

## **Infant – Toddler II**

### **Guidelines for Checking Children In and Out of the Nursery**

Children move to another nursery during the year based on ability. Please check with your child's primary caretaker before moving a child. When your child reaches the Toddler II room, he/she remains in Toddler II until our next promotion Sunday in June.

The church will provide a clean well equipped/age appropriate room, caring and consistent childcare workers, pagers and wipes.

#### **PLEASE DO:**

- Completely fill in sign-in sheet.
- Receive pager from child-care attendant and write number on sign-in sheet. Parents must take a pager.
- Premix bottle if using formula (staff may not mix formula).
- Hand child and **LABELED\*** belongings (bag, diapers & bottle or cup) to child-care attendant/or (for three's) open and close gate for child. If you are the parent of two or more nursery age children who are not in the same room, please send a bag per room.
- If you want to check on your child, please use our one-way windows. Your child may not see you when you stick your head in the door, but another one may and there is the possibility of a once calmed child becoming upset again.
- If your child has trouble settling – let a child-care attendant know how long you wish to wait before being paged. If a child is afraid and cannot seem to settle – child-care staff is to page within 8-10 minutes. If a child is mad – child-care staff waits it out a bit more. If a child is new and has trouble adjusting – we recommend regular attendance and leaving the child in the room a bit longer each week.
- Upon returning to the room for pick-up, please hand pager to the child-care attendant.
- Wait for attendant to hand child over gate or open gate for child to exit class.
- Create a line in the hallway if necessary for pick-up, as families will pick-up one at a time. If your child sees you before it is your turn he/she may become upset.

#### ***MOST IMPORTANTLY:***

The caregiver who drops off the child must be the caregiver that picks up the child. No siblings are to drop off or pick-up. It must be an adult. Also, no adults should enter the room unless they are working in the nursery or your child is very upset or new and you first check with the primary child-care attendant for that room. This is for the safety of all children in the nursery. We have had family members without visiting rights come to “visit.” There is also the potential for a little one to “escape” unnoticed anytime that the gate is opened.

Infant – Toddler II, continued

**PLEASE DON'T:**

- Please do not enter the classroom – this disturbs other children who may have already settled.
- Please do not peak your head in the doorway – use the one-way windows
- Please do not send any medicine – even in bottles or juice – we cannot give medicine to your child. (See the last line of our Wellness Policy.)
- Please do not ask childcare staff to feed your child – if he/she will need to be fed (other than a bottle) during the hour ask the childcare staff to page you when /if your child needs to be fed.

\*We cannot give unlabeled bottles or cups to any child. Please initial pacifiers as well! \*