



# PARENT HANDBOOK

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## **Welcome to the Lighthouse Center for Infants**

Welcome to the Lighthouse Center for Infants (LCI). Choosing a center for your child is a very important decision. We are pleased that you have chosen LCI to care for your very precious child and look forward to participating with you and your child. Lighthouse Center for Infants

### **Our Goal**

The goal of the Lighthouse Center for Infants is to express the love, care and compassion of Jesus Christ to all as we endeavor to provide developmentally appropriate and excellent quality care for the infants and toddlers (ages 3 months to 24 months) assigned to our care. Employees of LCI strive to exemplify 1 Corinthians 16:14 "Do everything in Love" and Colossians 3:17 "and whatever you do whether in word or deed. Do it all in the name of the Lord Jesus, giving thanks to God the Father through Him."

### **Mission Statement**

Our mission is to use Holy Scripture and Early Childhood Practices to promote and enhance each child's individual development. We want to demonstrate the Love of Christ while assuring the parents peace of mind in the care and services we render.

LCI provides a safe, nurturing and developmentally appropriate program which fosters active development supporting the whole child. We strive to accommodate each child's individual rate of development in a child friendly environment.

### **Philosophy**

LCI sees each child as an individual maturing at his/her own rate, and it is our goal to value and encourage each child as he/she grows and develops physically, mentally, emotionally and spiritually. There is much for children to learn and discover in the world around us and with God's help, we work together to stimulate and challenge children's interest and curiosity, we accept the challenges and privileges of facilitating a child's growth and in discovering God's word as we partner with parents in every aspect of their child's maturation and development

### **Our Staff Affiliation and Belief Statement**

The LCI is affiliated with the Santa Monica Lighthouse Church located at 1220 20th Street in Santa Monica. As members of The Lighthouse Church we believe:

**WE BELIEVE** the Bible to be the inspired the only infallible, authoritative word of God.

**WE BELIEVE** that there is one God eternally existent three persons, Father, Son and Holy Spirit.

**WE BELIEVE** in the deity of Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood. In His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

**WE BELIEVE** that for salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.

**WE BELIEVE** in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly and miracle-filled life.

**WE BELIEVE** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

**WE BELIEVE** that heaven and hell are definite places.

**WE BELIEVE** in the spiritual unity of believers in Lord Jesus Christ.

We believe that as parents, you are responsible for the training of your child. Our desire is to partner with you. Each staff member has a desire to participate in the physical, cognitive, emotional development of your child. All staff members have completed Early Childhood Education requirements as well as licensing requirements for their position and meet California state licensing requirements, Each are dedicated to providing a safe, loving and nurturing environment for your child. All our staff have CPR certification and First Aid training.

### **Admission Procedures**

The following information is the procedures and guidelines set forth for the safety and successful operation of our program. Please read the information, familiarize yourself with our policies and please adhere to the LCI policies.

Upon admission to the center, you must read the parent handbook, sign, date and return all appropriate forms to the director. All forms must be completed and the physician's report clearly filled out with the child's immunization record and the physician's signature. No child will be enrolled in LCI without all required immunizations or a plan by a licensed Physician for fulfilling immunization requirements. Director and parents will review the Individual Care Plan family Information Form and develop a need and service plan for each child before their first day. Please bring the following items for your child's first day at our center: formula /breast milk, bottles, baby food, snacks, at least two complete changes of clothing(weather appropriate), diapers(according to child's needs, any blanket or toy that is important to an infant. PLEASE CLEARLY MARK ITEMS WITH YOUR CHILD FIRST AND LAST NAME.

## **STATEMENT OF NONDISCRIMINATION**

The Lighthouse Center for Infants admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship, loan programs, athletic and other school administered programs.

### **Discipline**

There is absolutely no physical discipline of any kind at Lighthouse Center for Infants. The staff is trained to redirect, positive role modeling, pray, and help children with problem solving skills. At no time will a child be confined to a crib, high chair or playpen, or any other furniture or equipment as a form of discipline.

We believe discipline is primarily the responsibility of the parents and we expect the parents to cooperate with the school in this matter. If a disciplinary challenge arises with a child, the LCI policy is to inform the parent(s) promptly and work together with parents to develop a plan to address the behavior.

At no time are parents permitted to physically discipline their child on the premises. Also, parents are ***not permitted*** to verbally correct ***any child*** other than their own at any time. If you see a child misbehaving, allow our teachers to take care of the situation or you may bring the incident to a teacher's attention. Please be careful what you say to a child (including your own) not to embarrass or make comparisons with other children.

