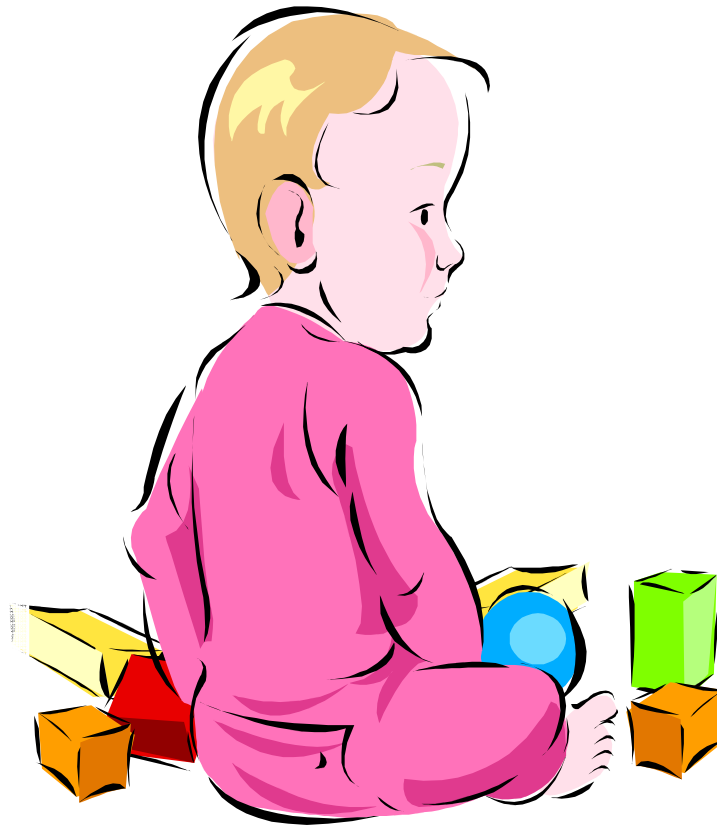


Branches Infant/Toddler Program

2011



“Train up a child in the way he should go, and when he is old he will not depart from it.” Proverbs 22:6

Branches Early Learning Center
2812 Greenview Drive
Lynchburg, VA 24502
434-455-0294
434-455-5952

Welcome to the Branches Infant/Toddler Program

Branches Early Learning Center is a non-profit, religious exempt education ministry of Tree of Life Ministries. According to God's Holy Word, each child is fearfully and wonderfully made. God knew each before he/she was formed in the mother's womb. It is our desire to assist you in producing children who love God with their hearts and minds. The only way the infants and toddlers will know this is how we respond to their needs. Children may not remember what we say but they will always remember how we made them feel. We are touching the future one baby at a time! There is a poem that says it better than any words I could ever write.

Touching The Future

I don't wear power suits, make speeches, or drive
a fancy sports car.

I've never been on T.V., made a big sale,
or been elected to the Senate.

I don't "do lunch", have a big impressive office
or carry lots of money.

I spend my days wiping away tears, giving hugs,
and changing diapers.

A good day is when I go through a whole day without a temper tantrum,
bite mark or a toilet training accident.

My "office" is a room full of brightly colored toys and laughing children.

You may not think that what I do is very important
and you may even whisper behind my back

"What a waste of a good mind."

But I know better.

I make a difference because I'm changing the world one child at a time.

Everyday I'm getting the once in a lifetime chance to touch the future.

Daily Routine

Each infant/toddler will have a daily report. The parent will fill out the parent's section and your infant/toddler's caregiver will fill out the lower section. This will inform you of the care that was given to your infant/toddler. Also, it will also inform you of the supplies needed for the next day. Comments may include appetite, nap results, moods, any signs and symptoms of illness or any other information that needs to be communicated (first time to roll over, walk, smile, first word, etc.) It is very important that you take these home each day and read them. You will then be an informed parent on your infant/toddler's development. We, parent and caregiver, form a partnership to train this child in the way God would have him/her to go. What an awesome responsibility! What an awesome privilege. You will be given a parent handbook that will give instruction on other aspects of Branches Infant/Toddler Program (cost, contract, parent responsibilities, calendar, supply list, medication forms, information on teachers etc.)



