

One-Year-Old Department

What an amazing, exciting and active group of children! These one-year-olds come in just out of “babyhood” and leave us with the beginnings of social skills of “little people”. These children will recognize that they are part of a group, so we stress sharing, caring, and getting along with others. We hope you have as much fun as we do during this stage of development.

Requirements:

Before entering the One-year-old department, your child should be:

- One year old
- Walking steadily on his/her feet
- Eating table food
- Drinking from a sippy cup
- Off bottles and pacifiers

One-Year-Old Room Guidelines:

1. Wash your child's hands before entering the room.
2. Please feed your child breakfast before coming to childcare.
3. Please label all diapers in the fold and label all clothing.
4. There should always be a complete change of clothes, including socks left at the childcare. A snap crotch or pull down from the waist outfit will help us to be more efficient in changing diapers.
5. Please make sure your child wears shoes (no sandals) each day.
6. Please do not linger when dropping off your child. The sooner a child gets settled in and comfortable, the happier he/she is.

We appreciate your cooperation in the above-mentioned guidelines. Thank you for allowing us the opportunity to care for your child.

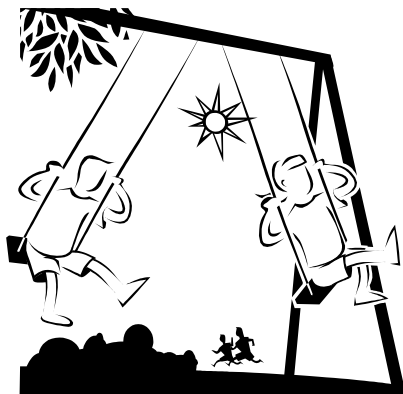


Needs List:

- Disposable diapers labeled with your child's name in the fold
- Complete change of clothes labeled with your child's name (including socks)
- 2 new pullover bibs
- Kid-Napper Nap Bag (purchased through the childcare)

Sample Daily Schedule:

6:30 – 8:30	Free play as children come in, also this time is used for individual attention, holding, rocking, ride-a-horsey, pat-a-cake, showing things in the room, etc.
8:30 – 9:00	Snack
9:00 – 9:30	Change diapers
9:30 – 10:15	Outside play if weather permits. Activities may consist of walking while holding onto the rope, sandbox, or playground. Rainy days may consist of coloring, block building, taking a walk through the halls to look at all the objects, playing with balls, reading a story, exercising, listening to records, playing in the gym, etc.
10:15 – 10:45	Change diapers; after diaper changing, we have songs, stories, finger plays, Bible stories, etc.
10:45 – 11:45	Lunch – we help feed those that need it
11:30 – 2:00	Naptime
2:00 – 2:15	Change diapers
2:15 – 2:45	Snack
2:45 – 4:00	Outside for playground time
4:00 – 4:30	Change diapers
4:30 – 6:00	Free play, video time, and story time with extra individual time as the children leave.



NOTE – Children always have their diaper changed when needed whether scheduled or not.

A daily report will be sent home to keep you informed about your child's day.

Dear Parents,

According to the Health Department diaper your child's teacher may administer diaper cream and sunscreen only if she has a signed permission form from the parent. You must supply the diaper cream and/or sunscreen. Infants under 6 months of age must have a permission slip signed by the child's doctor for sunscreen. These items may be kept at the center for up to 1 year.

Please complete the form below and give it to your child's teacher.

Thank You.

My child _____ has permission to have the following products administered to him/her at the teacher's discretion.

Diaper Ointment _____

Sunscreen _____

Parent's Signature

Sick Policy

- Please do not bring a child if they have a fever (100 or above), diarrhea, vomiting, unexplained rashes, infectious diseases, or any other viral symptoms.
- If a child was sick during the night, he/she should not attend the following day. Please do not give medication to control the symptoms in order for them to attend that day.
- If a child becomes sick while at school, the parent will be called to pick up the child immediately. Children may return after being symptom free for 24 hours.

Medications

- All medicine is given only **once** each day, at 11:30 a.m.
- A medicine chart is posted outside of each classroom in which the parent will be required to sign each day the child needs medication administered. Failure to sign the medicine chart will prevent the teacher from administering a child his/her medication. Verbal instructions are not allowed.
- Our teachers are not permitted to dispense over-the-counter medications without a permission slip signed by the parent and the child's doctor.
- All medications must be in their original container, labeled with child's name and must be signed in **exactly** as the medicine container is labeled.
- If your child is taking medicine, please bring a dropper or medicine spoon labeled with the **correct** increments. We cannot convert or figure a part of a measurement.
- **Do not** put any medication in your child's diaper bag unless it is to be used that day. This also includes lotions, powders, ointments, etc.
- If you bring medication for your child, please help us by checking to make sure we have returned it to you before you leave.