

Welcome to the Infant Program at Bright Horizons at Charlestown!

We are so glad to have you here with us!

Our center is open from 7:30 a.m. to 5:30 p.m. Teachers' hours vary by day and week. The children gather together in the morning and afternoon, so you may drop-off or pick-up your child with a teacher from another classroom. Within our community of caring our teachers are some of the best and make every stride to know all of the children.

Our goals are:

- ▶ To meet your child's individual needs throughout the day.
- ▶ To do our best to keep a consistent routine between home and childcare.
- ▶ To respect all parenting philosophies provided that they fit within the boundaries of our policies and procedures.
- ▶ To do our best to make sure your child is cared for, kept safe, and has a positive environment in which to learn and grow.

In the first few weeks, you may notice:

- ▶ Your child's sleeping patterns may be altered as children adjust to new sounds and stimuli in the classroom.
- ▶ Your child's eating habits might vary, as children can equate feeding times with trust and trust is established as child/teacher bonds develop.
- ▶ Infants may experience separation anxiety when parents leave for work. This is a great time for teachers to bond with children by comforting them.

We promise to do our best to make the transition of leaving your baby and going back to work as smooth as possible. Please don't hesitate to call or stop by any time to check on your child. Once again, welcome! We can't wait to get to know you and your family!

Warmly,

Laurie, Courtney, Alice
and the entire Bright Horizons at Charlestown Navy Yard Team

Important Information

What You Need to Bring

Please label all of your child's belongings with his/her full name, including clothes, cups, food storage containers, and lunchboxes. Try to check your child's supplies weekly. We will let you know when supplies are running low.

- ☐ Two complete changes of clothes, including onesies and socks
- ☐ Diapers; we recommend providing a month's supply
- ☐ Wipes; we recommend providing a month's supply
- ☐ Formula or breast milk in prepared bottles labeled with full name, color coding system, and date. (Please refer to Bottle Labeling Guidelines)
- ☐ Bottles of breast milk must contain a red rubber band as well
- ☐ Foods for lunch and/or snack, when eating solid food, labeled with child's full name and date. Please keep in mind that all food should be prepared and ready to serve.
- ☐ Appropriate outdoor clothing
- ☐ Diaper cream, if needed (you will need Ointment Authorization form to accompany these)
- ☐ Sunscreen if over 6 months old (you will need the Sunscreen Authorization form to accompany this)

Suggested Items

- ☐ Pacifier; Labeled with a non-toxic marker with no tags, tape, hooks, or stuffed animals attached
- ☐ A "sleep sack" provided by the parents/guardians is PERMITTED as an alternative to blankets, so long as the infant's head and arms are uncovered at all times. Swaddling using a square cloth of any kind IS PROHIBITED.

Things to Note

- ▶ Please label all of your child's belongings with his/her full name, including bottles and covers, and use the color-coding system that we will review with you during your welcome meeting call.
- ▶ Try to check your baby's supplies weekly. We will let you know when supplies are running low.
- ▶ Our center is a Nut Safe center. Please be advised that this means that families, teachers and staff must refrain from bringing any products that contain nuts into the center. This includes all foods, lotions and ointments including almond products like milk and butter. We ask that families and staff check to screen-out products that contain nuts or are prepared in a factory where nuts are present.

Infant Learning through Play and Caregiving

The Infant Curriculum is based primarily on play. As infants play with toys, observe the world around them, listen to sounds and interact with caring adults, they are learning. The quality of teachers' interactions and the availability of play materials can significantly enhance the development of play skills. The curriculum is designed not to "teach" a child directly, but rather to allow opportunities for discovery. Infants learn through spontaneous play in which they build an understanding of the world in their own terms.

Babies need time not only to interact with adults, but also to safely explore the environment on their own. Non-walkers should be placed in an area where they are safe but can have visibility, body movement and the opportunity to handle and mouth toys. Walkers should have the chance to move freely around the room, selecting and playing with toys.

Mealtimes

For older babies, mealtime is a learning experience. We will assist in feeding them but encourage their independence by giving them spoons and/or forks to feed themselves. It is recommended that new foods be introduced at home. The first solid foods should be single-ingredient foods and should be introduced one at a time (with two or more days between offerings to identify any allergic reactions). Please note, this includes food from our Cycle Menu. We are happy to pack up menu items for you to introduce at home.

Food pouches will be accepted; however, we pour a portion of the food into a feeding bowl so the pouch does not become contaminated with bacteria from the child's saliva. Food pouches must be labeled as noted above.

