



The Haverford Center

INFANT ROOM PROCEDURES

1. Initially, please provide **written** information regarding your child's general sleeping and eating patterns and any other general information you want us to know about your infant.
2. Please remove shoes before entering our Infant Room. Upon entering, please wash your hands, as well as those of your child. (You may wash your infant's hand with a wet wipe.)
3. All bottles are to be brought in with formula already mixed and labeled. You may bring an extra container of formula to be stored in your child's cubby, OR,
4. The program supports breastfeeding by welcoming nursing mothers into the Infant room. The program also accepts, stores, and serves expressed breast milk. Breast milk should be stored in ready-to-feed sanitary containers labeled with the infant's name and dated. It can be stored in the refrigerator for no longer than 48 hours (or no more than 24 hours if the breast milk was previously frozen) or in a freezer for no more than three months.
5. All infants unable to sit are held for bottle-feeding. Infants do not have bottles while in a crib and do not drink from propped bottles at any time.
6. All bottles should go home at the end of each day for sterilization. Return bottles the next day.
7. Disposable diapers, which you provide, are stocked in the room and placed in the diapering area for daily use. Wipes, tissues, diapers, creams, and bibs should be brought in as needed. You will be notified on the daily report when your supplies are low.
8. Information about your child's eating and sleeping patterns should be communicated daily to the teaching staff, both verbally and in writing on the parent's portion of the daily report.
9. A daily report will be completed which gives you information about your child's moods, involvement in the program, and their eating and sleeping patterns.
10. Bring in two (2) crib sheets at the beginning of your child's week. One (1) lightweight blanket is required for cooler weather. Take your child's bedding home at the end of the week (or earlier if soiled) to be laundered and returned on Monday. The Haverford Center follows best practice guidelines with sleeping infants, and only places infants to sleep on their backs (unless otherwise ordered by a pediatrician). Pillows and other soft items are not permitted in cribs for infants younger than eight months. Blankets are tucked around the crib mattress, reaching only as far as the infant's chest. An infant's head remains uncovered at all times. Teaching staff members ensure that the sides of the crib are securely in place when an infant is in the crib.
11. Keep your child's cubby stocked with at least two (2) extra sets of weather appropriate clothing (socks, pants, shirts, undershirts, etc.).
12. Please be sure to fill out the Infant Food Schedule form as frequently as needed, or at least monthly.
13. Please label **everything** your child brings to The Haverford Center.