

Infant Program



Infant Program

Children from the ages of 6 weeks to 24 months are accepted for the program. The infants are closely watched during the entire day by members of the staff. The child's routine, development, and hygiene are the main concerns of the teachers. Daily infant activities include supervised playtime, feeding, and naps. Children are also taken outside for "stroller rides" or nature walks around the school grounds. The child to staff ratio is 4 to 1.

We are extremely proud of our Infant Program and we will make every effort to provide your babies with the very best care. We consider your child(ren) OUR child(ren). They are the most important aspect of our school.

In designing our program, we take the individual needs of every child into consideration, including age and developmental appropriateness. Based on these needs, we divide our infants into four groups, each with their own room. These divisions are as follows:

Room A - ages 6 weeks to 6 months

Room B - ages 6 months to 12 months

Room C - ages 12 months to 18 months

Room D - ages 18 months to 24 months

There are some developmental milestones that must be met in order for a child to graduate from one room to the next:

Room A to Room B

The child must be at least 6 months old and able to sit by themselves and crawl.

Room B to Room C

The child must be at least 12 months old, able to walk proficiently and able to drink milk or juice in a Sippy cup. No bottles are allowed in Room C. Infants moving to Room C may purchase school breakfasts and lunches as an option to the program. Please see the current cost of this optional service.

Emergency Supplies

Please label all supplies with your child's name!

Place items in a 19 or 20
quart storage bin

12 to 24 months

Please include:

Small can of powdered milk &
bottled juice

12 diapers

1 packet of wipes

Small container of ointment for
diaper rash

Small bottle of Tylenol

4 changes of clothes

2 blankets

1 gallon of bottled water

2 each of: packaged cereal, fruits,
vegetables, baby crackers, jar
foods

18 to 24 months

Please include:

Small can of powdered milk &
bottled juice

12 diapers

1 packet of wipes

Small container of ointment
for diaper rash

Small bottle of Tylenol

4 changes of clothes

2 blankets

1 gallon of bottled water

2 each of: packaged cereal,
fruits, vegetables, 1 small
box of baby crackers

Please replace the items ever 6 months

2009 Calendar

January 1st– New Year’s Day CLOSED

February 13th– Valentine’s Day CELEBRATION

16th– President’s Day CLOSED

March 17th– St. Patrick’s Day CELEBRATION

April 9th– Easter Egg Hunt (Rms C and D)

May 8th– Mother’s Day Breakfast (7:30-8:30)

25th–Memorial Day CLOSED

June 19th– Father’s Day CELEBRATION

July 3rd– Independence Day CLOSED

September 7th– Labor Day CLOSED

October 12th– Columbus Day OPEN

November 11th–Veteran’s Day OPEN

26th & 27th– Closed for Thanksgiving

December Closed Holidays to-be-announced



Room C to Room D

The child must be at least 18 months old. Infants moving to Room D may purchase school breakfasts and lunches as an option to the program. Please see the current cost of this optional service.

Room D to the Toddler Program

The child must be 24 months old. Infants moving to the Toddler Program must provide their own diapers. There are no school diapers in the Toddler Program. Lunch for the Toddler Program is included in the tuition and is not optional.

School Policies & Procedures for the Infant Program

ARRIVAL AND DEPARTURE

For the purpose of maintaining a quiet and peaceful environment for all our children at all times, we request parents to enter the infant rooms quietly and wait by the Parents' Corner when bringing and taking your children. Avoid talking extensively to the teachers when you bring or pick up your child as it interferes with effective supervision. We will be more than happy to make an appointment for a private conference with the teacher.

SIGN IN/SIGN OUT

Each day when you bring your child to school you must sign in. The State Department of Social Services requires your FULL SIGNATURE. Also, sign out as you leave the school with your child. This procedure is for your child's security. There are binders for signing in and out in each classroom.

HOURS OF OPERATION

The school is open Monday through Friday from 6:00 a.m. to 6:00 p.m. A maximum of 10 hours per day is permitted. The Infant program is full-time only. There is no part-time program for infants. A child may be here for a few hours per day or a few days per week, but the tuition will still be at the full-time rate.

