at an internal temperature of one hundred forty degrees Fahrenheit (140°F) or above. Parents are asked to pack all lunches in an insulated lunch box and to provide a thermos inside the lunch box for hot storage.
* BFA staff will not serve home-preserved food or raw milk.
* Any food that has been opened by BFA staff during a feeding, has to be thrown away per DHS. The amount of food eaten will be documented on the infant’s daily sheet. If the infant’s parent wants to visualize what was eaten, BFA staff can take a picture of the leftover food with the BFA phone and send it to the parent.

**Sleeping:**

* Infants will sleep in cribs with a firm sleep surface with a fitted sheet.
* Infants are not allowed to sleep on the carpeted floor, in a car seat, in a swing, or in other restraining devices.
* Infants will be snuggled and rocked when tired and will be allowed to self sooth in their cribs.
* Curtains and blinds must allow enough light in the room to clearly see each infant while sleeping.
* Music must be calm and soothing. Music must not be too loud to not hear an infant’s distress.
* Infants will be positioned on their backs for sleeping.
* It is not necessary to reposition infants once they have demonstrated the ability to turn front to back and back to front independently. Cribs will be labeled with the infant’s name and if they are able to independently roll over.
* Soft bedding is prohibited and includes, but is not limited to, pillows, bumper pads, blankets, quilts, comforters, stuffed toys, and other soft items.
* Mobiles and other toys that attach to any part of the crib are prohibited.
* Any cribs or other sleeping equipment prohibited by federal product safety regulations will not be permitted.
* Infants will be touched by an educator every fifteen (15) minutes in order to check breathing, body temperature and position.
* BFA staff will use timers for infant sleep checks and will document on the infant sleep log.
* Infants that arrive asleep in car seats or fall asleep in any piece of equipment other than a crib must be immediately removed and placed on their back in a crib.
* An awake, not crying infant will not be left in a crib longer than 15 minutes.
* BFA staff will ensure that infants are dressed appropriately for the environment (no greater than 1 layer more than an adult would wear in the same environment.)
* Swaddles are not permitted.
* Sleep sacks are permitted but can not contain a swaddle.
* Sleep sacks can not be homemade.
* BFA staff will not recommend any certain brands of sleep sacks.
* BFA staff will communicate with the parent if your infant’s sleep sack does not meet our policy standards.
* Sleep sacks can not be weighted or quilted.
* Sleep sacks must fit properly and can not be too big or too small. They can not be tight fitting or include a swaddle, must not restrict movement. The neck and arm openings need to fit properly and there can not be too much extra fabric. Properly fit sleep sacks will allow for a good range of motion of all 4 extremities.
* Sleep sacks must not be worn over more than one layer of clothing.
* Must have a Tog Rating of 1.0 or lower. Our classroom temperatures are between 68-72 degrees normally.

**Social/Emotional/Developmental/Educational:**

* BFA staff will hold and comfort the infant when the infant is upset.
* BFA staff will provide rich social interchanges such as smiling, talking, touching, rocking, singing, and reading.
* BFA staff will respond to the infant’s sounds, coos, etc.
* BFA staff will call the infant by their name.
* BFA staff will engage in interactive play that includes activities such as movement, dance, musical games, pretend play, and finger play.
* BFA staff will be attuned to the infant’s needs and respond.
* Infants that lack mobility will have an opportunity to experience their environment by engaging in the following activities daily by being read to individually or in small groups, being carried around in order to explore the classroom, etc.
* BFA staff will allow infants to touch a variety of objects and textures.
* BFA staff will be naming and identifying objects while interacting with infants.
* BFA staff will have a variety of culturally diverse books available for infants to explore including board, cloth, and soft vinyl books.
* BFA staff will engage with infants on the ground each day to optimize adult-infant interactions.
* For infants less than (6) months of age, each infant will have direct supervised tummy time every day when they are awake and alert.
* Tummy time will be supervised by BFA staff 2 to 3 times each day for a short time (3–5 minutes), increasing the amount of tummy time as babies show they enjoy it. Work up to 15 to 30 minutes each day.