### **Tuition and Fees**

**Payments can be made by: check, cash or online payment through quickbooks**

***NOTE: there is a \$10.00 dollar fee to pay online through quickbooks; this will be set up during the enrollment process and will be reflected in your monthly invoice.***

Registration fee - \$200.00 (nonrefundable).

Tuition - \$2500.00

Your enrollment contract runs month to month (the 1st of the month to the last day of the month); you are not "locked" in for six months/year. Tuition is due on the 1st of every month. Full payments are to be made in a timely manner, there is a five-day grace period. A \$25.00 dollar late fee will be added if tuition is not paid within that grace period.

If you find that you are no longer in need of childcare for your child due to life changes, a full one contract month's notice is REQUIRED. If given less than one month's notice you will be responsible to pay for the next month in full: i.e. If you wish for your child's last day to be August 1st, notice must be given no later than July 1st. If your child's last day will fall in the middle of the month, notice must still

be given on the first of the previous month; i.e. if you want your child's last day to be August 17th, notice must still be given of the 1st of July since our admissions contracts run on the 1st to 30th basis. This gives us ample time to find a new family to fill our opening. No notice is required for the month your child ages out of our program.

If your child's last day falls in the middle of the month, and you have given a written notice by the first of the previous month, your tuition will be prorated for the month that your child is leaving.

There is a \$25.00 service charge for all returned checks. Excessive late payments or returned checks may result in termination of your child's enrollment.

***Full tuition payment is due each month regardless of absences, personal or school vacations.***

Subsidized families are required to pay a co-payment if the subsidy does not pay the entire fee for monthly tuition, regardless of the enrolled program.

### **Hours of Operation**

The Lighthouse Center for Infants (ages 3 months to 24 months) is open 8:00 a.m. to 5:00 p.m. Monday through Friday. Dropping off your child before, or picking them up after hours is not permitted. You will be charged an additional \$1.00 for every minute late. If the parent is not able to pay the late fee at that time, the fee will be due the following day.

### **Holidays**

Our center is affiliated with The Lighthouse School in Santa Monica, therefore, we will observe the same holiday schedule unless otherwise posted. The center will be closed the following days:

New Year's Day	Independence Day
Martin Luther King, Jr. Birthday	Labor Day
Presidents Day	Columbus Day
Good Friday	Veterans Day
Easter Week	Thanksgiving Day and the day after
June Bible Conference Week	Christmas Vacation(last 2 weeks of December)

### **Vacations**

Vacations are a very important time for your family. If you take a vacation at a different timer other than scheduled school vacations, the space for your child is still reserved. Please understand that the ***full tuition is to be paid regardless of absences, personal or school closings.***

## Your Child's First Week

Leaving your child in our center may be hard for both of you. It is our hope that you have chosen our center because you have faith and trust in our ability to nurture and care for your child. That being said, we at LCI recommend that you and your child take a week to adjust to this new part of your lives. It is our recommendation that the first week should follow this pattern:

1. Monday: Both child and parent stay in the center for about an hour to simply be in the environment and become familiar with staff.
2. Tuesday: Both child and parent stay in the center for about an hour and a half to simply be in the environment and become familiar with staff.
3. Wednesday: Parents drop off their child for no more than 3 hours.
4. Thursday: The child is dropped off at LCI for half a day.
5. Friday: The child is able to stay for the whole day.

This is a very important time for your child to make attachments to the teachers thus developing the foundation of a trusting relationship.

Transitions may vary depending on the child's disposition. A transition can be difficult if a parent is too anxious and not ready for their child to be at daycare, or if there is no consistency between the teacher and parent.

Occasionally a child is unable to adjust to the center. If after a reasonable period of time a child is unable to adjust, we reserve the right to request withdrawal of the child.

## Open Door Policy

We maintain an open door policy at all times. If at any time you would like to come observe your child at the center we invite you to do so. Please be sure your child has adjusted to their new environment and friends.

## Sign In and Out

All parent's or authorized persons are required by state law to accompany their child in the center and pick them up. Please make sure that a staff member is aware of your entrance and exit from the premises. State law requires that you or any authorized person (18 years or older) sign your child in and out of the center. This must be done with a legal signature. **No initials, please.** If you have more than one child enrolled you may sign both child's first names **AND** their last name on one line. These steps are necessary for the protection of our children. To help provide the best care of your child LCI requires that you fill out the top half of the Daily Report form one for each child you have enrolled. Please remember to follow this daily. If you are adding someone new to your pick-up list please notify the director.

