



Toddler Room Tip Sheet

General/Miscellaneous:

- A toddler is defined as a child more than 12 months old up to 36 months old.
- A toddler may only participate in activities with preschool or school aged children for up to one hour a day.
- Document arrival and departure times in writing.
- Staff shall not use corporal physical discipline or loud, profane, threatening, frightening, humiliating or abusive language
- The age of the youngest toddler in the room determines the ratio and the maximum group size.
- The maximum staff ratio is 1 adult to 6 toddlers between 12 to 24 months; the maximum group size for toddlers between 12 to 24 months is 12 toddlers with 2 qualified staff.
- The maximum staff ratio is 1 adult to 10 toddlers between 24 to 36 months; the maximum group size for toddlers between 24 to 36 months is 20 toddlers with 2 qualified staff.
- Toddler rooms are not a cut through room.
- Toddlers 32 months or older may participate with an older child more than an hour a day if the toddler is in transition to preschool. A written transition plan must be in place.

Napping/Sleeping:

- A child that does not sleep shall be permitted to play quietly and be visually supervised.
- Change sheets immediately if soiled or at least weekly.
- Cots or mats not labeled for each child shall be disinfected after each use.
- Nap mats must be a minimum of 2" thick.
- Place cots or mats a minimum of 12" apart.

Eating/Drinking

- A serving of milk for 12-24 month olds must consist of whole milk.
- A serving of milk for 24-36 month olds must consist of 1% or skim milk.
- Baby bottle or beverage container cannot be heated in a microwave.
- Baby bottle or beverage container cannot be left in the mouth of a sleeping child.
- Baby bottle or beverage container cannot be propped.
- Drinking water shall be freely available to a child throughout the day.
- Food must be consumed within 1 hour of being heated or removed from refrigerator.
- Foods cannot be served while viewing electronic devices
- Foods cannot be used as reward, discipline, or withheld until all other foods are consumed.
- Foods shall not be withheld until all other foods are consumed
- Meals should be served every 2 to 3 hours.
- Perishable foods must be stored in cold storage with a thermometer indicating temperatures of 40 degrees or less.
- Provide child sized utensils for feeding.

Diapering/Handwashing

- A sink needs to be immediately adjacent to the changing area.
- Change diapers and clothing when soiled or wet.
- Disinfect diaper surface after each use.
- Give full attention to child while diapering.
- Place child on a non-absorbent, easily cleaned surface that is clean, padded, and free of holes, tears, and items not used for diaper changing.
- Post proper method of diapering and handwashing at each diaper area and sink, respectively.
- Store diapers and clothing in a covered container temporarily.
- Wash or dispose of diapers or clothing at least once a day.

Medication

- Apply diaper cream with written blanket permission from parent or guardian (list brand of diaper cream).
- Keep children's medical information confidential.
- Keep other medications in a locked box.
- Maintain written documentation of administering prescription or non-prescription medications (including diaper cream and/or sunscreen) to include type, dosage, time, staff signature.
- Obtain written parent permission to administer prescription or non-prescription medications. (This includes diaper cream and/or sunscreen) Include type, route, dosage, and time/s.
- Store diaper cream, sunscreen, toothpaste, or emergency or rescue medications in an area inaccessible to children.

Records/Licensing:

- At least one person on duty and present with the children needs to be currently certified in:
 - Infant and child CPR
 - Infant and child First Aid.
- Ensure all staff in room have completed background checks before leaving children alone in their care.
- Keep children's personal information confidential.
- Keep family information confidential.
- Participate in monthly fire drills and document the names of the participants.
- Participate in quarterly earthquake drills and document the names of the participants.
- Participate in quarterly tornado drills and document the names of the participants.

Classroom Environment:

- An infant area must be separate from an area used by preschool or school aged children.
- An infant may only participate in activities with preschool or school aged children for up to one hour a day.
- Assure that a child shall not be required to stand or sit for a prolonged period of time
- Crawling space must be away from the general traffic areas of the center.
- Create lesson plans that promote physical, emotional, social, and intellectual well-being. Post lesson plans including current date in a conspicuous place.
- Daily planned program should include a variety of creative activities, including:
 - Music, Math or Numbers, Dramatic Play, Stories and Books, Science or Nature, Block Building or Stacking, Tactile or Sensory Activity, Multi-cultural exposure, and gross motor play.
- Follow lesson plans that are developmentally appropriate and meet individual needs.
- Keep the environment clean and materials in good repair.
- Playpens or play yards must:
 - Be manufactured for commercial use, and
 - Meet Federal standards by the Consumer Product Safety Commission,
 - Not be used for sleeping or napping.
- Post daily schedule from open to close, including times of activities.
- Provide adult chair for staff.
- Provide developmentally and age appropriate toys and materials.
- Refrigerator must have a working thermometer and must be at 40 degrees Fahrenheit or below.
- The outdoor play area for an infant shall be fenced, shaded, and either a separate area or used at a time when older children are not present.
- Use tables and chairs that are suitable for the size of the children.

Supervision

- Have a system in place to retrieve the bottles as needed without requiring the infant room staff to leave children unattended or out of ratio to retrieve bottles.
- Supervision means being able to see and hear children at all times.
- Supplies shall be stored so that the adult can reach them without leaving a child unattended.
- Staff under the age of 18 must be under the direct supervision of a qualified staff

Cleaning Toys

- Sanitize mouthed toys daily.
- Use following procedure for sanitizing mouthed toys:
 - Scrub in warm soapy water using a brush to reach into crevices.
 - Rinse in clean water.
 - Submerge in a sanitizing solution for at least 2 minutes.
 - Air dry OR clean in a dishwasher if the toy or item is dishwasher safe.

Personal Items/Care Routine

- Personal belongings and medications of staff shall be inaccessible to a child in care.
- Staff must maintain personal cleanliness
- Staff must wash hands with liquid soap and running water upon arrival; after toileting or assisting a child in toileting; before and after diapering a child; after wiping or blowing a child's or own nose; after handling animals; after caring for a sick child; before and after feeding a child or eating; before dispensing medication; after smoking or vaping, if possible before administering first aid
- Use hand sanitizer or hand-sanitizing wipes if liquid soap and warm running water are not available however, hands must be washed as soon as practicable once liquid soap and warm running water are available.