LABEL ALL BELONGINGS

All of a child's items should be clearly labeled. This includes *everything* that belongs to your infant (bottles, clothing, diapers, food jars, pacifiers, blankets, bed sheets, etc.). Remember, clothing for your child should be comfortable and allow freedom of movement. Please make sure your child has extra clothes every day.

INFANT INFORMATION

The Infant Information sheet should be updated every 3 months (or sooner, if needed). This is our way of knowing the needs of your child. The more accurate and current the information we have, the better care we can provide.

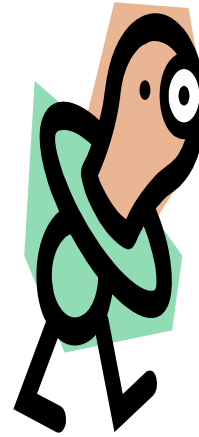
DAILY ACTIVITY REPORT

Please use the *Daily Activity Report* as a communication vehicle with the teachers. There is space on this form to write special instructions for the teachers. Please make sure that the teachers report to you accurately what happens with your child on a daily basis.

BEDDING

It is recommended that bed sheets be changed every day. Otherwise the bed sheets will be changed as needed. Parents are asked to bring 3 bed sheets and one or two blankets every Monday. Used bed sheets will be sent home every Friday. Please label your child's bed sheets and blankets. Our storage is limited, so please do not send pillows, quilts, or large blankets. Please provide an 18-quart storage bin with a lid for your child's belongings.

Room D Daily Schedule



6:00 - 8:00	Greetings (Babies in Room A)
8:00 - 8:45	Babies go to Room D, Breakfast
8:45 - 9:00	Morning Activities
9:00 - 9:15	Circle Time
9:15 - 9:30	Small Groups
9:30 - 10:00	First Group: Playground
9:30 - 9:45	Second Group: Individual Group Time
9:45 - 10:00	Second Group: Nature Walk
10:00 - 10:15	First Group: Nature Walk
10:00 - 10:30	Second Group: Playground
10:15 - 10:45	First Group: Story time, Diapering
10:30 - 10:45	Second Group: Music & Movement
10:45 - 11:00	First Group: Story time, Diapering
10:45 - 11:00	Second Group: Story time, Diapering
11:00 - 11:30	Lunch
11:30 - 2:30	Naptime
2:30 - 3:00	Small Groups - Circle, Diapering, Preparation for Snack
3:00 - 3:30	Snack
3:30 - 3:45	First Group: Playground
3:00 - 3:45	Second Group: Small Groups
3:45 - 4:00	First Group: Nature Walk
3:45 - 4:00	Second Group: Playground
4:00 - 4:15	Second Group: Nature Walk
4:00 - 4:45	First Group: Flannel Board, diapering
4:15 - 4:45	Second Group: Small Groups, diapering
4:45 - 5:00	First Group: Small Group Activities
4:45 - 5:00	Second Group: Flannel Board
5:00 - 5:15	Milk Time
5:15 - 6:00	Afternoon Activities, small groups
6:00 - 6:10	Late Babies in Room B

18
To
24
Months
old

**Breakfast will be served until 8:45 a.m.

Room C Daily Schedule

12
to
18
months
old

6:00 - 8:00	Greeting (babies in Room A)
8:00 - 8:45	Babies go to Room C, greeting breakfast
8:45 - 9:00	Morning Activities
9:00 - 9:30	Playground
9:30 - 9:45	Buggy Ride
9:45 - 10:00	Morning Circle Time
10:00 - 10:15	Individual Group Time
10:15 - 10:30	Music & Movement
10:30 - 10:45	Story time
10:45 - 11:00	Prepare for Lunch
11:00 - 11:30	Lunch Time
11:30 - 2:30	Naptime
2:30 - 3:00	Circle Time, Diapering, Preparation for Snack
3:00 - 3:30	Snack
3:30 - 3:45	Flannel Board Stories
3:45 - 4:00	Individual Group Time
4:00 - 4:30	Playground
4:30 - 4:45	Buggy Ride
4:45 - 5:00	Milk Time
5:00 - 5:15	Story time
5:15 - 5:30	Afternoon Activities
5:30 - 5:45	Music & Movement
5:45 - 6:00	Preparation to go home, babies are in Room B