If someone other than the persons listed on your release card is to pick up your child, it must be done in writing. Any person authorized must verify their identity to a staff member before the child is released to them. Please be sure to keep home address and cell/home/work phone numbers up to date so that we are able to contact you at any time.

### **Absences**

It would be greatly appreciated to call and notify us if your child is ill and unable to attend. Any child absent three consecutive days must have a doctor's note stating the child is okay to return to the center. Your fees pay for the direct cost of operations; i.e. staff, snacks, materials, etc... These items must be available for your child when he/she is here. When you enroll your child in the center, you are reserving the time, space, staff and materials for your child. Therefore, it is not our policy to reimburse or otherwise provide credit for absences.

### **Clothing**

Children need to be dressed appropriately for active play and weather. It gets cool in the late afternoon, therefore bring a jacket or sweater/sweatshirt. Remember we encourage children to engage in many activities including paint, water, sand etc., so please dress your child accordingly. Also if your child is being potty trained, clothing that is easy for him/her to put on will aid in his/her mastery of using the toilet and enhance their sense of accomplishment. To ensure your child's clothing does not get mixed with another child's, please be sure to **label all clothing**. Also, please provide two or three complete changes of clothing clearly labeled in your child's cubby.

### **Toilet Training**

We encourage children to use the toilet when they are developmentally ready. The staff will **not** push a child to use the toilet, however we will watch for signs of readiness and work with the parent to best support this process. Parents and staff will develop a plan that best suits the child.

### **Toys**

Our center provides a wide variety of age appropriate toys and in such quantities that your child should not need to bring toys from home. Your child will be allowed to bring toys or other items that will make transition to the center easier. Please be sure that all toys and items are labeled with your child's name. We are not responsible for lost or broken items.

### **Naps**

Naps are provided based on each child's individual needs for rest rather than a set schedule. Teachers will watch each child closely for signs of tiredness. Teachers will respond to every infant's



unique need for calming and comforting. All sheets will be provided by LCI; all sheets will be changed weekly or when soiled. LCI will wash daily all bedding provided by the center.

### Diapering

**All children will be checked a minimum of every two hours. All children's diapers will be changed as soon as the teacher/caregiver is aware that they are soiled or wet.**

#### PREPARING FOR DIAPERING

To minimize contamination outside of the diaper changing area, Teacher/caregiver will prepare for a diaper change before bringing the child to diapering area for example, by having ready:

- Changing table paper to cover the table from the child's shoulders to heels(in case it becomes soiled and must be folded over to give a clean surface during change)
- Enough wipes for the diaper change including wiping the bottom and hands after taking the soiled diaper away from the child's skin.
- A clean diaper, plastic bag for diaper and soiled clothes. Clean clothes if soiled clothes are anticipated
- Non-porous gloves and a dab of diaper cream on a disposable piece of paper or tissue if cream is being used.

#### DIAPERING PROCEDURE

Prepare for diapering as indicated above

1. Teacher/caregiver will put on non-porous gloves
2. After placing the child on the diapering table the teacher/caregiver will remove clothing to access the diaper. Soiled diapers will be placed in a plastic bag to limit odors. Soiled clothes will be rinsed and placed into a separate plastic bag.
3. Soiled diaper will be removed and placed into lined hands-free trash container used only for diaper waste
4. Teacher/caregiver will use wipes to clean child's bottom from front to back
5. Teacher/caregiver will remove soil from hands with wipes
6. Teacher/caregiver will use another wipe to remove soil from the child's hands.
7. Soiled gloves and wipes will be thrown into lined, hands-free trash container
8. Teacher/caregiver will put on clean diaper and redress child
9. Older children will be taken to sink and wash hands following the "hand washing procedure"
10. Teacher/caregiver will spray a diapering surface with hydrogen peroxide and wait more than 10 seconds before wiping with a disposable towel or allowing it to air dry. It should be noted that the recommended practice is to wait 3 minutes to allow solutions to kill the germs. However, if there is a delay of at least 10 seconds before the solution is wiped from the surface, this will be considered adequate, THE SURFACE CANNOT BE SPRAYED AND THEN IMMEDIATELY WIPED.

