



## **Head Start Infant Toddler Center Base Care Handbook**

## **NAEYC STANDARDS: 5**

**LICENSING RULES:** *470 IAC 3-4.7-19, 470 IAC 3-4.7-76, 470 IAC 3-4.7-82, 470 IAC 3-4.7-93, 470 IAC 3-4.7-94, 470 IAC 3-4.7-98, 470 IAC 3-4.7-120-143*

### **Infant Toddler Care** **General Information**

The program is a smoke free campus.

The program will provide all staff with personal protective equipment. Face masks will be required, except when eating.

Children under the age of two (2) years are not required to wear face masks.

Fully equipped first-aid kits are readily available and maintained for each group of children. Teaching teams will take at least one kit when going outdoors.

The program excludes baby walkers of any kind.

Disposable shoe covers or socks are worn at all times upon entering infant classrooms.

Written infant/toddler menus (**CACFP Individual Feeding Records and Infant Menus**) are visibly posted in each classroom.

The **USDA Feeding Infants in the Child and Adult Care Food Program Guide** is incorporated into the day-to-day tasks regarding feeding, handling and storage, safe food preparation, choking prevention, food allergies and intolerances and caring for babies' gums and teeth.

Nutrition screeners will be completed during phase in/orientation annually.

Parents will be asked to complete the **CACFP Special Diet Form** when children (with diagnosed food allergies) are age eligible to consume meals provided by the program vendor.

A **USDA Enrollment Form** will be completed during phase in/orientation annually.

## **Staff Expectations**

Teaching teams will maintain active supervision at all times.

Teaching teams will receive regular training in Safe Sleep practices.

At least one staff member who has a certificate showing satisfactory completion of pediatric First Aid, CPR, and AED training is always present with each group of children.

Teaching teams will complete the **Daily Baby Gram** and provide to parent daily. A copy must be uploaded as a case note in MyHeadStart for each child.

Staff will never use physical punishment such as shaking or hitting and will not engage in psychological abuse or coercion.

Staff will never use threats or derogatory remarks, withhold, or threaten to withhold food as a form of discipline.

Staff will feed infants based on his/her cues unless the child's parent/guardian and/or medical provider provides written instructions otherwise.

Staff will always wash hands and sanitize work surfaces before preparing food and/or bottles and before feeding infants.

Staff will always wipe infant's hands before and after he or she eats.

Staff will never use microwave unit to warm breast milk or formula. Appropriate warming units are available in each classroom.

Classrooms will clearly label infant milk and food with the child's full name using a color coding system.

## **Breastmilk**

Mothers who choose to provide breast milk must review and complete the **Breast Milk Procedure – Parent Agreement** during phase in/orientation annually.

**Refer to USDA Feeding Infants in the Child and Adult Care Food Program Guide for further breast milk instructions.**

## **Ready to Feed Formula**

The Geminus program provides ready-to-feed concentration formula. Parents have the option to choose regular or soy brand. **A doctor's written note is not required for soy brand.**

If parents choose to bring formula from home, it must be in ready-to-feed concentrations.

## **Bottles**

The Geminus program provides bottles for children's daily use.

**Geminus will provide plastic bottles for each child that must remain at the site. Glass bottles are not allowable.** Plastic bottles will be cleaned, sanitized, and air-dried after each use. Once completely dry, clean bottles must be stored in a covered container.

If parents prefer a bottle type other than what is provided, parents must provide enough bottles to be left at the site for the duration of the infant's enrollment.

Geminus will not accept any bottles unless they are labeled with the child's full name.

Solid food should not be fed in a bottle unless the child has specific written instructions from a physician.

## **Solid Foods**

Food for infants should be cut into pieces  $\frac{1}{4}$  inch or smaller, food for toddlers should be cut into pieces  $\frac{1}{2}$  inch or smaller to prevent choking. Children will be supervised while eating, to monitor the size of food and that they are eating appropriately.

## **Food Preparation Area Access**

Warming devices are available in each classroom but will not be accessible to children. Classrooms have assigned areas where infant food and bottles are warmed. Children are supervised at all times during food preparation.

## **Weaning**

Staff must first discuss with parents/guardians regarding weaning a baby and when to introduce solid foods or new foods.

## **Safe Sleep**

Infants, less than one (1) year age, will always be placed on their backs to sleep. When, in the opinion of the infant's licensed health care provider, an infant requires alternative sleep positions or special sleeping arrangements, the provider must have on file at the facility written instructions, signed by the infant's licensed health care provider, detailing the alternative sleep positions or special sleeping arrangements. Caregivers will put the infant to sleep as specified in the written instructions.

When infants can easily turn from their stomachs to their backs and from their backs to their stomachs, they shall be initially placed on their backs, but shall be allowed to adopt whatever positions they prefer for sleep. The American Academy of Pediatrics recommends that infants are placed on their back to sleep, but when infants can easily turn over from their back to their stomach, they may adopt whatever position they prefer for sleep. We will follow this recommendation by the American Academy of Pediatrics.