** Breakfast will be served until 8:45 a.m.

CHANGE OF SCHEDULE

All changes, including withdrawal, require a two-week (or 10 business days) written notice on a **Change of Schedule** form. No other form of notice will be accepted. An additional two-week billing will be charged if the appropriate notice isn't given. All changes are to go through the school office using the appropriate form. Verbal changes and changes made with teachers are not acceptable.

BREAKFAST

Breakfast is served from 8:00 a.m. to 8:45 a.m. for children in Rooms C & D. Parents have the option of bringing breakfast from home or to enroll in the school breakfast program. The optional school breakfast costs \$40.00 monthly.

LUNCHESES

We encourage parents who are not enrolled in the school lunch program to prepare a well-balanced lunch. Please avoid candy and other high sugar content desserts. Fresh food should be brought daily. We do not have space to store large containers or to keep frozen foods. Fresh fruits (grapes, peaches, plums, etc.) and vegetables (beans, carrots, etc.) must be cut into small pieces and put in a container. All left over food from the lunch will not be given for snacks. The school provides fresh whole milk and juices.

School lunches can be requested from the office. These will be billed to your account. We provide regular and vegetarian lunches.

SICK POLICY

State Law requires that all contagious children be kept at home. In addition, the school policy requires that any child with a temperature of 101 degrees or higher may not attend school. Some things that you should be aware of regarding illness are:

*A temperature of 101 degrees or higher may be a sign of** infection or other contagious illness.



*A temperature of less than 101 degrees that is accompanied by other symptoms such as vomiting, diarrhea, constant crying and/or fussiness should also be considered reasons to keep your child at home.

We will notify you if your child becomes ill while at school. You will be required to pick him/her up as soon as possible. Due to State Law prohibiting sick or contagious children from being at school, it is very important that your child be picked up **within an hour** of being called. We cannot accept children back in school until contagious symptoms have been absent for 24 HOURS or if a doctor's note confirms that the child is not contagious.

MEDICATION

Medications must be signed in on the Medication Log every day. A measuring spoon or dropper should accompany all medications. These procedures apply for all prescription and over-the-counter medications. Tylenol can be given to your child (in case a parent cannot be reached) only when the written authorization on the back of the Essential Information Card has been completed. You are responsible for providing us with a bottle of Tylenol for your child's use.

All medications must be labeled with your child's name and must be given directly to the teacher. Please write your child's name, name of medicine, the dosage, and the time the medication is to be given in the **Medication Log** and sign your full signature. The **Medication Log** is in the sign in and out binder in each classroom.

CLOTHING

Please encourage your child to dress appropriately for school and the weather conditions. Avoid expensive, dressy and formal clothing. We recommend shoes, which cover the entire foot that are safe and comfortable. Sandals are not recommended. Also avoid jewelry, especially hanging earrings and necklaces.

Supplies Babies in Room C and D Need

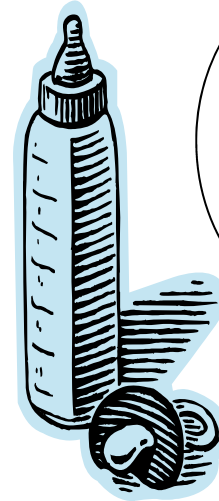
Please label your child's personal belongings

Rooms C and D Daily Supplies

- 1) Rm C - finger foods, 2 Sippy cups
Rm D - finger foods, 1 Sippy cup

Weekly Supplies

- 2) Tylenol
- 3) 3 fitted crib sheets
- 4) 2 blankets
- 5) Wipes
- 6) 24 disposable diapers (If cloth diapers are not used)
- 7) Ointment for diaper rash - Desitin / A&B
- 8) 3 changes of clothes
- 9) Bibs