11. Teacher/caregiver will wash hands using the “handwashing procedure,” without contaminating any other surfaces.

## Feeding

An individual feeding plan will be developed for each child at time of enrollment and updated at least every 4 months. Because of the wide variety of formulas and baby food available and each parent's personal preferences. Parents will provide formula, breast milk, cereal, and/or finger food for those children who are eating solid food. All food, bottles, and breast milk will be labeled with each child's color code and properly stored upon arrival at school. Staff will prepare breastmilk, formula, cereal, or food according to the package directions and in accordance with LCI infant feeding policies. Although we have a scheduled lunch time each child will be fed on demand unless otherwise directed by the parent or child's physician.

LCI will provide two age appropriate, nutritious snacks for those children who are eating solid foods. Monthly snack schedules are posted in the kitchen and available at need.

### General Feeding Information for Infants

Feeding time should be a social occasion, an excellent time to build a close relationship with an infant. Caregivers will sit at eye level, make eye contact, and communicate with the baby while feeding. Whenever possible, the same caregiver will feed an infant for most of or all of that infant's feedings. When the caregiver is consistent, she is more likely to understand the infant and know how to respond appropriately.

LCI policy is to feed an infant based on his/her cues unless the child's parent/guardian and/or medical provider should provide written instructions otherwise. Cues such as the following send signals that the infant is ready to feed.

- Opening the mouth
- Making suckling sounds
- Moving hands at random

Responding to the infant's feeding cues provides feelings of trust and security, meeting the nutritional and emotional needs of the infant. Cues such as turning away from the nipple, increased attention to surroundings, and closed mouth, are all indications of satiation.

- We will respond to early signs of hunger.
- We will not wait until the baby is upset or crying from hunger.
- A pacifier will not be offered to a hungry infant
- A child will never be forced to finish a bottle or a serving of solid food.

Hands will always be washed and work surfaces will be sanitized before food and/or bottles are prepared and before feeding infants. Infant's hands will be washed before and after he or she eats.

### **Nursing Mothers**

For those mothers who are breastfeeding and have the ability to come to the center to feed their child, a comfortable area is provided in the center for this purpose.

### **Storage of Food and Bottles**

*Because infant bottles are often alike, as is their food, a color-coding system is in place for all food and bottle storage.*

Each child has an individual basket in the refrigerator and cabinet, solely for the purpose of his or her food and bottle storage. This basket will have a colored mark unique to the child that will also be put on the child's food containers/bottles each day, i.e., blue dot on basket and each food container, or blue basket and blue dot put on each food container. A description of the system and a list of the color codes used for each child is posted in the kitchen.

### **Weaning**

When the time comes, parents/guardians and teachers will discuss weaning their baby from the bottle and when to introduce solid foods or new foods. Weaning efforts will be coordinated between the child's home and the center.

### **Breast Milk Precautions**

Breast milk is a body fluid and should be treated as such. Breast milk spills will be cleaned up like any other body fluid:

- Spills wiped up wearing disposable gloves.
- Area cleaned with hydrogen peroxide

**A child should never drink another child's breast milk.** If this should happen, the incident will be taken seriously. Although the risk of any illness being transmitted is very small, should it occur, proceed as follows:

- Parent/guardian of the child given the wrong bottle will be informed that the child drank another child's breast milk.
- The parent/guardian will be asked to notify his or her child's physician immediately.

- The mother whose milk was consumed will be informed about the switch and asked: how the milk was handled before it was brought to the center and if she would be willing to share any pertinent medical information or be tested for any communicable illnesses
- Is she willing to allow a confidential call between her doctor and the other child's pediatrician

### **Preparing and Feeding an Infant a Bottle**

Outlined below are LCI's procedures for

- storing bottles of formula and milk
- storing bottles of breast milk
- warming a bottle for feeding an infant

Infants younger than 12 months will not be fed cow's milk and only whole milk or reduced fat (2%) milk (recommended by the child's medical provider) will be fed to children between 12 to 24 months of age who are not on formula or breast milk. No other milk products, i.e., skim milk, milk containing 1% or 2% butterfat or reconstituted nonfat dry milk will be fed to any child unless under the direction of the parent and the child's health care provider.