Sleeping infants shall have a supervised nap/sleep period. The caregiver shall be positioned where he or she can hear and see the infant. The caregiver shall physically check on the infant frequently during napping or sleeping and shall remain in close proximity to the infant in order to hear and see them if they have difficulty during napping/sleeping or when they awaken.

Equipment such as sound machines are prohibited due to distraction from hearing a child in distress.

Steps will be taken to keep infants from overheating by regulating the room temperature, avoiding excess bedding, and not over-dressing or over-wrapping the infant. Infants should be dressed appropriately for the environment, with no more than one (1) layer more than an adult would wear to be comfortable in that environment. Caregivers will conduct physical checks of the infant to ensure the infant is not overheated or distressed.

The lighting in the room must allow the caregiver/teacher to see each infant's face, to view the color of the infant's skin, and to check on the infant's breathing and placement of the pacifier (if used).

Room temperature will be kept at no less than 68°F and no more than 85°F when measured two feet from the floor. Infants are supervised to ensure they are not overheated or chilled.

Infants' heads and face will not be covered during sleep. Infants' cribs will not have blankets or bedding hanging on the sides of the crib. We may use sleep clothing (i.e. sleep sack, sleepers) that are designed to keep an infant warm without the possible hazard of covering the head or face during sleep/nap time.

No blankets, loose bedding, comforters, pillows, bumper pads, or any object that can increase the risk of entrapment, suffocation or strangulation will be used in cribs, playpens or other sleeping equipment.

Toys and stuffed animals will be removed from the crib when the infant is sleeping. When indicated on the Infant and Toddler Feeding and Care Plan or with written parent consent, pacifiers will be allowed in infants' cribs while they sleep. The pacifier cannot have cords or attaching mechanisms.

Only an individually assigned crib with a firm mattress and tight-fitting sheet will be used for infant napping or sleeping.

Only one infant may occupy a crib or playpen at one time.

Sitting devices such as car safety seats, strollers, swings, infant carriers, infant slings, and other sitting devices will not be used for sleep/nap time. Infants who fall asleep anywhere other than a crib must be placed in the crib for the remainder of their sleep or nap time.

Cribs will be cleaned after each use.

Crib linen will be washed and changed daily.

### **Ill Children during school hours**

When a child is ill, he/she must be immediately moved to a supervised isolation space with ventilation. Parent will be contacted immediately for pick-up.

Children who become ill or have a fever of **100.4 or above** during school hours will be immediately sent home.

For all fever cases, a child cannot return to the site until they are 72 hours fever-free without medication. **NOTE:** a doctor's note would allow an earlier return, if indicated in the note.

Each site location has an identified as an isolation space with ventilation to quarantine a sick child during school/work hours while waiting for adult pick up.

Face coverings will NOT be required for babies and children under age two because of the danger of suffocation. Children over the age of two may wear face masks while in isolation if they if they can tolerate it.

Geminus Head Start will follow CDC guidance on how to disinfect buildings or facilities when someone is sick.

If vomiting occurs, a Spill Kit and Supersorb will be used by staff. Clothes soiled from any bodily fluids (such as vomit) will be changed and immediately bagged to contain any contamination.

**If a student is confirmed to have COVID-19, the program will follow the most up to date quarantine guidance provided by CDC (Centers for Disease Control and Prevention).**

## **Short Term Exclusion**

Please refer to the **Family Handbook** for a full list of reasons a child may need to be excluded short term.

## **Diapering**

Staff must follow the Indiana Child Care Licensing **Handwashing and Diapering Procedures. Diaper cream may be used when appropriate.**

Staff must check for and change wet or soiled diapers or training pants when a child wakes from a nap.

Parent/guardians complete the **Obligation to Provide Diapers Form** annually during phase in/orientation. Diapers furnished by the parent must be brought to the center in original, unopened packages and marked with the individual child's name.

## **Toileting/Toilet Learning**

Teaching teams will support individualized toilet learning for children as developmentally appropriate. Toilet training must be done with parent knowledge and consent.

Teaching teams will follow toileting instructions according to Indiana Child Care Licensing standards:

Teaching teams shall invite them to use the toilet, help them as needed, and positively reinforce their behavior regardless of the outcome.

Teaching teams shall never force a child to remain on the toilet.

Teaching teams shall never discipline, scold, shame, or humiliate a child for failure to conform or for wet or soiled clothing.

Teaching teams shall assure that a supply of clean clothing is available to keep children dry, clean, and fully clothed during the training process.

The center shall provide a toilet with a training seat or a child-sized toilet. Potty chairs may not be used.

Children and staff shall wash their hands with soap and warm running water and dry them with a disposable towel after each toileting usage.

## **Cleaning**

Teaching teams must complete the **Daily Classroom Checklist**.

- a. Teaching teams must use soapy water to wash the liner of the warming device used for warming bottles, then rinse with a mild sanitizing solution and allow to air dry.

Kitchen staff must complete the **Daily Kitchen Checklist**.

- a. All bottles and nipples must be immediately air dried once removed from the dishwasher.





Acknowledgement of Receipt for the Infant Toddler Center Base Care Handbook

Early Head Start location: \_\_\_\_\_

Child's Name (**PRINT**): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Assistant Signature: \_\_\_\_\_ Date: \_\_\_\_\_