

## Welcome to Caviar!

This is probably your first experience of having somebody else care for your infant. We know how emotional that can be; to ease the process please be sure to read this handbook. In this room we care for 12 children ranging from six weeks to 15 months of age. Our ratio is four children to one caregiver. Each caregiver is primarily responsible for four specific children. However, when available all help each other as necessary. Drop off time can be difficult for you and your child. Caregivers are willing to help your child when it is time for you to leave. They will comfort the child to the best of their ability. Please feel free to say "good-bye" to your child and use the two-way mirrors located in the hallway. You may call to see how your child is doing, please feel free to discuss any concerns that you may have.

## What do I need for Caviar? - (all items must be labeled)

### Every day

Pre-mixed formula/breast milk for the day - LABELED and DATED  
 2 labeled bottles  
 Rice cereal and purees when appropriate  
 Finger foods and lunch when appropriate in a **LUNCH BOX** with ice-pack  
 Crib sheet when child turns 1 year (This will be sent home on Fridays for cleaning and will need to be returned on Mondays.) – **we provide crib sheets for those under one.**  
 Blanket for snuggling  
 Diapers  
 Wipes  
 Diaper creams  
 At least 2 extra full sets of clothing including socks  
 Sweatshirt and jacket as needed  
 Gum brush/toothbrush  
 Fever reducer (optional)

### Winter

Snowsuit or warm coat & ski pants  
 Boots  
 Hat  
 Mittens  
 During the winter months, be sure to have extra clothes and socks

### Summer

Bathing suit  
 Towel  
 Sun block  
 Bug spray  
 Water bottle

## Your child's arrival

- 1) Guardians provide all baby food and prepared bottles. We support the use of breast milk and nursing mothers ☺. Per State Law we are not allowed to prepare formula for the children, so the bottles need to be ready to warm and serve. Please label the bottle, nipple ring and cover clearly with your child's initials. We suggest surgical fabric tape (found in any pharmacy) and a black permanent marker to label the items at home. Guardians place food/formula in the refrigerator or in the child's designated cabinet area.
- 2) Diapers and wipes are the guardian's responsibility. Please bring labeled packages, as well as any ointments that may be necessary. In the case of forgotten items, you will be charged \$2 per diapers and wipes \$2 per day.
- 3) If your child needs medication, place it either in the refrigerator or medicine cabinet. All medication **MUST** be in its original container and clearly labeled with your child's name. You must complete one of our Medication Slips daily. Here are a few suggestions:
  - a) Give your child medication at home whenever possible
  - b) Have prescriptions filled in two labeled containers so you may leave one with us
  - c) Take home extra Medication Slips, complete in advance and return to the room, signed

NOTE: The above procedure is followed for all prescriptions, non-prescriptions and topical substances. (i.e. Diaper rash cream, chap stick etc.)
- 4) Complete your child's Daily Communication Sheet and be sure to answer all questions located at the top. Any "out of the ordinary" requests **MUST** be written on the bottom in the Comments section **AND** discussed with the caregiver.
- 5) If your child arrives after 9:00am, they need to have received their breakfast at home.
- 6) It is your responsibility to be certain that the caregivers are well informed of any changes in your location for the day, as well as permanent changes. All phone numbers are located in the room and their file in the office. Please supply written notification of permanent changes to the office, however daily changes may be written on the Daily Communication Sheet.
- 7) A complete set of labeled, weather appropriate clothing needs to be provided and maintained at all times. **DO NOT** leave any sentimental items, as they can be misplaced.
- 8) We ask that you are here by 9am. Please call if your child will be late or absent to allow us to staff accordingly.

## Your child's departure

- 1) 15 minutes before your child is scheduled to depart, they will be washed and changed to go home.
- 2) Please talk to the caregiver about your child's day and take the Daily Communication Sheet home.
- 3) Breast milk **MUST** be taken home after 24 hours and formula **MUST** go home nightly. All bottles and any reusable plastic containers will be washed as a courtesy – they must be sterilized at home. Opened jarred baby food will be found in the refrigerator.
- 4) Please be sure your child has enough food, diapers and wipes for the following day.
- 5) Please check your child's art box located in the welcome room.
- 6) If someone other than a parent is picking up your child please let us know. Also, please be sure they know your child's password and have a valid picture ID on them.

