



## 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.

## 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 30<sup>th</sup> 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://learn.trc.eku.edu/moodle/course/view.php?id=330>
- A written annual plan for child-care staff professional development.
- An annual written performance evaluation.



*Printed with Child Care Development Fund dollars made available through a contract with the Kentucky Cabinet for Health and Family Services, Division of Child Care.*