Lighthouse Center for Infants recommends that formula be brought from home in ready-to-feed concentrations. However, if preferred, center staff can prepare formula onsite according to the instructions on the label and the formula is clearly labeled with the child's full name and date. If the parent/guardian wishes that the formula is prepared in a way other than what is stated on the directions, authorization from the child's medical provider is also required. Only the scoop that comes with the can of formula will be used for measuring purposes as these may vary between manufacturers and products. Sterilized bottles will be brought from home. *All bottles and caps must be labeled with the child's full name.*

**Note:** Solid food will not be fed in a bottle unless the child has specific written instructions from a physician. Solid food in a bottle is not only a choking hazard, it also teaches the child to eat solid foods incorrectly.

### **Use of Glass Bottles**

Families may request the use of glass bottles for their child because many infant bottles continue to be made with the chemical BPA (Bisphenol A). Studies suggest that the chemical leaches into the bottle, causing harm to the infant when ingested with the contents of the bottle. Glass bottles may be used but the following are some options to first discuss with the family to minimize risk:

- Use glass bottles at home and plastic at the center
- Bring milk/formula to the center in glass bottles and contents will be transferred to plastic bottles (provided by the family) for feeding

- Many stores (such as Whole Foods) sell baby bottles without BPA: look for numbers 1, 2, 4 or 5 on the bottom of the bottle or those stamped BPA Free.
- Use glass bottles with a rubber grip or silicone sleeve (sold as a unit). This reduces the risk of dropping the bottle while feeding.

### **Storing Formula and Milk**

1. Teacher/caregiver will verify that bottles of formula or milk are properly labeled as soon as bottles of formula or milk are brought to the center with easy-to-read labels,

- showing the infant's full name
- the date prepared (formula)
- an expiration date the color code (See Storage of Food and Bottles in the Policy on Feeding Infants for deta

**Note:** We will not accept any bottles unless they are labeled with the child's full name, and will not use any unlabeled bottles that have been accidentally accepted.

2. Teacher/caregiver will refrigerate bottles of premade formula and milk immediately. Separate storage bins for each infant's feedings are provided and clearly labeled with the child's full name and color. (See *Policy on Feeding Infants*.)

Refrigerator temperature will be kept between 39° and 45°F.

Prepared bottles will not be left standing on counters.

**Note:** Bottles will be brought in and taken home daily. If bottles remain in the center, all unused bottles of formula should be removed from the refrigerator after 24 hours and discarded. Unused bottles of milk will be removed after 48 hours and discarded. Powdered formula will be discarded after the stated shelf period (expiration date).

### **Storing Breast Milk**

1. **Teacher/caregiver will verify that bottles of breast milk are properly labeled** with an easy-to-read label showing

- the infant's full name
- the date collected
- an expiration date
- the color code (See *Policy on Feeding Infants*.)

**Note:** Each bottle of breast milk will also have a ***rubber band*** placed around it to distinguish it from other bottles by both sight and touch.

## **2. Breast milk will be refrigerated or frozen immediately, as appropriate.**

- If the breast milk will be ***immediately*** stored upon receipt in a clean, labeled, and dated container that is placed in the refrigerator (in the child's labeled storage bin).
- Breast milk (in two to four ounce servings) that will not be used within 24 hours, will be frozen.

**Note:** Breast milk may be frozen for one month in an average freezer. Frozen breast milk will be discarded after one month. Although some literature suggests that breast milk may be frozen for a longer period, given the types of freezer in our center and the frequency with which it is opened, it is recommended that it be kept frozen no longer than one month.

**Note:** All unused bottles (not previously frozen) of breast milk will be removed from the refrigerator after 48 hours and the contents discarded.

### **Warming Bottles of Formula, Milk, and Breast Milk**

**Note:** Regardless of whether preparing a bottle of formula, milk, or breast milk, the teacher will verify that he/she has the correct bottle for the child. Double-checking the bottle to ensure that it is clearly labeled with the full name of the child for whom it is intended.

#### **1. Wash your hands and sanitize work surfaces.**

**2. Thawing frozen breast milk.** If using frozen breast milk, the bottle will be removed from the freezer and placed in a container of cool running water, gently swirled periodically to evenly distribute the temperature or place it in the refrigerator to defrost if there is time. The oldest bottle of breast milk will be used first.

Fat in breast milk may separate and rise to the top as it thaws. The container will be gently swirled to mix any fat that may have separated.

Previously frozen breast milk thawed in the refrigerator will be used within 24 hours.

#### **3. The formula for the infant will be prepared according to the parent/guardian's written instructions.**

**4. If using a refrigerated bottle, remove from the refrigerator.** The oldest bottle of breast milk will be used first.

