 PARENT POLICIES

1. Parkdale provides a warm, loving, and nurturing environment. In order to keep the children in a safe and germ-free environment there are certain policies that must be followed to comply with Parkdale Policies and State Standards for Licensed Daycare Facilities.

**2. Please begin each day at drop off filling out the parent information in your child’s folder, including feeding schedule, how they slept the night before, last time the child ate, and if any medications had been given.**

3. Please provide bottles labeled with child’s name and date (and food if applicable) for the day. **Name and date all items brought in.**

4. Any unused bottles or food that is opened will be returned to you the same day or discarded. It cannot be saved and used the next day.

**5. There must be a back-up of formula provided** along with a bottle or two, and if applicable, extra jars of food or box of baby cereal.

6. Staff will not accept bottles thickened with cereal without a Doctor’s statement.

7. There are several immunizations during the first year so it is very important to give the office updates as the children receive them.

8. All infants will be placed on their backs unless otherwise directed by the child’s pediatrician.

9. The children are changed or checked every 1-2 hours. Please be sure to provide enough diapers daily (about 6) and at least 2-3 extra outfits for changing. Make sure to label all clothing with your child’s name.

10. Please provide 5 sheets for the week along with a light blanket for naptime. Sheets must be changed daily in the infants crib. **Please be sure to label all sheets and blankets with your child’s name.**

11. NO PILLOWS OR QUILTED COMFORTERS ARE ALLOWED IN THE INFANT ROOM.

12. Children will be going outside as long as weather permits. Please be sure to send appropriate clothing for outside time.

13. According to licensing standards the staff must keep the infants safe from older children at all times, therefore; no older siblings or older children will be allowed into the infant area. Please take older siblings to their rooms before dropping off infant.

14. Please make us aware of any significant changes in the infants life. example……a parent leaving for overseas duty etc……

15. Diaper ointment for the children can only be kept in the center for 7days with a parent signature. Longer than 7 days requires a Doctor’s statement.

16. To keep the infant room as sanitary as possible we ask that you please remove your shoes before entering room, there are clogs at the door available if you need them.

17. Please refer to the parent letter provided at registration for medication policies, sick policies, and exclusion policies related to the center.

18. We thank you for sharing your precious children with us and if we can be of any assistance at any time please speak with your child’s teacher or visit the office. We will help in any way possible.