### Feedings & Meal time

- 1) These are based on your child's individual needs. Every effort is made to follow guardian's written direction. All new foods must be introduced at home. Enclosed is a Cabinet Form, please be VERY SPECIFIC on times and what your child eats. It is your responsibility to keep this form up to date, as your child's needs change. It will be posted on the white kitchen cabinet. Feedings are recorded on your child's Daily Communication Sheet. As your child approaches one-year-old, we will begin to work on serving age appropriate foods. Self-feeding will be encouraged. When providing lunches please provide finger foods cut into small bites.
- 2) Allergies MUST be noted CLEARLY on the Enrollment Agreement and Cabinet Forms. Please explain the allergy at length.
- 3) Formula will be heated in hot water unless otherwise noted.
- 4) Baby food jars must be labeled. Opened containers will be dated and stored in the refrigerator. After 24 Hours all left over items will be sent home or discarded.
- 5) Leftover formula/breast milk will be discarded one hour after warming for each feeding, per State Law. If your child is going through a period of not eating well or more often, we suggest less formula and more bottles or a jug of formula so that we can pour specified ounces.
- 6) Children under the age of 6 months are not permitted, per State Law to have cereal without a doctor's note.
- 7) We will not serve bottle with cereal in them without a doctor's note.
- 8) Bottle feedings are individualized and based on the child's needs and guardian consultation. Younger infants are held during feedings for "one on one" interaction with the caregiver.
- 9) Bottles, food and pacifiers are not allowed in the play area. Bottles and food are not allowed in cribs.
- 10) At 12 months of age, milk can be provided by the center. Toast, crackers and soft fruits can be provided by the center as developmentally appropriate. However, you are responsible for overall complete nutrition. These snacks are provided as a supplement to their diet ONLY. When packing a lunch please be sure lunch boxes are labeled and include an ice pack. Food should be ready to heat and serve. Microwaves are available for warming food. Please include a good variety of foods, as we encourage good nutrition. NO soda, sweetened drinks, candy, peanut products or products with traces of nuts are allowed with lunches or snacks. Lunch dishes will be returned with your child's leftovers so that you can see how your child ate that day.
- 11) Bibs and baby spoons are provided by the center. Please let us use ours so we don't lose yours.

### Children's Hygiene & Attire

- 1) Clothing will be changed as necessary, when soiled. Guardians must provide adequate spare clothing. We DO NOT wash or rinse personal clothing, per State Law, if they are soiled with bodily fluids. They will be placed in a plastic bag and into your child's diaper bag.
- 2) Diaper changes are done every two hours, unless child is sleeping. BM's are changed immediately.
- 3) Face and hands are washed often. Noses are wiped as necessary.
- 4) Shoes are required at the age of one, and earlier if your child is walking, we may ask for safety reasons.

### Rest Period

- 1) Quiet, sleepy time music is played in the sleeping area.
- 2) Special blankets or crib toys may not be used until the child is 1 year of age and transitioned onto a mat. Please note that the center cannot be responsible for them. They must be clearly labeled with your child's name.
- 3) Children will be allowed to sleep as long as they need to, and will NOT be awakened for feedings unless specified in writing. It is not our policy to call if naps go longer or shorter unless your child appears to be ill. The center provides each child with their own crib, (or mat for older infants), that is labeled with their name. We provide crib sheets for children one-year old and under to ensure safe sleeping. Please provide a crib sheet on Monday's and it will be sent home on Friday's (or when soiled) for cleaning if your child is over one year.
- 4) No child will be allowed, per State Law to sleep in an infant swing, seat or car seat.

### Discipline

Only redirection and possible separation to another play area (in plain view of the caregivers) is used. Children will ultimately go through a stage of teething, and this sometimes brings with it the urge to bite another child. If this should occur, we send home notification informing you of your child being bitten or having bit. We CANNOT give you the other child's name, but please rest assured that we would do our best to protect all children. The children in Caviar are very young and their behavior can often be guided or changed by giving a simple, sound "NO" and by showing them appropriate ways to interact.

### Developmental Checklist

These are sent home when your child reaches 6 months and 12 months. If we become concerned about any substantial developmental delays – we will discuss it with you immediately. With a written release form from you we would be glad to talk with your child's pediatrician. Parent conferences are available at your request.

## Communication

We like to facilitate a two-way communication between Little Frogs & Polliwogs' staff and guardians. We encourage you to communicate changes in your child's life, daily routine, concerns and achievements to help us better care for your child in their day to day activities. Here are a few pointers:

- 1) Please feel free to call the center to speak to your child's caregiver at any time. It is best to avoid lunch break times unless it is an emergency.
- 2) Refer to the "What We Did Today" board for a description of the day's activities.
- 3) You will receive a 'Daily Communication' note from your child's teacher explaining your child's day.
- 4) Conferences may be scheduled with the classroom teacher and/or the director when needed.
- 5) There is an office communication board near front entrance for any messages from the office. Please make sure you check the board when you come in the building.
- 6) There is a letter box slot in the vestibule where you can leave messages for the office, health forms, evaluations and payments
- 7) Our Password System is important and must be used whenever anyone out of the ordinary picks up your child. Please notify us in writing if possible when someone else is picking up your child – at a minimum we MUST receive a phone call from a guardian. Be sure this person knows the password, and that we require a picture ID.
- 8) Important information such as newsletters, the family handbook, closures, events, etc. can be found on our website and blog at [www.littlefrogsandpolliwogs.com](http://www.littlefrogsandpolliwogs.com)
- 9) Please call the center to let teachers know if your child will not be in or late.

