



## Toddler Room Tip Sheet

### General/Miscellaneous:

- A toddler is defined as a child more than 12 months old up to 36 months old.
- 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.
- The age of the youngest toddler in the room determines the ratio and the maximum group size.
- Document arrival and departure times in writing.
- Staff shall not use corporal physical discipline or loud, profane, threatening, frightening, humiliating or abusive language
- Indoor areas for infants and toddlers under twenty-four (24) months of age shall be separate from an area used by an older child; not be an exit or entrance; and have adequate crawling space for an infant or toddler away from general traffic patterns of the center.
- The outdoor area for a toddler under twenty-four (24) months old shall be in a separate area **or** scheduled at a different time than an older child
- Unless there is a written transition plan to preschool in place, a toddler under 24 months can participate in activities with children older than 24 months for **no more than** an hour a day.
- The use of screen time, electronic viewing, and listening devices is prohibited if the child is under twenty-four (24) months of age.
- A child shall have moderate to vigorous activity including active play for a minimum of thirty (30) minutes per day in a half-day program; or sixty (60) minutes per day in a full-day program.
- A child shall not be punished or rewarded with regard to play time.
- Comply with the laws of the Commonwealth of Kentucky pertaining to reporting suspected child abuse or neglect.
- Maintain the confidentiality of a child's record and information concerning a child or the child's parent.

### Napping/Sleeping:

- A child who does not sleep shall be permitted to play quietly and shall 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

- Meals should be served every 2 to 3 hours.
- Monitor children's meal service for required components.
- A serving of unflavored milk for **12-24 month** old's must consist of whole milk. Minimum serving size of 4 oz equals ½ cup.
- A serving of unflavored milk for **24-36 month** old's must consist of 1% or skim milk. Minimum serving size of 4 oz equals ½ cup.
- 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 used as reward or discipline.
- Foods shall not be withheld until all other foods are consumed
- Perishable foods must be stored in cold storage with a thermometer indicating temperatures of 40 degrees or less.
- Provide child sized utensils for feeding.

## Personal 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
- A child shall be helped with personal care and cleanliness based on their developmental skills
- Change clothing when soiled or wet.
- Hand sanitizer or hand sanitizing wipes can be used when soap and running water is not available, but hands must be washed with soap and running water as soon as practicable.
- Hands must be washed with liquid soap and running water upon arrival, before and after eating or handling food, after toileting, after handling animals, after touching or handling an item or area of the body soiled with bodily fluids or wastes, after outdoor or indoor times

## Diapering/Handwashing

- A sink needs to be immediately adjacent to the changing area used for a toddler.
- 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.

## Classroom Environment:

- A toddler area must be separate from an area used by preschool or school aged children.
- Use of screen time, electronic viewing, and listening devices is prohibited for children under 24 months of age.
- 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.
- Post daily schedule from open to close, including times and dates of activities.
- Provide developmentally and age appropriate toys and materials.
- Create, follow, and post lesson plans with the current date in a conspicuous place.
- Create lesson plans that promote physical, emotional, social, and intellectual well-being and includes moderate to vigorous physical activity each day.
- 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's 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.
- Provide adult chair for staff..
- 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.

## Records/Licensing:

- Each staff member either certified or trained in CPR/First Aid
- At least one person on duty and present in the center needs to be currently certified in:
  - First Aid.
  - Infant /child and adult CPR
- 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, tornado and lockdown drills and document the names of the participants.

## Supervision

- Supervision means being able to see and hear children at all times.
- 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.
- 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.

## 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://tris.eku.edu/ece/content.php?CID=1>
- A written annual plan for child-care staff professional development.
- An annual written performance evaluation.
- Participate in staff meetings.

---

## Personal Items

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



*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.*

