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# Infant Room Tip Sheet

## General/Miscellaneous:

* An infant is defined as a child less than 12 months old.
* The maximum staff ratio is 1 adult to 5 infants; the maximum group size is 10 infants with 2 qualified staff.
* Infant room is not a cut through room.
* Document arrival and departure times in writing.
* Comply with the laws of the Commonwealth of Kentucky pertaining to reporting suspected child abuse or neglect.



## Cribs/Sleeping:

* A single pacifier and a firm mattress with a tight-fitting sheet are the only items in crib with infant (nothing clipped to clothing or string attachments).
* A sleep sac as an acceptable clothing item in a crib, swaddle blankets are not allowed.
* Change crib sheets immediately if soiled or at least weekly.
* Disinfect and change crib sheets between uses if cribs are shared.
* Ensure all cribs are compliant with current safety standards.
* Infants in attendance at the same time cannot share a crib.
* Infants may rest as long as needed.
* Loose bedding (i.e. bumper pads or blankets) should NOT be in the cribs.
* No toys or other items can be stored in cribs.
* Cribs shall only be used for a sleeping child.
* Place infants on backs in cribs. Written instructions from a medical professional are needed for an infant to sleep in an alternate sleeping position.
* Place all sleeping infants in cribs. Move a sleeping infant from bouncer to the crib.
* Place cribs a minimum of 12” apart.



## Eating/Drinking

* A serving of milk consists of breast milk or formula for infants.
* Promptly refrigerate formula or breast milk provided by parents.
* Baby bottle or beverage container cannot be heated in a microwave.
* Food must be consumed within 1 hour of being heated or removed from refrigerator.
* Baby bottle or beverage container cannot be left in the mouth of a sleeping child.
* Baby bottle or beverage container cannot be propped.
* Cover bottles with cap or other item when not in use.
* Hold infants when bottle feeding.
* Label bottles with each child’s name.
* Provide child sized utensils for feeding.
* Store perishable foods in cold storage with a thermometer indicating temperatures of 40 degrees or less.
* Foods cannot be used as reward, discipline, or withheld until all other foods are consumed.



## Supervision

* Supervision means being able to see and hear children at all times.
* While awake, an infant shall have short periods of supervised tummy time throughout each day.
* A child who does not sleep shall be permitted to play quietly and shall be visually supervised.
* 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.
* Supplies shall be stored so that the adult can reach them without leaving a child unattended.

## Records/Licensing:

* At least one person on duty and present with the children needs to be currently certified in:
  + Infant and Child CPR and Infant and Child First Aid
* Ensure all staff in room have completed background checks before leaving children alone in their care.
* Infant 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, tornado and lock down drills and document the names of the participants.



## Diapering/Handwashing

* A sink needs to be immediately adjacent to the changing area.
* Baby wipes may substitute for hand washing for infants (up to twelve months of age) instead of the use of liquid soap and running water.
* 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

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



## 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.



## Classroom Environment:

* An infant area must be separate from an area used by preschool or school aged children.
* An infant can participate in activities with children older than 24 months for no more than an hour a day.
* Use of screen time, electronic viewing, and listening devices is prohibited for children under 24 months of age.
* 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.

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## Personal Items/Care Routine

* 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
* Personal belongings and medications of staff shall be inaccessible to a child in care.
* Staff must maintain personal cleanliness
* 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.



## Professional Development

* Staff must complete a minimum of 15 hours of training annually from hire date to hire date during the first year of employment, then from July 1st - June 30th each subsequent year.
* Staff must maintain their training record in ECE TRIS.
* Six hours of cabinet-approved Orientation training is required within the first three months of employment.
* Within the first year of employment and every 5 years, staff need pediatric abusive head trauma (PAHT) training. This class is presented online or can be taken in person. PAHT is available free online at https://tris.eku.edu/ece/content.php?CID=1
* A written annual plan for child-care staff professional development.
* An annual written performance evaluation.