#### **5. Checking the label on the bottle.**

- Check the label on the bottle immediately upon removing it from the storage area.
- Check the label again

## **6. The bottle is placed in electric bottle warmers on the kitchen counter.**

Running the bottle under warm tap water or placing the bottle in a container of warm tap water is acceptable.

- Bottles and infant foods can be served cold from the refrigerator and do not have to be warmed; however, if the family requests that they be warmed, one of the following methods will be used:
  - Running them under warm tap water
  - Placing them in a container of water no warmer than 120°F for no longer than 5 minutes

When using the bottle/ food warmer these steps will be followed:

- The bottle is placed in the device set on low (no higher than 120° F) for no more than five minutes. Water should not be boiling.
  - Only clean bottles are placed in the device.
  - Only one bottle will be heated at a time when possible.
  - The water in the device will be changed and sanitized daily.

Bottles will not be allowed to warm at room temperature.

\*Bottle/warmer will be placed as far back on the counter as possible.

**Note:** A microwave oven will not be used to heat a bottle. Microwave ovens heat unevenly and place children at risk for serious burns.

**7. Bottle for young infants will be warmed to “tepid”** (about the same temperature as the underside of your wrist or forearm).

Older infants may need to only have the chill removed, or may even prefer the bottle cool.

**8. Teacher/caregiver will check the label on the bottle.** Upon removing the bottle from the warmer, the teacher will check the label to verify that they have the correct bottle for the child.

**Note:** Infants will not be held by a teacher who is removing a bottle or food from the warmer or while preparing a bottle or food that has been warmed in some other way.

**9. Teacher/caregiver will check the temperature of the bottle's contents by** shaking the bottle, then sprinkling a few drops from the bottle on your wrist or forearm to test the temperature of the contents.

If the drops feel "hot," the bottle will be allowed to cool a few minutes and then the temperature tested again. An infant will not be offered a "hot" bottle.

**Note:** According to the American Academy of Pediatrics in Caring for Our Children, the risk of transmission of infection to caregivers who are feeding expressed human milk is very low either during feeding or from milk that the infant regurgitates. Wearing gloves to feed expressed human milk is unnecessary; however, as a precaution, caregivers with open cuts on their hands may wear gloves to avoid getting expressed human milk on their hands.

### **Feeding an Infant a Bottle Milk, Formula, or Breast Milk**

**1. Teacher/caregiver will hold the infant while bottle-feeding.** Sitting at eye level, making eye contact, and communicating with the baby while feeding.

- If it is necessary to feed more than one baby at a time, Teacher will hold one infant while placing another baby who can hold his or her own bottle close to her, where eye and verbal contact can be maintained.

**2. An infant's head will be held a little higher than the rest of the body.** This helps to prevent milk from backing up into the eustachian tubes and possibly causing a middle ear infection.

**3. Infant will be burped as appropriate.** Being aware of each child's need for burping and manner of being burped as indicated by parents/guardians. Some babies need to be burped after a small amount of formula or milk, while others can take an entire bottle before needing to be burped.

**Note:** Children will not be allowed to continue to feed themselves or continue to be assisted with feeding themselves if they begin to fall asleep while eating. Caregivers/teachers will check that no food is left in a child's mouth before laying a child down to sleep. Continuing to eat while falling asleep puts the child at great risk for gagging or choking.

### **After Feeding**

**1. Teacher/caregiver will** note time and amount on the child's Daily Report and initial

**2. Any unused breast milk, formula, or milk left in the bottle will be discarded after one hour.** A partially consumed bottle will not re-refrigerate or rewarm. It may leave the bottle at room temperature for up to one hour in case the child wants more.



**Note:** When infants feed, the milk or formula is inoculated by the saliva and bacteria in the infant's mouth. When fed over a period of an hour, bacteria could multiply to spoil the milk or formula and should be discarded at this point.

**3. Once empty, the bottle and nipple will be rinsed thoroughly, and placed in the child's cubby or bag.**

**4. Previously frozen breast milk will not be refrozen..**

### **Solid Foods**

Outlined below are LCI's procedures for

- storing containers of solid food
- preparing solid food
- feeding an infant solid food

Age-appropriate solid foods may be introduced no sooner than when the child has reached the age of four months, but preferably six months and as indicated by the individual child's nutritional and developmental needs. Solid foods or fruit juices should not be introduced to infants less than 4 months of age unless done so upon the recommendation of the parent/guardian and the child's pediatrician. If juice is served, it will be limited to no more than four ounces per child daily.

