

Staff Duties - Infant Classroom (Ages 6 weeks to 12 months or walking)

- Greet each parent and child by name upon arrival.
- Prepare and gather any supplies needed for the day.
- Ensure each crib has a clean, tight fitting sheet and all cribs/sheets are in good repair. Cribs/ mattresses should be cleaned and sanitized daily or more often as needed.
- Cribs must be labeled with baby's name and babies use ONLY that crib. One crib is required for each child registered for the infant classroom.
- Review Safe Sleep Policy – Infants are placed on their BACKS to sleep, no blankets or stuffed animals, no pacifier clips or string, no bibs. As soon as baby can roll over, add an "I can roll!" label to that child's crib. Teachers still place older babies on their backs to sleep, but it's fine if babies move themselves into a different position.
- Move babies immediately out of car seats upon arrival. Sleeping babies need to be moved to their assigned crib. Sleeping in a car seat can constrict the baby's airway.
- Babies must have a medical notification from a DOCTOR to change any directive regarding safe sleep.
- Make sure that all locks on drawers/ cabinets are functional.
- Change water and sanitize the Crock Pot/Bottle Warmer daily or more often as needed. Use a separate warmer/Crock Pot for breast milk bottles.
- Sanitize Sinks and countertops
- Ensure all bottles are labeled with child's first name, last name and date upon arrival. We recommend pre-making labels with the date to make drop off time easier.
- Restock diapers and wipes in the changing table. Ensure that any diaper cream or ointment is kept in a locked drawer and that each child has a signed copy of an External Preparations Form in the class binder.
- Restock any supplies needed (tissues, paper towels, soap, etc.)
- Label cleaning spray bottles. Bleach water should be made daily.
- As children arrive, prepare an "Infant Daily Report" (hard copy or App reporting) and update as needed throughout the day. **Do NOT pre-fill times for diapering or feeding.** Keep a separate schedule with reminders, if needed, but a child's daily sheet should only be filled out as task is completed.
- As children arrive, check/change diapers as needed. Diapers should be changed every 2 hours or more frequently as needed. Be sure to update the Infant Daily sheet or any App used.
- Ensure that the children are spending no more than 20 minutes in confining equipment (Exersaucers, bouncy seats, swings, etc.)
- Ensure that each child has **closely supervised** "Tummy Time" throughout the day. **Do not walk away from a baby placed on his tummy!**
- Implement age appropriate lesson plans. (Discovery Point Connections®, Creative Curriculum®, or teacher created plans based on state learning standards.) All plans and activities should be individualized based on the needs of each child.
- Sanitize equipment and toys throughout day as needed. Be sure to remove any "mouthed" toy immediately for cleaning.
- Sweep and general cleaning during the day. Mop and vacuum when children are not present.

- Interact with the children throughout the day, be mindful of tone of voice. When all children are on the floor playing, the teacher should also be in the floor interacting with the children.
- When two teachers are assigned to the classroom, make sure that duties and proximity to children is defined. For example, it is best practice to have one teacher do the diapering of the day while the other does feedings. Even if teachers share tasks, be ever mindful of supervision by having one teacher within arm's length of floor play if the other is feeding or changing diapers.
- After each bottle/meal, update the Infant Daily sheet or any App used.
- The opening teacher should update the closing teacher on anything that happened during the morning, or leave notes for the closing teacher. Schedules may overlap a few minutes to give the teachers a chance to discuss the day.
- At the end of each day, send home bottles, soiled clothing, and the always Infant Daily Sheet. If there has been an incident requiring a "Boo Boo Note", explain what happened and let the parent know the report is available from the Office staff.
- Keep clipboard with up to date attendance/face to name sheet with you at all times.
- Maintain attendance throughout the day, including arrival and time of departure times.
- "Infant Information Sheets" should be kept in a binder in the classroom and should be updated by the parent every other month or more frequently as needed. This form will let the teacher know what the child eats/drinks, how much and how often. It will also let you know other information about the child so that you can better meet their individual needs.
- Refrigerator should be cleaned out weekly or more often as needed.
- Check Fridge/Freezer temp daily, notify Owner if reading is out of recommended range. Refrigerator temp should be 40 degrees Fahrenheit or below. Freezer should be 0 or below.
- Proper handwashing procedures should be followed throughout the day. After diapering, children who are able to control their heads should have their hands washed with running water and soap. Younger babies should have their hands wiped with baby wipes.
- When an infant is old enough to begin table food, the food should always be placed on a plate or bowl, NEVER directly on the high chair tray or table.
- Babies who cannot hold their bottle while in a high chair must be held by the teacher and bottle fed. Bottles should never be propped. Bottles should never be warmed in microwave. Check temperature before serving. Bottles cannot be rewarmed or used later. Discard breastmilk or formula within one hour of serving infant. Unused breastmilk may be returned to the parent in the bottle or container provided.
- It is recommended that lights should be kept on at all times to ensure proper supervision. If lights are lowered, window blinds should remain up to allow natural light. Infants should be napping based on their individual schedules and not napping as a class.
- Class should be kept "Tour Ready" at all times.
- Perform daily visual check for hazards including condition of toys and playground inspection for trash, standing water, and hot surfaces.