

Infant Program

At New Beginnings we believe that children are curious, intelligent, and innocent. Children are intellectual explorers, with minds like sponges. As educators we support opportunities for children to explore and discover. The infant program starts at age six weeks and goes up to Toddler. The Reggio Emilia Philosophy is our curriculum of choice. This philosophy focuses on the whole child and provides children with experience that simulate their brain development to make life long connections with the world around them. Infants in our program will have a variety of opportunities to work with all different types of materials. At this age their senses are being established. In order for infants to start making those brain connections with their senses, teachers will have activities available daily that excite their senses. Your child will be able to paint and work with natural outdoor materials such as clay, leaves and flowers. Your child will have outside experiences twice a day (please dress them appropriately). Your child will have tummy time, reading time and small motor time. All of these areas will stimulate the brain so that your child will be able to develop skills such as attention and concentration, which are skills they will need as they get ready for the real world.

○ **Daily Records**

- Written records will be kept in detail showing what foods and fluids have been offered and taken by your child each day. Times of diaper changes and any usual moods or health conditions or special needs, signs of illness including temperatures, constipation or diarrhea, and any injury will also be stated on the written daily log. These charts will be given to you daily when you pick up your child. The center will also keep a record of these charts in the child's file for at least one month.

○ **Infant Physical Care**

- The teacher(s) in your child's classroom will assist you in making morning separations calming and simple as possible. When you drop off your infant please fill out the top of your child's daily log and then hand your infant to a teacher in the classroom for a morning greeting. Your child will be held, comforted and talked to while you exit to the classroom for a smooth transition. All children in the classroom will be able to start their day with this ritual they can grow comfortable with.
- All children will be provided a space for napping in their own cribs. No blankets, pillows or any other loose items are allowed in the cribs while the babies are sleeping. If you would like to provide your baby with a sleep sack for naps please make sure that their name is on the sleep sack. These will be washed if soiled and will be send home each Friday to be washed before returning the next week. A locker will also be provided for your child. A locker will have your child's name and picture on it or you to put their two (2) sets of extra play clothing, two (2) pacifiers to keep at the center and diapers. You must provide an unopened packet of diapers and baby wipes with your child's name on them. Your child's teacher will let you know when your child is running low on each. If you choose to leave a car seat for your infant, it may not be left in the classroom. You may leave your child's care seat in the office area.

○ **Infant Food Program**

- New Beginnings knows how important meal time is for infants and that they all are on different schedules according to their needs. This is why we ask that our families provide us with their child's personal feeding and napping plans before their infant enrolls into our program. This plan will need to include the specific kind of formula and food that your child is to be offered. The feeding plan shall also include the scheduled hours that your child is offered food or formula and the specific amount and kind. You must have any other dosages of vitamins or other types of food supplements if needed to this feeding plan as well. The feeding plan must be updated monthly according to the child's current age and signed by your child's doctor. Feeding plans need to state the appropriate times for introduction of strained vegetables, fruits, meats and foods of a coarser consistency as well as finger foods.
- Parents must provide the bottles for their infant daily. If you would like the "Parent's Choice w/ iron" formula offered by the Center, you must provide enough clean bottles for one day. All dirty bottles will be sent home with parents daily. The bottle prepared at the center will be discarded within twenty-four hours of opening the can of formula. If you prepare your formula at home, you must have caps on the bottles (the nipples must be covered), and each bottle must be labeled with your child's name, date, and time the bottle was prepared. Bottles will be warmed in a crock pot each time before giving it to your child. Every infant will be held while they are being fed a bottle by a teacher. Infants will only be placed in high chairs when they are old enough to eat baby foods. Your infant will be provided various levels of baby food based on their feeding plan provided by your child's physician. You must update your child's feeding plan as the child's food intake changes. Any changes in the feeding plan for more than 48 hours must have a physician's written order.
- Breast feeding families are always welcomed at the center. If you are a parent who is breast feeding you must sign a parent's written agreement to provide breast milk in a sterilized bottle or sterilized bag and refrigerate or freeze the milk. The bottles or bags must be labeled with your child's name, date, and time collected. The bottles must be brought to the center in a clean, insulated container that keeps refrigerated breast milk at forty-one (41) degrees Fahrenheit or below. The center must use fresh, refrigerated breast milk within forty-eight (48) hours of the time expressed. Breast milk will be thawed and warmed in a crock pot of warm water. Any breast milk remaining in a bottle after a feeding will be discarded. The Center wants to support the breast feeding mother in any way possible so we do offer a breast feeding room for mothers at the center.
- When your child is ready for solid foods you must have a new feeding plan signed by your child's physician before we can start providing them foods. We do not use bottle type feeders for infants unless there is a written order from the physician stating they need to use one. You will be responsible for providing dishes and utensils for your child's solid foods. Please make sure your child's name is written on these items. New Beginnings does provide solid jar foods that are the Wal-Mart

brand. If you prefer your child to have any other type of baby food you must provide it. Any open containers of food will be dated and refrigerated. Unused food will be discarded if not used within forty-eight (48) hours. If a child is fed directly from a jar of food, that jar will be discarded immediately.

