

# Teddy Bear Day Care



## Infant Information Packet

# Baby's Special Information

Baby's Name \_\_\_\_\_

Birth Date \_\_\_\_\_

Age upon Enrollment \_\_\_\_\_

How many ounces per feeding \_\_\_\_\_

Amount of time between feedings \_\_\_\_\_

Does your baby use a special type of bottle? \_\_\_\_\_

If so, what type of bottle? \_\_\_\_\_

Do you want us to wake up your baby for a feeding or wait until he/she wakes up and is hungry? \_\_\_\_\_

Does your baby have any special needs or considerations that we should know about? \_\_\_\_\_

Other special information you would like us to about your baby

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**We would like to welcome you and your baby to Teddy Bear Day Care. Below you will find a few suggestions that will help our nursery run more smoothly and allow us extra TLC time with your baby.**

- Please feed your baby before coming to the center in the morning. We want to spend time talking to you about your child's night. Is there anything we need to be watching for during the day?
- If you are breast-feeding your baby, please refer to the State guidelines for breast-feeding in the back of this packet.
- Please bring in only **unopened** packages of diapers and wipes with your child's name labeled on both.
- Please remember to take home your baby's blankets on Fridays to be washed.
- Per State Licensing, no diaper bags are allowed at the center.
- Please do not take older siblings into the nursery. This is also a Licensing regulation and is for the health and safety of all the babies.
- If possible, please let us know when your baby will NOT be attending so we can plan for the day.
- Please let us know when your child goes to the doctor. We will need their health forms and feeding schedule updated each time.
- Please label your child's car seat if you need to leave it at the center. Many car seats look the same, and we do not want another parent to take your car seat by accident.
- It would be very helpful if you could write down your baby's schedule so we know how often he or she is eating and sleeping. Please feel free to include any unique habits s/he might have so we can get to know your baby quickly and provide the best care possible.

# Infant Supply List

- An unopened package of diapers labeled with child's name
- An unopened box of diaper wipes (after the initial box of wipes, unopened refill packages may be brought in labeled with child's name.
- One sleep sack (No swaddling blankets or sacks)
- 2 or 3 changes of clothing (weather appropriate)
- 2 bibs (more if your child drools a lot)
- Pacifier without anything attached (animal, pacifier clip, etc.)
- **IF YOU DECIDE NOT TO USE BABY FOOD PROVIDED BY TBDC**, a week's worth of unopened baby food labeled with your child's name and day to be used.
- If you prefer to make your own baby food, see Director for safe food transportation agreement.
- **IF YOU DECIDE NOT TO USE THE FORMULA PROVIDED BY TBDC**, bring in prepared bottles daily, labeled with your child's name, date prepared, time prepared, and number of ounces. This includes breast milk. You must also sign the safe transportation agreement.
- Bottles from home must be brought in an insulated cooler and taken home daily to be washed and re-made.
- If using formula provided by TBDC, a doctor's note stating your child may have powdered formula with a **medical reason** (like "better digestion") must be provided
- 3- 4 empty bottles to keep here for your child to use- If using formula provided by TBDC
- Physical form signed by your child's doctor
- A copy of your child's birth certificate
- Feeding schedule signed by your child's doctor
- CACFP Obligation to serve form
- 2 or 3 family pictures

## **INFANT FEEDING/FORMULA**

Teddy Bear Day Care will provide Parent's Choice milk-based powdered formula. When accompanied by a doctor's note stating a medical reason such as "for easier digestion". Otherwise, parents are required to bring in "ready-to-feed" formula. Please circle which option you will be using for your baby.

### **Option 1**

Parents will use Teddy Bear Day Care's powdered formula and will provide a doctor's note stating a medical reason for using powdered formula such as "for easier digestion". Parents will bring in a minimum of 3-4 complete bottles and the center will prepare the bottles daily.

### **Option 2**

Parents bring in unopened cans of "ready-to-feed" formula for their baby along with a minimum of 3-4 complete bottles and the center will prepare the bottles daily.