Diapering

Infants are changed when needed and checked at least every two hours. Sanitary and safety procedures are followed to ensure the health and well-being of your child. Detailed procedures are posted by the changing table.

Separation Anxiety

As your baby grows, he or she will enter different developmental stages of separation. A very young infant may not seem to notice when you leave. Between the ages of six and nine months, your baby enters a stage of "stranger anxiety" where new faces are upsetting. Your baby has learned to care about you and becomes concerned if he or she is separated from you. As your baby gains more experience, he or she learns to trust that you will be back. By approximately one year of age, your baby's natural curiosity means that he or she can be easily distracted by playing with toys when you leave. At 18 months, your child may not be so easily distracted and may anticipate separation. At this stage, separation may become more difficult.

Teething

At approximately 5 months of age, your infant may begin teething. You may find that your baby will drool more and will want to chew on things. Some babies find sucking painful during teething. This may be a good time to introduce a cup. Teethers, especially frozen or chilled teethers, a frozen washcloth, hard or frozen finger foods such as bagels, waffles and teething biscuits, can be soothing to a teething baby. For babies experiencing extreme teething discomfort, consult your pediatrician.

Biting

Occasionally, an infant may bite another child or adult. This is done for a variety of reasons, such as teething, oral explorations, and "baby kisses;" or as a means of communication, tiredness or overstimulation. Babies are not aware that biting hurts another person and do not do this maliciously. If biting occurs, we tend to the child who was bitten by comforting him or her and caring for the bite. We say a firm, "no biting," to the baby who did the biting. If the baby is teething, we provide something for chewing. You will be notified if your baby bites another or is bitten.

New Explorers

As your baby explores crawling and walking independently, falls will occur more frequently. Once they become more accomplished in their balance, these falls will become less frequent. We continuously monitor our classroom environment to minimize fall hazards. You will be notified through a written accident report of any injuries that occur in a fall. Babies are cared for and comforted in the event of injuries.

Transitioning to the Toddler Room

When your child nears toddler age, he or she will begin transitioning to the toddler classroom. Your child's primary caregiver will discuss an individual plan for your child's move, which will include plans for visiting the new classroom. Your primary caregiver will introduce you to the toddler teachers, so that you may get to know them before your child enters the classroom. In particular, you will have the opportunity to meet with your child's new primary caregiver prior to the transition to share information about your child's development and interests and to learn more about the toddler classroom and curriculum.

Bottle & Food Labeling Guidelines

A color-coding system is in place in each infant classroom for bottle/food storage. Each child will be designated a specific color. Children will have their own basket or area of the refrigerator marked with that color. A list of the color code for each child is posted in the classroom.

Each day, the child's bottle/containers will be marked in the color along with the child's full name and date. The bottle cap should be marked with either the color or child's name. Bottles should be brought in and taken home daily. Bottles/nipples are emptied rinsed and returned to the child's cubby or bag.

Bright Horizons encourages the use of plastic bottles to minimize the chance of accident or injury. Glass bottles may be used; however, parent/guardians must provide a rubber grip or silicone sleeve.

Requirements for Labels on Bottles and Food

- ▶ The infant's first and last name
- ▶ The date prepared/received at the center
- ▶ The color code

Accepting Bottles/Food at Drop-Off

Parents/Guardians must provide sterilized bottles from home. All bottles/containers, including (frozen) breast milk and formula must be labeled with the child's full name and date received. At drop off, teachers will:

- ▶ Verify that each bottle is properly labeled with the child's full name and date and marked with proper color, and place a red-rubber band on breast milk bottles only
- ▶ Refrigerate bottles/food immediately
- ▶ Discard expired products

Discarding Bottle Contents

A bottle must be discarded if it has been out of the refrigerator for more than one hour unless the child is still feeding. The only exception to this rule relates to bottle breast milk. After the hour expires, the bottle may not be served at the center, but can be returned to the parent if the parent signs the Breast Milk Bottle Exception Release. The expired breast milk should be refrigerated and labeled "do not use."

Things to Note

- ▶ Solid food, including cereal, may not be placed in a bottle under any circumstances without specific physician instructions/authorization. Please see a member of the leadership team for further information.
- ▶ Bright Horizons prohibits bottles in cribs, feeding infants while they are sleeping, and propping bottles in any manner.
- ▶ Bright Horizons recommends that bottles/formula be prepared at home and brought to the center ready-to-feed. If center staff is permitted to mix formula, then the formula must arrive in a factory-sealed container, labeled with the child's full name and date, as required by state licensing. It must not be expired and must be used with the original scoop.