**Note:** Honey will not be given to children under one year of age, at LCI, due to bacterial spores; however, it is harmless for older children.

### **Storing Solid Foods**

**1. Teacher/caregiver will verify that jars/containers of solid food are properly labeled and color-coded.** As soon as jars/containers of solid food are brought to the Center, Teacher/caregiver will verify that they are labeled with easy-to-read labels, showing the child's full name and date, and the color-code.

**2. If appropriate, the teacher/caregiver will refrigerate the food.** Unopened commercially-prepared solid foods can be stored on the counter or in a cabinet. However, once a jar has been opened, or if a parent/guardian prepares food for his or her child, the food will be stored in the refrigerator. See *Storage of Food and Bottles in the Policy on Feeding Infants* for detail on food storage systems.

Refrigerated food will be covered and labeled, showing

- the infant's name
- the date the jar was opened or the food prepared
- the color code

Unused food will be discarded after 24 hours.

### **Preparing Solid Foods**

**1. Teacher/caregiver will wash hands and sanitize work surfaces.**

**2. Teacher/caregiver will verify they have the correct jar(s)/container(s) of food for the child.** Double-checking the jar(s)/ container(s) to ensure that they are clearly labeled with the full name of the child for whom they are intended.

**Note:** Open jars/containers of baby food will be sent back home the day that it was opened.

**3. Teacher/caregiver will ensure that new jars of commercially prepared baby food have not been opened.** Before opening jars of commercially prepared baby food, Teacher/caregiver will check to make sure that the vacuum seal is not broken. If the seal is broken, it will not be used. The outside of the jars will be washed with soap and warm water to clear it of any contaminants.

**4. Teacher/caregiver will pour small amounts of food into feeding bowls.** Infants will not be fed directly from a baby food jar. Saliva from the feeding spoon can promote bacterial growth.

**Note:**A microwave oven will not be used to heat an infant's food. Microwave ovens heat unevenly and place children at risk for serious burns.

### **Feeding Solid Foods**

**1. Teacher/caregiver will wash the infant's hands** and put a bib on the child.

**2. Teacher/caregiver will place the infant in a feeding chair or at a low table in an age-appropriate chair.**

- When feeding more than one baby at a time, babies will be placed so they can see one another.
- Teachers/caregivers will sit with babies while they are eating, maintaining eye contact and language interactions.

**3. For children who are self-feeding, the teacher/caregiver will place some of each food in front of them.**

- Food will not be placed directly on the table due to the likelihood of contamination, plates will be used.

- When using a feeding chair, food will be placed on the plastic tray.. It can be made safe when it is washed and sanitized before placing a child in the chair for feeding and it will be washed and sanitized after each child has been fed.

### After Feeding

- 1. The infant's hands, face, etc., will be washed after he or she eats.**
- 2. Uneaten food from the bowls will be discarded.** Uneaten food will not be returned to the original baby food containers.
- 3. Remaining food will be refrigerated.** Each opened container of baby food will be covered and labeled with the infant's full name. The date the containers were opened will be noted. The containers will be placed in the refrigerator.
- 4. Amount and time of feeding will be recorded on the Daily Report and initiated.**

### Snacks

LCI will provide two snacks a day for those children that are eating solid food. Morning snacks will be served at 9am. The afternoon snack will be served at 3:30 unless children indicate they are hungry earlier. LCI will provide a variety of fresh healthy finger foods. We serve whole milk and water to drink. The following is a sample menu for a week.

Example Snack Schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	1/4c Cut grapes & 3 animal crackers	4 oz. Cheerios and 2 oz. whole milk	1/4 c Applesauce & 1/4 slice butter toast	1/4 c Blueberries & 2 oz. goldfish	1/4 c. Scrambled eggs With cheese
Afternoon	2 oz. Sliced turkey breast and 2 oz. Whole milk	Mandarin oranges and graham crackers	1/3 c. cooked pasta w/cheese	1/4 c. cubed Avocado & 1/4 slice toast	1/4 c. Slice/ Mashed Banana & 3 ritz crackers

### Medications

We will not administer medication of any kind (over the counter or prescription) **without** a written consent form completed, signed and dated by your child's pediatrician and parents. All prescription medication must be in the original bottle, package or container with the prescription

clearly labeled with the child's name and the dosage. Parents must give all medications to the director or a teacher.