**Play/Swings/Bouncies:**

* Sufficient indoor equipment, materials, and toys will be available to meet the active and quiet play needs of the growing infant.
* BFA staff will provide a variety of developmentally appropriate equipment so that each child may choose from at least two play options.
* Toys, educational materials, and play materials will be organized and displayed within the infant's reach so that each infant can select and return items independently.
* Activities will be intentionally planned based upon the developmental age of the infant.
* BFA staff will observe and document the use of the applicable developmental learning standards.
* Toys and teaching materials and supplies which are small or which have small parts that can be inhaled or swallowed will be inaccessible to infants.
* Equipment and a safe space on the floor will be provided for infants for climbing, crawling, pulling up and exploring without the use of confining equipment.
* The equipment and safe space will be exclusively used for infants.
* The equipment and safe space will be clean and safe at all times.
* Infants will never be left unattended in any restraining device, including swings, highchairs, bouncies, jumpers, etc.
* Infants will not be kept in restraining devices such as swings, bouncies, or similar seating devices for longer than fifteen (15) minutes. Exception: Infants may remain in high chairs while eating.

**Outside Play:**

* Infants, who are in care more than three (3) daylight hours, will have a daily opportunity for outdoor play when the temperature range, after adjustment for wind chill and heat index, is between thirty-two degrees and ninety-five degrees Fahrenheit (32°F and 95°F) and it is not raining.
* Infants will be taken outside two to three times per day either for stroller rides, playground visits, grassy areas, etc.
* BFA staff will ensure that the infant is dressed appropriately for the outside weather.

**Communication:**

* BFA staff will document on the infant’s daily sheet and communicate with parents of the infant's time and amount of feedings, excessive spitting up, times of diaper changes, sleep patterns, health concerns, developmental progress, etc.
* BFA staff will not communicate on their personal cell phone with BFA parents. If BFA staff need to text or call a BFA parent, the BFA cell phone is to be used and the leadership team needs to be aware of the communication.
* BFA staff can communicate classroom/school news, events, needs, or other pertinent information via email.
* BFA staff will communicate the Infant to Toddler Transition Policy and develop a plan to create a smooth transition to the toddler classroom.

**Infant to Toddler Transition Policy:**

* An infant to toddler classroom transition plan will be started by BFA staff once the infant meets their 9 month milestones.
* BFA staff will accompany the infant into the toddler classroom on several occasions to get the infant acclimated to the new classroom, children, and staff.
* BFA staff will taper down the infant’s naps to one per day and introduce mat naps before the infant transitions to the toddler classroom.
* BFA staff will work with the infant on self feeding and using a sippy cup.
* BFA staff will work with the infant on walking and promote more independence.
* BFA staff will communicate with the leadership team if an infant is developmentally delayed and needs more time to transition.
* See Infant to Transition Procedures and Policy for details.

**Misc:**

* Infants will not be permitted to wear teething necklaces, bracelets, pacifiers, or any item around their neck or attached to their clothing that are potentially hazardous and associated with choking.
* Infants will not be permitted to wear small hair bows/barrettes or outfits with hoods as they are a choking hazard.
* Pacifiers use is not encouraged but will be available upon infant’s need/request.
* Pacifiers need to be labeled with the infant’s name or initials.
* Pacifiers that have attached animals/toys/teethers are not permitted.
* Teething toys are available in the classroom freezer to help with teething. BFA staff will clean after use.
* BFA staff will wash all linens, burp clothes, bibs, etc each day.
* BFA staff will clean and sanitize the classroom, toys, etc throughout the day.
* Infants will have a separate space and will never be grouped with children older than thirty (30) months of age.
* BFA staff will be aware of all items in the classroom and will stay up to date on any recalls on those items.
* BFA staff will ensure that items in the classroom are in good working order, free of hazards and clutter.
* BFA staff will take pictures of each infant (approved for photography) throughout the month and post on the photo link provided by the leadership team.
* BFA staff will follow the health policies and communicate with leadership and the parent when an infant is sick.
* BFA staff will maintain a classroom temperature of 68-78 degrees.
* BFA staff will report any reasonable suspicions of abuse/neglect immediately to the leadership team and follow BFA child abuse reporting policy.
* BFA staff will report any injury immediately to the leadership team and follow BFA incident reporting policy.
* BFA staff will know who is authorized to pick up each infant in their classroom and will not release an infant to the care of anyone not authorized.
* BFA staff will take an infant's temperature under the arm for the most accurate reading.
* BFA staff will perform a developmental milestone check twice a year in the infant classroom. A parent meeting will be offered at those times as well.