Nursery Supply List

1. Diapers: Enough for a week*
2. Wipes: A plastic case of wipes and then refills as needed.*
3. Bottles: As many as needed for each day. These will be sent home each day.
4. Formula: at least one can and bottled water (if you use these).
5. Food: Amount of food needed for each day*
6. Pacifier: please bring an extra one to leave in the nursery.
7. Favorite blanket and toy (labeled with child's name)*
8. Several changes of clothes (labeled with child's name) *
9. Nap Mat and 2 crib sheets (labeled with child's name) *
10. Styrofoam bowls, spoons (we are not able to sanitize dishes) and sippy cups.
11. Bibs

*Supplies for toddlers

3.8.2011

BRANCHES Toddler Daily Report

Child's Name: _____ Date: _____

Parent's Section

Time of arrival: _____ Time your child awoke: _____

How did your child sleep last night? _____

Breakfast at home? Yes No Comments: _____

Mood today:	Happy	Okay	Sleepy	Grouchy	Crying	Good
I have noticed:	Runny Nose	Diarrhea	Congestion	Temperature	Rash	Cough
	Bruises or marks _____				None	

Any different phone number or pick up info. Today: _____

Any other comments: _____

Care Giver's Section

	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM
Naps											
Fluids F=Formula J=Juice	F / J/ oz	F / J/ oz	F / J/ oz	F / J/ oz	F / J/ oz	F / J/ oz	F / J/ oz	F / J/ oz	F / J/ oz	F / J/ oz	F / J/ oz
Solids											
Diapers	Dry Wet BM	Dry Wet BM	Dry Wet BM	Dry Wet BM	Dry Wet BM	Dry Wet BM	Dry Wet BM	Dry Wet BM	Dry Wet BM	Dry Wet BM	Dry Wet BM

Mood today: Happy Okay Sleepy Grouchy Crying Good
 I have noticed: Runny Nose Diarrhea Congestion Temperature Rash Cough
 Bruises or marks _____ None

Please bring the following to daycare tomorrow:

Diapers Ointment Wipes Clothes Blanket

Other: _____

Comments: _____

Safe Infant Sleep Policy

Providing infants with a safe place to grow and learn is very important. For this reason, Branches Academy and Early Learning Center has created a policy on safe practice for infants up to 1 year old. We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission to provide a safe sleep environment and 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 investigation.” The staff, substitute staff, and volunteers at Branches Academy and Early Learning Center follow the AAP safe sleep policy.

Sleep Position:

- Infants will be placed flat on their backs to sleep every time unless there is a physician, practitioner or clinician signed sleep position medical waiver up to date on file. In the case of a waiver, a waiver notice will be posted at the infant’s crib without identifying medical information. The full waiver will be kept in the infant’s file.
- Infants will not be placed on their side for sleep.
- Devices such as wedges or infant positioners will not be used since such devices are not proven to reduce the risk of SIDS.
- Infants who use pacifiers will be offered their pacifier when they are placed to sleep, and it will not be put back in should the pacifier fall out once they are sleep.
- Pacifiers will be cleaned between each use, checked for tears, and will not be coated in any sweet or other solution.
- Parents are asked to provide replacement pacifiers on a regular basis.
- While infants will always be placed on their backs to sleep, when an infant can easily turn over from back to front and front to back, they can remain in whatever position they prefer to sleep.

Sleep Environment:

- Our program will use Consumer Product Safety Commission guidelines for safety-approved cribs and firm mattresses. Crib slats will be less than 2 3/8” apart. Infants will not be left in bed with drop sides down. Playpen weave will be less than ¼”.
- Consumer Product Safety Commission safety-approved cradles and bassinets may also be used for sleeping if the infant meets the weight and height requirements.
- Only one infant will be placed in each crib.
- The crib will have a firm tight fitting mattress covered by a fitted sheet and will be free from loose bedding, toys, and other soft objects (pillows, quilts, comforters, and stuffed toys, etc.).
- To avoid overheating, the temperature of the rooms where infants sleep will be checked and will be kept at a level that is comfortable for a lightly clothed adult.
- If a blanket is used, the child’s feet will be placed to the foot of the crib and a light blanket will be tightly tucked in along the sides and the foot of the mattress. The blanket will not come up higher than the infant’s chest. Sleep clothing, such as sleepers, sleep sacks, and wearable blankets, may be used as alternative to blankets.

- Bibs and pacifiers will not be tied around an infant’s neck or clipped on to an infant’s clothing during sleep.

Supervision:

- When infants are in their cribs, they will be within sight and hearing of staff at all times.
- A staff member will visibly check on the sleeping infants every 15 minutes.
- When an infant is awake, they will have supervised “tummy time.” This will help babies strengthen their muscles and develop normally.
- Infants will spend limited time in car seats, swings, and bouncer/infant seats when they are awake.

Training:

- All staff, substitute staff, and volunteers will be trained on safe sleep policies and practices.
- Documentation that staff, substitutes, and volunteers have read and understand these policies will be kept in each individuals file.
- All staff, substitutes, and volunteers will be trained on first aid for unresponsive infants as well as what to do when they have a question or need assistance before they are allowed to care for infants.

When The Policy Applies:

This policy applies to all staff, substitute staff, parents, and volunteers when they place an infant to sleep.

Communication Plan for Staff and Parents

Parent will review this policy when they enroll their child.

Child’s Name _____ DOB _____

Staff Member’s Signature _____

Parent’s Signature _____