**Do not leave medication in a child's diaper bag or cubby.**

### **Health Check**

A health check will be done upon each child's arrival. This health check is to ensure that each child is healthy and ready for the day's activities. If any illness is recognized at that time or after, to ensure the health and safety of all the children, the parents will need to retrieve their child from the center.

### **Illness**

Our priority at Lighthouse Center for Infants is providing a healthy, safe environment for all children. Children will be sent home as soon as possible if any of the following is experienced: an illness that prevents the child from participating comfortably in activities (as determined by staff); that results in a greater need for care than the staff can reasonably provide without compromising the health and safety of other children in the center or a child experiencing any of the following conditions:

- **Fever** accompanied by behavior changes or other sign/symptoms of illness
- Signs/symptoms of severe illness, including: lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing.
- **Diarrhea** (not associated with diet changes or medications) until diarrhea stops or the continued diarrhea is deemed not to be infectious by health care professionals.
- **Blood in stools** not explained by dietary change, medication, or hard stool
- **Vomiting**(two or more instances in past 24 hours) until vomiting resolves or until a health care provider determines the cause for the vomiting is not contagious and the child is not in danger of dehydration
- **Persistent abdominal pain** (continues more than 2 hours) or intermittent pain associated with fever or other signs/symptoms of illness.
- **Mouth sores with drooling**, unless health care provider determines the sores are not contagious
- **Rash with fever or behavior change**, until a physician determines these symptoms do not indicate a communicable disease.
- **Pink eye**(conjunctivitis) until after treatment has been initiated.
- **Head lice**, from the end of the day until after treatment.
- **Scabies**, until after treatment has been completed.
- **Tuberculosis**, until the health care provider states that the child is on appropriate therapy and can attend child care.
- **Impetigo**, until 24 hours after treatment has been initiated.
- **Strep throat**, until 24 hours after initial antibiotic treatment and cessation of fever

- **Chicken pox**, until all sores have dried and crusted (usually 6 days)
- **Pertussis**, until 5 days of appropriate antibiotic treatment has been completed
- **Mumps**, until 9 days after onset of symptoms
- **Hepatitis A virus**, until 1 week after onset of illness
- **Measles**, until 4 days after onset of rash
- **Rubella**, until 6 days after onset of rash
- **Unspecified respiratory tract illness** accompanied by another in which required exclusion
- **Herpes simplex**, with uncontrolled drooling.

**Please note that if a child has a fever or diarrhea that child may not return to the center for 24 hours after the condition has subsided without the aid of a symptom reducing medication.**

A child who becomes ill while at Lighthouse Center for Infants must be removed from the classroom in order to limit exposure of other children to communicable diseases.

Lighthouse Center for Infants reserves the right to make final determinations of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed healthcare professional stating the child is not contagious.

Please notify the center if your child is exposed to a contagious disease.

Please be sure that all phone numbers on identification and emergency forms are current. If we cannot contact a parent we will call the persons listed on the identification and emergency list in the order in which they appear.

### **Babysitting Policy**

We have a **no babysitting policy** for staff members with families currently enrolled at our school. However, during the “weeks” we are closed, the teachers may be asked to take care of your child if they are available. If you are in need of a babysitter outside of our hours of operation we do provide a list of Lighthouse Christian Academy students and alumni that may watch your child at your arrangement.

### **Items to bring to Center**

#### **Items to bring daily:**

- Childs food
- Extra Clothes
- Shoes
- Jacket

#### **Items to leave at center:**

- Baby bottles
- Water Bottle
- Sleep sack
- Sunscreen/Sun hat

**Items to bring as needed:**

- Diapers
- Wipes
- Diaper creams

**Please label, label, label, *everything* with your child’s name!! We are not responsible for children’s items. We do our best to keep children’s belongings in their cubbies, and items can be misplaced, but generally show up the next day. If you’d like we partner with the company Mabels Labels in a fundraiser, they offer a wide variety of labels.**

**Parent Signature(s)**

I \_\_\_\_\_ verify that I have read and understand the Lighthouse Center for Infants Parent Handbook and agree to follow the policies and procedures therein.

\_\_\_\_\_  
**Mother/Guardian Signature**

\_\_\_\_\_  
**Date**

I \_\_\_\_\_ verify that I have read, understand the Lighthouse Center for Infants Parent Handbook and agree to follow the policies and procedures therein.

\_\_\_\_\_  
**Father/Guardian Signature**

\_\_\_\_\_  
**Date**

**A copy of this will be kept in the child file.**