**If you choose to make your child's own bottles and bring them in or provide their own baby food, you will need to fill out a "Safe Transportation of Food" form.*

- **Continuity of Care**

- **Continuity of Care Plan**

- What is "Continuity of Care?" It is maintaining a primary caregiving relationship over a period of years. The State Licensing Consultant (Angela Woods) is working with New Beginnings to design and implement our continuity of care plan.

- Infants starting at six weeks and their primary teachers will stay together until most of the children in the groups are walking on their own or (18) months of age. Throughout this time, the infant teachers will be making visits to the toddler's room to ensure that the toddlers are familiar with the infants.

Note: The maximum age range with any group of six weeks old infants, the maximum age range between the oldest and youngest child in the group shall be thirteen (13) months.

- **Plan of Action**

- The Continuity of Care Plan will begin with newly enrolled six weeks old infants starting in September 2013. The plan is as follows:
 - New Beginnings Preschool and Child Care, Inc. will have an infant room providing care for infants ages six weeks to eighteen (18) months or Toddler.
 - Infants will be assigned a primary teacher who will provide consistency in the care for that child for the time period he/she is in care daily.
 - The primary teacher will write daily anecdotal notes for the parent(s) and will have conferences with the parent(s) at least twice a year, or more often if requested by the parents.
 - The primary teacher will work with the family to provide consistency in the care of the child.
 - Primary teachers will overlap in order to provide a smooth transition in the daily care of the child.

Infant Caregiver Relationships

- The quality of the relationship between a child and their caregiver forms the basis for a quality, nurturing learning environment. New Beginnings teachers, receive training about Infant and Toddler development which will help the child and teacher form a bonding relationship.
 - "Throughout the world, wise approaches to infant/toddler care embed the child in close, rhythmic relationships with caring people." (Young Children, July 2002).

- Continuity of Care is important for the healthy growth and development of infants and toddlers. "If child are secure in relationships with caregivers and parents, they will prosper in their development."(Children, July 2002)

****You must have your child's name on all items brought to the center.***

FEEDING PLAN GUIDELINES

INSTRUCTIONS: This is a guideline. Each child will grow at a different rate.

1. Formula and juice may be offered in a training cup when a child is ready.
2. Formula is used until 12 months unless otherwise stated by a physician.
3. Only plain, strained, mashed or chopped vegetables, fruits and meats are offered.
4. Most children are ready for foods of coarser consistency between 9 - 10 months of age. Mashed or chopped table foods may be used.
5. Strained or mashed foods should be introduced at 6 months if the infant's neuromuscular system has developed appropriately. Indications for solid foods are: the ability to swallow non-liquid foods, to sit with support, head and neck control, and to show that the child is full lean back or turn away.
6. Finger foods may be offered between 9 - 12 months when infant is developing finger / hand coordination.

2 MONTHS - 5 MONTHS

| TIME INTERVAL | AMOUNT EACH FEEDING | | | |
|---------------|---------------------|-----------|-----------|-----------|
| | Month 2 | Month 3 | Month 4 | Month 5 |
| 6:00 a.m. | 4 - 6 oz. | 4 - 7 oz. | 5 - 7 oz. | 5 - 8 oz. |
| 10:00 a.m. | 4 - 6 oz. | 4 - 7 oz. | 5 - 7 oz. | 5 - 8 oz. |
| 2:00 p.m. | 4 - 6 oz. | 4 - 7 oz. | 5 - 7 oz. | 5 - 8 oz. |
| 6:00 p.m. | 4 - 6 oz. | 4 - 7 oz. | 5 - 7 oz. | 5 - 8 oz. |
| 10:00 p.m. | 4 - 6 oz. | 4 - 7 oz. | 5 - 7 oz. | 5 - 8 oz. |
| 2:00 a.m. | 4 - 6 oz. | 4 - 7 oz. | 5 - 7 oz. | 5 - 8 oz. |

