



# **Infant Handbook**

*2020 Denton Drive    Austin, TX 78758    512-454-1877*

## **Welcome to the Little Munchkins Infant Program!!**

We would like to extend a warm welcome to you and your family. We are always excited to welcome new faces to our Munchkin family.

A lifelong love of learning starts at the very beginning. In the infant program, our caring and supportive teachers foster an environment of social-emotional development through nurturing relationships with each baby, while also helping our babies develop physical skills as they learn to move and manipulate toys. We are more than just an infant care program. Our program is designed to help each infant meet their milestones...

- Rolling
- Crawling
- Pulling themselves up to explore their environment.
- Beginning to pay attention to people and things around them by watching, listening, and responding to them.
- Attempting new and varied movements in the first steps classroom, including walking across the room, walking backward, and marching
- Using their senses to investigate the world around them.
- Repeatedly performing an action and attempting to achieve the same outcome to demonstrate persistence, which is a hallmark of critical-thinking skills
- Developing communication skills
- Developing their fine motor skills to hold and manipulate objects intentionally.
- Calming and comforting themselves when supported by a guardian and/or caregiver.
- Responding to and engaging in caretaking routines with a familiar adult
- Forming and maintaining a secure attachment to a guardian and/or caregiver

Little Munchkins' teachers spend lots of time cuddling and talking to all infants, to help instill trust. We provide a healthy early learning environment for movement, exploration, and communication. Our infant care play area is filled with toys and books to help your baby develop at his/her own pace. Our teachers sing songs and read stories during circle time, to encourage language acquisition; teachers also pass balls, and play games to develop the children's fine and gross motor skills.

At the start of our program each family is given a *Family Handbook* to help acclimate them with Little Munchkins. The following handbook is designed to provide our infant parents with the basic ins and outs of our program.

We ask that each family provides the following items to help make the days a little bit easier for staff and babies alike.

## **1. Infants Parents Supply List:**

- 3 sets of clothes (accidents do happen)
- 3 bottles – complete sets
- Pacifier, if used, WITHOUT attachments
- Formula & water (Munchkins provides Sam's Members Mark Formula; tap water is used if bottled water is not provided).
- Breast milk – pump bags and bottles are accepted – **LABEL EACH BAG and/or bottle.**
- If eating – baby food, rice cereal, and/or oatmeal (Munchkins does provide rice cereal) ○ **Little Munchkins is a nut free zone.**
- Diapers and diaper cream ○ Monthly wipes are REQUIRED.
  - 3 single packs of HUGGIES / PAMPERS UNSCENTED OR 1 FULL white big of HUGGIES / PAMPERS UNSCENTED
  - Family photos for child's calming space

## **2. Parent Responsibilities**

- **COMMUNICATION is key!!** The more you communicate your child's needs, the easier it will be for us to assist your child.
- Check child's cubby daily.
- When supplies are needed, notes will be placed in/on cubbies, a message will also be sent to you through Procure.
- If bringing in breastmilk, your child's name, date, and amount of milk must be labeled on bag/bottle before we are allowed to accept it.
- **Infant care instructions are sent out toward the end every month and must be completed and signed by the 1<sup>st</sup> of the following month. If we do not have it, we CAN NOT accept your child.**
- If older siblings attend the school, PLEASE pick up infant first (if possible).
- Shoes are not allowed on the carpet in either of our infant rooms.
- Doctor appointments, we ask you to inform us so we may have your child ready upon your arrival and/or include them in our ratio if coming late.
  - **Morning drop offs are hectic. If your child is wet or dirty at drop off, please feel free to change them using the changing table in the classroom. Every child must come into the center with a clean diaper during drop off.**
- If bringing in home food containers, please have the following labeled:
  - Ingredients
  - Child's name
  - Date

This is for the safety of all the children to lower risk of allergic reactions. Personal meals should come in ready to serve.

- Premade bottles must also be labeled with child's name and tagged breastmilk or formula.
- If you have been notified that supplies are needed, but have not brought them in at drop off, **we CANNOT accept your child.**  
*We do not carry extra supplies for children.*

### **3. Community Supplies**

- Water provided is tap water.
- Formula provided Members Mark with iron
  - Bowls, spoons, bibs, tummy time blankets
- Excersaucers
- Boppy pillows

### **4. Texas Licensing / Little Munchkins Infant Rules & Regulations**

No teething necklaces, bracelets, or ankle bracelets are permitted.

- If socks fall off after a few times of trying to keep them on your infant's foot, socks will be placed inside your child's cubby until the end of the day.
- No snacks or meals can be provided after 2pm for CHILDREN ON SOLID FOODS
- All Children must be placed on their backs when in their cribs. This can be a difficult task for tummy sleepers. We like to give parents a warning that your child's sleeping and drinking routines may change while your child is adjusting to the new environment. (This usually only last 1-2 weeks)
- To avoid children being without bottles or pacifiers, we ask that you leave bottles and pacifiers here in school. If you are aware that you may need one for the car ride home, please bring one with you and we can prepare it for you.
- Please make sure all persons allowed to pick up are listed. **We will not release children to unlisted or unidentified persons.** If sending someone to pick up who isn't on the normal pick-up sheet, please inform the front office. They will have to show a form of identification and check in at the office before they enter the classroom.

## **5. Child Observations and Assessments**

The following assessment was provided by Children's Learning Institute (CLI).

Just like tracking height and weight, tracking developmental milestones helps caregivers see how children's skills compare to typical growth and development. Developmental milestones are important milestones children achieve at each stage of life.

Each child is an individual, so it is important to remember that a milestone checklist is only a guide for growth and development. Some children may achieve skills a little earlier and some children may achieve skills a little bit later; however, certain skills tend to develop within predictable age ranges.

If milestones do not occur naturally while observing the child, caregivers can engage the child with social interaction, toys, and demonstrations to try to elicit or bring out certain skills. Infants and toddlers may be most comfortable moving around and playing on the floor, while preschoolers may sometimes play at a table.

While some milestones (like language) can be observed anytime during the day, other milestones will most likely be observed during targeted times of the day. For example, motor skills will be easy to observe during movement activities and dancing. Social-emotional skills can be observed while children play and/or during centers.

The checklist can also be downloaded at:  
[clientgaze.org/public/tools/assessment/infant-toddler-checklists/](http://clientgaze.org/public/tools/assessment/infant-toddler-checklists/)

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Drive~~Austin, TX 78758**

## Parent Acknowledgement

*I, the parent or guardian of \_\_\_\_\_, hereby acknowledge that I have received and read a copy of Little Munchkins Learning Center's Parent Handbook. I also understand that it is my responsibility to comply with the policies contained in this Handbook and any revisions made to it. I further agree that if I remain with the Center following any modifications to the Handbook, I thereby accept and agree to such changes. I also understand that it is my responsibility to be familiar with its contents and to ask questions on any matters I don't understand.*

*I accept the fact that my enrollment with Little Munchkins Learning Center is at-will, which means that I have entered my enrollment with this Center voluntarily and acknowledge that there is no specific length of enrollment. I understand and accept that either Little Munchkins Learning Center or I may end this relationship at any time, with or without cause, notice or reason.*

*I hereby acknowledge that I have fully read and understand all the policies that it contains.*

**Parent / Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_