Place items
2 to 9 in an
18-quart
storage bin.
See Sample bin
in your child's
classroom



Supplies Babies in Rooms A and B Need

Please label your child's personal belongings

Rooms A and B Daily Supplies

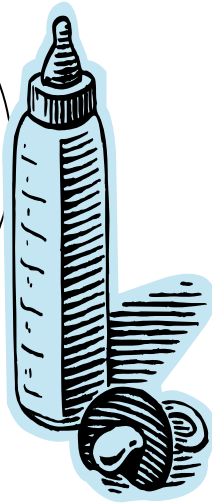
- 1) Prefixed formula in bottles
- 2) Baby cereal
- 3) Jar foods

Weekly Supplies

- 4) Tylenol
- 5) 3 fitted crib sheets
- 6) 2 blankets
- 7) Wipes
- 8) 24 disposable diapers (If cloth diapers are not used)
- 9) Ointment for diaper rash - Desitin / A&B
- 10) 3 sets / changes of clothes
- 11) Bibs



Place items
4 to 9 in an
18-quart
storage bin.
See Sample bin
in your child's
classroom



EMERGENCY INFORMATION

The orange *Essential Information Card* must be kept current. Work and home phone numbers, cellular phones, pager numbers, etc. should be correct. Addresses and emergency contacts should also be current, and authorized persons to pick up your child should be up-to-date. There is a change-of-address form available in the main office for updating information. Parents must also assure the school that they have a practical and realistic way of providing for the care of their child when ill.. School's Out is an emergency notification website (www.schoolsout.com) We strongly encourage every parent and guardian to sign up for this helpful communication service. To sign up for receiving messages from School's Out: Go to the website and select 'Find Your School' on the right hand side. Click on 'California' and select 'Rainbow Montessori CDC'. Select 'Sign Up!' for free instant e-mail alerts.

RELEASE OF CHILD TO AUTHORIZED PERSONS ONLY

Your child is only released to those persons appearing on the Emergency and Identification form that each family completes prior to attendance.

If your child is to be picked up by someone other than yourself, we must first have your permission in writing. We ask that you do this in the morning. An alternative pick up slip must be completed in the office or the school should be notified by telephone every time a non-listed person will be picking up your child. Please inform the persons picking up your child that he/she will be required to present picture identification to the office in order to take your child from the school premises. There are no exceptions. It will be very helpful if you let the teacher in charge know that someone else is picking up your child.

LATE PICK-UP

Your childcare fee allows for any 10-hour block of time up to 6:00 p.m. daily. We do not maintain childcare staff in the classrooms after this time. Picking up your child after 6:00 p.m. is costly to you: \$5.00 for every 15 minutes. Please call and notify the school if you will be picking up your child after hours.

QUESTIONS AND CONCERNS

Questions and concerns should be addressed to your child's teacher or the Director of the program, Ms. Eva Balajonda.

You are invited to initiate a conference at anytime that you feel the need. We work together to make decisions about how to best support your child's development, progress, accomplishments, and learning. Teachers appreciate any of your input regarding your child that allows us to provide the best care for your child.

Meetings will provide the opportunity to best assess the needs and growth of your child.

Difficulties and differences that arise from interactions between teachers and families are resolved through special conferences or individual meetings involving all participants. The Infant Director, Ms. Eva Balajonda, facilitates the meetings.

PLAYGROUND

Please avoid communicating with the teachers while they are on the playground. Close supervision in the playground is needed to avoid accidents.

As much as we enjoy seeing you play in the playground with your children at the end of the day, we must ask you to remind your children to comply with the same playground rules we implement during the day. We also ask you to remind your children to respect the environment and to respect the school property. The Infant playground *is not designed for older children or adults.*

We are pleased that you have selected
Rainbow Montessori as the caregiver for your child.

We are always here to help you
and to discuss your concerns and ideas.
We look forward to a rewarding relationship!

“The Greatness of the human personality begins at the hour of birth. From this almost mystic affirmation there comes what may seem a strange conclusion: that education must start at birth.”

-Maria Montessori