### **Option 3**

Parents provide a minimum of 3-4 PREPARED bottles daily as follows:

- a.) Bottles shall be sterilized
- b.) Nipple must be covered
- c.) Bottles shall be labeled with the child's name and date prepared
- d.) Bottles must be brought into the center in a clean, insulated container that keeps the formula at 41 degrees f or below
- e.) The staff shall return all used and unused bottles daily
- f.) For backup the parent shall provide one unopened can of "ready-to-feed" formula
- g.) The parent shall sign and return the "Safe Food Transportation" agreement

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(Parent's Signature)

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(Date)

# **INFANT BABY FOOD POLICY**

Teddy Bear Day Care supports your desire to provide homemade baby food for your child. We also are happy to provide baby food for your child if you prefer. To avoid confusion, possible mistakes, and to ensure your child receives adequate nutrition we are unable to allow a combination of these two options. If you wish for your child to eat table food offered by TBDC they will be fed all components on our menu. If you wish to bring food from home your child will not be offered food from Teddy Bear but food from home must also contain the same state mandated components we serve. Please circle which option you will be using for your baby.

## **Option 1**

Parents will review Teddy Bear Day Care's infant menu. Once your baby is ready for solid food you can choose to use the jar food provided by Teddy Bear Day Care.

## **Option 2**

Parents will bring in baby food for their child. This can be homemade food, jar food or a combination of both.

### **The food must be labeled in the following ways:**

- Child's name
- Date prepared
- What it is
- Which day it is to be served

### **The food from home must also have the following components:**

- Breakfast must contain a fruit and a grain
- Lunch must contain a protein, a vegetable, and a fruit

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Parent Signature

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Date

## **INFANT SLEEP POSITION POLICY**

Reason this policy is important:

Providing infants with a safe environment in which to grow and learn is of extreme importance to us. Therefore, our childcare facility has implemented policies and procedures to create a safe sleep environment for infants. We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Safety Commission for safe sleep environments to reduce the risk of sudden infant death syndrome (SIDS). SIDS is “the sudden death of an infant under 1 year of age which remains unexplained after a thorough case investigation, including performance of a complete autopsy, examination of the death scene, and review of the clinical history.”

Procedure and Practices, including responsible person(s):

- Infants less than 12 months of age shall be placed on their backs on a firm tight-fitting mattress for sleep in a crib, pack-n-play or porta-crib, depending on provider type. Sheets should also be tight fitting.
- Swings, bouncy seats, car seats, rock-n-play sleepers, bassinets, waterbeds, sofas, soft mattresses, pillows, and other soft surfaces shall be prohibited as infant sleeping surfaces.
- All pillows, quilts, comforters, sheepskins, stuffed toys, and other soft products shall be removed from the crib.
- Blankets are not used in the crib; the use of an approved sleep sack is recommended as a blanket alternative.
- Bibs are removed before an infant is placed to sleep. Pacifiers are allowed as long as nothing is attached, including a string, cord, or stuffed animal. Amber teething necklaces are not allowed.
- Unless the child has the approved Alternate Sleep Position Medical Waiver Form on file completed & signed by their physician & approved by the Office specifying otherwise, infants shall be placed flat on their back for sleeping to reduce the risks of Sudden Infant Death Syndrome (SIDS).
- When infants can easily turn over from the back to stomach position, they shall be put down to sleep on their back, but allowed to adopt whatever position they prefer for sleep; and signage is added on or near the sleeping environment stating the child’s name, age, and that they can roll over.
- There is no smoking allowed in the child care setting.
- Infants will not share a crib with other children.
- All children will be held when being given a bottle.
- Infants will remain lightly clothed and comfortable while sleeping. Approved sleep sacks can be used during sleep; however, swaddling sleep sacks may not be used in childcare.
- Supervised “tummy time” will be observed while infant is awake.

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Parent’s Signature

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Date