1. It is **REQUIRED** that all items be labeled:
   a. Wipes (Two packages per month)
   b. <u>Each</u> Premade bottle must be labeled on the actual bottle:
      a. <u>If Breastmilk must:</u>
         i. <u>Be labeled Breastmilk</u>
         ii. <u>Have child full name</u>
         iii. <u>Date BM was expressed</u>
         iv. <u>Today's Date</u>
      b. <u>If Formula:</u>
         i. <u>Be labeled Formula</u>
         ii. <u>Have child full name</u>
         iii. <u>Todays Date</u>
2. *It is **REQUIRED** <u>that you wear booties in the infant room. This does not mean take off your shoes and walk in with just your socks or bare feet. It is for the health and safety of the infants</u>*.
3. You must provide Diapers for your child. Most families bring a "sleeve" of diapers at a time. Please check your infant's daily report if more diapers are requested.
4. Parents must fill out top part of daily report with infant's morning schedule upon drop off.

DURING THIS TIME PLEASE USE OUR COVID DROP OFF AND PICK UP PROCEDURES

Procedures:

Drop Off: All Children need to be in their classroom by 9am
1. Sign-in your child on the front sign-ins with time and FULL signature
2. Take your child to class
3. Put on booties before entering room
4. Fill out your child's day sheet on the Parent Board. Include: Last feeding, last diaper change, time that your child woke up and any special instructions.
5. Put pre-made & labeled bottles in the refrigerator in your child divider.
6. Put all your child's personal belongings in their cubby.
7. Have a great day at work or school ;)

<u>Pick-up: All children need to be clear of the building by 6pm</u>

1. Sign out your child on the front sign-ins with time and FULL signature
2. Put on booties before entering room
3. Check in with teacher
4. Take your day sheet from the Parent Board

Pick Up Reminders:

- Collect your infants' bottles
- Check your infant's cubby for any clothes or items that need to go home.
- Collect your infant's daily report
- Have a great evening with your child

Thank you for sharing your child with us!