**Infant Room Procedures/Supplies**

**Dear Parents,**

 **Here are the infant room procedures:**

1. **Diapers** are to be brought in and will be stores in your child’s cubby and placed in the diapering area for daily use. Notification will be given when diapers are low.

2. Information about your child’s **eating and sleeping patterns** should be communicated daily by you and your child’s teacher.

3. **A daily report** will be completed which gives you feedback on your infant’s moods and eating and sleeping patterns and diapering needs.

4. Bring in 2 **crib sheets** at the beginning of each week. 1 lightweight blanket is required for cooler weather. Take your infant’s sheet home at the end of each week for washing. Also, please bring in 1 set of a **port-a crib bumpers** if you would like them.

5.**Wipes, tissue, creams, and bib** should be brought in as needed. You will be notified on the daily report.

6. Keep your child’s cubby stocked with at **least 2 extra sets of weather appropriate clothing.**

7. A daily supply of **bottles** must be brought in with **formula** already mixed or **breast** **milk**. Bottles must be clearly labeled with your child’s name.

8. All **bottles** should go home at the end of the day for sterilization. Return bottles filled the next day/

9. Please make sure we have enough **bottles** for drinking and to mix with cereal as needed.

10. Extra **formula** can be stored in your child’s cubby. Extra **breast milk** can be stored in our freezer.

11. If you want your child to have **whole milk** or **juice**, please supply this in their bottles.

12. If your child is to be given water, please supply sterilized **water** for babies younger than 3 months. For older infants, please supply empty bottles.

13. All **foods** sent in must be **Kosher**. No meat is permitted. Please send in a week’s supply each Monday. Please label all food with your child’s name and date.

14**. Cereal** should be sent in dry and will be mixed with formula here.

15**. All new foods must be introduced at home first before sending here. We request this because of possible allergic reactions.**

16. Finger foods may be sent in if Kosher. We will provide cheerios and crackers at your request.

**We appreciate that you are entrusting your infant to us and will work with you to ensure that your child’s experience is safe and happy!**

 **Sincerely,**

 **Infant Staff**