## Parent involvement

**Guardian participation is always welcome and encouraged.** We have many opportunities throughout the year where you can be involved in the activities here at the center. Here are a few things to be aware of:

- 1) We have an open door policy allowing you to come in at any time and join in with the classroom activities.
- 2) Each classroom has an 'Open House' in September or October to help get you acclimated to the new environment and teachers.
- 3) 'Stay and Plays' are scheduled throughout the year. This is a special time that we invite you in to be part of your child's day. This is a great opportunity to get to know your child's friends and fellow parents.
- 4) We always welcome guest readers into the classroom. Whether it is a parent, grandparents or older siblings, this is always an activity the children love.
- 5) The center sends out an electronic newsletter quarterly during the academic year to keep you updated on events, closings and fun activities. Watch your inbox!
- 6) The classroom will send home a newsletter each month covering important information for the month; look for it in your child's mailbox.

## Curriculum

- 1) Curriculum in the Caviar room is a combination of nurturing care of a child's physical and emotional needs and activities that give way to the opportunity to explore the environment around them.
- 2) Time spent diapering, feeding, and putting children to sleep is used to stimulate and encourage social/emotional, physical and intellectual growth.
- 3) Caregivers will play with the children and snuggle as often as possible. Caregivers talk with children at every opportunity.
- 4) Small toys are rotated every day. Throughout the day they are sterilized and stored in baskets until the following week.
- 5) Motor-skills are always encouraged. We provide exersaucers, jumpers, bouncers and a climbing unit. Time spent in equipment is limited to no more than 15 minutes at a time. Restriction of motor movement by too much holding, bouncers and exersaucers can cause motor delays. Children are placed on the floor as much as possible for unrestricted floor play to practice and perfect motor skills.
- 6) There are several distinct play areas separated by 18" carpeted walls. This gives children many different areas to play and explore.
- 7) Enriched activities (age appropriate activities designed to enhance learning and exploration) occur daily. Children have the opportunity to explore these on their own and with caregiver interaction. They are found on 'What We Did Today'.

## Caviar monthly themes (brief overview) – subject to change based on classroom needs and interests.

<b>September</b>	All About Me!	<b>March</b>	Literacy Month
<b>October</b>	Fall	<b>April</b>	Down On The Farm
<b>November</b>	Families	<b>May</b>	Our Senses/Spring
<b>December</b>	Holidays/winter	<b>June</b>	Messy Fun
<b>January</b>	Winter Fun extended	<b>July</b>	Summer Curriculum
<b>February</b>	Feelings/Emotions	<b>August</b>	Summer Curriculum

<b>Caviar Room Goals</b>	
<b>Zero to Six Months –</b> 1) Develop a loving, trusting environment for your child 2) Develop an open relationship with guardians 3) Follow child's schedule as close as possible 4) Use age appropriate developmental activities	<b>Six to Nine Months –</b> 1) Encourage use of bottles for formula/breast milk only 2) Introduce healthy finger foods for snack 3) Introduce a cup for juice and water 4) Use age appropriate developmental activities
<b>Nine to 12 Months –</b> 1) Introduce more variety in healthy finger foods 2) Continue use of cup for juice and water 3) Use age appropriate developmental activities 4) Introduce utensils during eating	<b>Comments –</b> The Caviar room has collected some healthy food choices from the well-known book titled, " <u>Feed Me I'm Yours</u> " by Vicki Lansky. These food choice recommendations will be sent home with your child before six months, at six months, at nine months and at 12 months of age. The food choices make it very easy to plan healthy lunches and snacks for the very busy family.

<b>Caviar Room Goals (continued)</b>	
<b>12 – 18 Months -</b>	
<b>Gross Motor Skills</b>	1) Walks unaided with ease 2) Attempts to jump 3) Enjoys gross motor equipment 4) Able to throw a ball
<b>Fine Motor Skills</b>	1) Uses one hand to pick up a toy 2) Able to connect linking toys 3) Uses pincer grasp 4) Able to use feeding utensils
<b>Art</b>	1) Scribbles with crayons and markers 2) Enjoys creative mediums (paint, play dough etc.)
<b>Self</b>	1) Identifies four or more body parts 2) Lifts and drinks from cup 3) Utilizes spoon to eat 4) Helps to clean up toys in room
<b>Language Development</b>	1) Begins to enjoy and participate in musical activities 2) Uses single words to express thoughts 3) Can follow simple one step directions
<b>Social Development</b>	1) Is interested in other children's actions 2) Can verbalize simple wants and needs 3) Beginning to make own decisions 4) Shows a sense of autonomy
<b>Problem Solving</b>	1) Can manipulate nesting toys 2) Can sort different types of toys to store
<b>Memory</b>	1) Refers to self, caregivers and friends by name 2) Points to common objects when named 3) Associates use with common objects
The children work toward these goals throughout their day by experiencing group play, positive role modeling, story time, and art activities and outside play.	