6 MONTHS - 12 MONTHS

| | Month 6 | Month 7 | Month 8 | Month 9 | Months 10, 11, and 12 |
|--------------------------------------|--|--|---|---|---|
| Total Amount of Formula Per 24 Hours | 30 - 48 oz. | 30 - 32 oz. | 29 - 31 oz. | 26 - 31 oz. | 24 - 32 oz. |
| 7:00 a.m. | 5 - 8 oz. formula 2 - 3T baby cereal * | 6 oz. formula 2 - 3T baby cereal * | 7 - 8 oz. formula 3 - 5T baby cereal * | 7 - 8 oz. formula ** 4 - 6T baby cereal * 2 - 4T fruit | 6 - 8 oz. formula ** (1 cup) 1/4 - 1/2 baby cereal * 2 - 4T fruit |
| 9:00 a.m. | 5 - 8 oz. formula | 6 oz. formula | 1/2 cup Vit. C fortified fruit juice 1/4 dry toast or 1 cracker | 1/2 cup Vit. C fortified fruit juice 1/2 dry toast or 2 crackers | 1/2 cup Vit. C fortified fruit juice 1/2 dry toast or 2 crackers |
| 12:00 Noon | 5 - 8 oz. formula 1/2 dry toast or 2 crackers | 6 oz. formula 2 - 3T strained vegetable | 7 - 8 oz. formula 5 - 9T vegetable 2 - 4T fruit | 7 - 8 oz. formula ** 1 - 2T meat 5 - 9T vegetable 2 - 4T fruit | 6 - 8 oz. formula ** (1 cup) 2T meat 2 - 6T potato, rice, noodles 5 - 9T vegetable 4 - 6T fruit |
| 3:00 p.m. | 5 - 8 oz. formula | 6 oz. formula 1/2 dry toast or 2 crackers | 7 - 8 oz. formula 1/2 dry toast or 2 crackers | 7 - 8 oz. formula ** 1/2 dry toast or 2 crackers | 6 - 8 oz. formula ** (1 cup) 1/2 dry toast or 2 crackers |
| 6:00 p.m. | 5 - 8 oz. formula 2 - 3T baby cereal * | 6 oz. formula 2 - 3T strained fruit 2 - 3T baby cereal * | 7 - 8 oz. formula 5 - 9T vegetable 2 - 4T fruit 2 - 5T baby cereal * | 7 - 8 oz. formula ** 5 - 9T vegetable 2 - 4T fruit 1T meat 4T baby cereal * | 6 - 8 oz. formula ** (1 cup) 2T meat 2 - 6T potato, rice, noodles 2 - 4T vegetable 2 - 4T fruit |
| 9:00 p.m. | 5 - 8 oz. formula | May start sleeping through the night. | | | |

* If dry cereal is used, mix cereal and formula in a bowl. Feed with a spoon.

** Formula may be offered in a training cup.



BREAST MILK PROCEDURE

State Form 49954 (R4 / 11-11)

BUREAU OF CHILD CARE
402 W. WASHINGTON ST., RM W361
INDIANAPOLIS, IN 46204

Breast milk is a very special product. Provide a safe and excellent source of nutrition to your breast-fed infants by following the procedure below:

1. The facility or the mother must supply sterilized bottles or disposable nurser bags (see "Parent Agreement").
2. The mother will store her milk in a bottle or bag and refrigerate or freeze the milk. The bottle or bag should contain no more than the amount of milk the child would drink at one feeding. The milk must be labeled with the child's name and the date and time collected.
3. The bottles or disposable bags must be brought to the center in a clean, insulated container which keeps the milk at 41° F or below (see "Parent Agreement").
4. Fresh, refrigerated breast milk must be used within 48 hours of the time expressed. Frozen milk may be stored in a refrigerator freezer for 3-6 months or stored in a deep freezer at -4° F for 6-12 months.
5. Frozen breast milk may be thawed as follows:
 - (a) Frozen breast milk may be thawed under warm water, gently swirled, used within one (1) hour or refrigerated immediately and used within twenty-four (24) hours. Label the bottle with the time and date thawed and method used for thawing ("warm water" or "heat thaw").
 - (b) Frozen breast milk may be thawed in the refrigerator at 41° F or below. Label the bottle with the time and date moved to the refrigerator and "cold thaw" method and use within twenty-four (24) hours. With this method, never warm the breast milk until ready to feed the child.
 - (c) Do not refreeze the breast milk once it has been thawed.

NEVER HEAT BREAST MILK IN A MICROWAVE!

Note: Once a bottle is fed to infant, the remainder must be discarded and cannot be returned to the refrigerator.

PARENT AGREEMENT

I, _____, agree to provide my breast milk for my child _____
in sterilized bottles or sterile nurser bags. I will store my milk in the appropriate serving size for my child. I take full responsibility for maintaining
this milk at 41° F or below during home storage and transport to the center.