**Infant to Toddler Room Transition Policy and Process Plan**

The infant to toddler transition plan has been created to gradually help your child get ready for the toddler classroom. The transition plan will start around 9 months old and will complete around their first birthday. The classroom teacher and the leadership team will identify when an infant is eligible to transition into the toddler room based on the following milestones:

## The child has had their first birthday

## The child no longer needs a bottle during child care hours

## The child can drink water and milk from a sippy cup

## The child is able to pull up, cruise while holding on, and/ or walking

## The child is able to only take 1 nap per day

## The child is able to sit at the table and self-feed solids food

## The child is able to sleep on a mat for a nap

## The child is able to not have a pacifier or security item except for naptime

* The child has met their CDC milestones

We understand your child may have not met all the milestones listed above and it is not necessary for all to be met to transition to the toddler classroom. Our toddler classroom teachers will use this list as a guide for continued developmental achievements in the toddler room.

**Transition Plan Timeframe:**

* **6-8 months:**
* introduce sippy cups with water
* introduce pureed foods and next stage pouches
* introduce finger foods when the child is ready (plain Cheerios, puffs, teething wafers, etc.)
* **9-10 months:**
* introduce and gradually implement toddler room schedule
* encourage eating mostly finger foods
* introduce spoons at mealtime
* promote self-feeding
* introducing more complex finger foods ( rice, beans, mango, blueberries, avocado, pasta, etc.)
* encourage drinking with sippy cups with water
* weaning child to no longer use sleep sack
* encourage less pacifier use
* **11-12 months:**
* promote feeding themselves
* introduce forks at mealtime
* promote wearing shoes if standing/walking/outside play
* introduce sleeping on mat at naptime
* reduce naps to one a day
* drinking water and milk in a sippy cup
* visit the toddler room multiple times and at different times of day
* schedule a parent meeting with toddler classroom teachers

**Transition Process:**

## The leadership team will email the infant’s parents the transition policy and set a projected date to move up to the toddler room.

## The leadership team will communicate to the infant and toddler teaching teams about this transition plan.

## The infant teaching team will work with the infant on meeting milestones needed for the toddler classroom and will help ease the transition to the toddler room.

## When the infant is officially ready to move to the toddler room, the leadership team will email the infant’s parents and the office manager to confirm the exact transition date for administrative and tuition purposes and to schedule a meeting with the child’s new toddler classroom teachers.

**Items Needed To Help With The Transition Process:**

1. The child will need a sippy cup or a straw cup (no bottles with handles.)
2. The child will need a lunch container with a lunch box and ice pack (Bento boxes are perfect.)
3. The child will need real shoes, no crib/soft shoes. Wearing the same shoes to school each day helps greatly when learning to walk well at school.
4. The child will need real food, not just pouches and purees.
5. The child will need a 2-inch nap mat, fitted crib sheet, and lightweight blanket for nap time.

## **Things parents can work on at home to help in the transition process:**

## Encourage napping during school scheduled nap time

* Encourage pacifier use only at nap time
* Offering utensils at mealtime
* Offering meals at home in bento box that they send to school
* Encourage water and milk in a sippy cup
* Encourage the child to self-soothe
* Self-feeding at mealtime, using foods cut per BFA parent handbook guidelines
* Eating breakfast and lunch during school scheduled mealtimes
* Wearing shoes at home
* Transitioning away from co-sleeping
* 1 long nap instead of multiple short naps
* Weaning off of formula and warmed bottles at 12 months
* Sitting in a toddler chair without sliding out of it