Signature of parent

Date (month, day, year)

New Beginnings Preschool and Child Care Inc.
Things your child needs to bring with them on or
before their first day:



Infant Class

- 5 spare sets of clothing
- Sleep sack for cribs or blankets for laying on
- 1 spare pair of shoes and 5 spare sets of socks
- Comfort item (i.e.: soft book with pictures of family, familiar soft toy from home)
- Framed Family photo
- Unopened package of diapers and diaper rash cream
- Sunscreen and Bug Spray with child's name (in the warmer months)
- Rain Boots (all year long) Snow boots, hats and gloves (in the cooler months)
- Baby Toothbrush in travel container with non-fluoride tooth paste and oral gel.

- 6 clean and sterilized bottles with nipples and lids
- Infant formula or breast milk labeled and dated (unless using center formula)
- 2 Pacifiers/ 2 teethers in a clean, air tight container with child's name on the container.
- 2 Kleenex, 2 Baby wipes, 4 Burp towels

Please include your child's name on all the items you bring in.

**BUREAU OF CHILD CARE
DIVISION OF FAMILY RESOURCES**

SAFE TRANSPORTAION OF FOOD RESPONSIBILITY

Food must be brought to the facility in clean, insulated, sanitizable containers, which keeps cold food at 41° F or below and hot food at 135° or above. Containers must be clearly labeled with the child's name and date of preparation.

Upon receiving the food from the parent, the facility shall verify the temperature of the food. When potentially hazardous food temperature is not correct, the facility will not accept the food.

Upon accepting the food, the facility shall maintain correct food temperatures until served.

PARENT AGREEMENT

I, _____ (Parent's name) will
provide food for _____ (Child's name).

I take full responsibility for the safety of my child's food during preparation, storage, and transportation to the facility.

(Parent's Signature): _____

(Date): _____



Obligation to Serve Infants in the CACFP

IDOE/CACFP revised 06/02

Dear Parents/Guardians:

This center/home/ministry participates in the Child and Adult Care Food Program (CACFP) and receives USDA reimbursement for serving nutritious meals to infants and children. Participation in this program requires caregivers to follow specific meal patterns according to the age of the child being fed.

Policy requires a center/home/ministry participating in the CACFP to offer formula and meals to infants who are in care during meal service times. Parents/guardians, however, may decline what is offered, and supply the infant's meals instead.

Please complete the following information:

Name of Provider/Child Care Center/Ministry: _____

Name of Infant _____

Birth date _____

Type(s) of formula offered: Entamil with Fortified Iron - Ready to Feed.

I accept the type(s) of formula offered by my provider/childcare center/ministry.

I decline the type(s) of formula offered by my provider/childcare center/ministry.

I will provide _____ formula/breast milk for my infant.

* * * * *

I accept the meals and snacks offered by my provider/childcare center/ministry.

I decline the meals and snacks offered by my provider/childcare center/ministry.

I will provide meals and snacks for my infant.

SIGNATURE OF PARENT/GUARDIAN

DATE

- 1. This form must be kept on file for each infant enrolled for childcare.
- 2. As situations change, such as a medical authority changing the infant's formula, a new form should be completed.
- 3. This form must be kept current and accurate for each infant enrolled for childcare until the infant reaches one year of age or is no longer on infant formula.
- 4. If the parent/guardian declines the formula and the provider provides meal and/or snack components, the meal may be claimed for reimbursement.
- 5. If the parent/guardian declines infant meals/snacks, meals and snacks may NOT be claimed for reimbursement.



**SUPPLEMENTAL HEALTH CARE PROGRAM FOR CHILD CARE
CENTERS PROVIDING INFANT-TODDLER CARE
SUGGESTED FEEDING PLAN**

State Form 49963 (R2 / 11-11)

**BUREAU OF CHILD CARE
DIVISION OF FAMILY RESOURCES**

INSTRUCTIONS:

Prior to admission, a feeding plan shall be established and written for each infant (age 6 weeks - 12 months) in consultation with the parents and based on the written recommendation of the child's pediatrician or family physician. Feeding plans must be continually updated by physician or parent. [470 IAC 3-4.7 (b)]

The following feeding plan has been recommended for this child.

| | |
|---------------|----------------------------------|
| Name of child | Date of birth (month, day, year) |
|---------------|----------------------------------|

| Age in Months | Time to Feed | Formula / Food Item and Amount | Special Instructions | Signature and Date of Parent or Physician |
|---|--------------|--------------------------------|--------------------------------|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Signature of physician / nurse practitioner | | | Date signed (month, day, year) | |