

BURBANK UNIFIED SCHOOL
DISTRICT

MONTEREY INFANT CENTER

(818) 558-3215



PARENT HANDBOOK

Introduction

Monterey Infant Center is operated by Burbank Unified School District. Burbank Unified Children's Centers are designed to provide high quality child care and educational activities focused about the social, emotional, cognitive, and physical growth of each child.

The Infant Center provides services to children from ages 3 months through 2 years. All teaching staff are employees of Burbank Unified School District. Our teachers are credentialed by the California State Department of Education.

All families are placed on a waitlist. Please be aware that first priority is given to low income families/teen parents. Families in the community that are interested in child care are placed on a waitlist based on the date that they called and the month/year that they are requesting care. Please be advised that your child must be 3 months of age prior to enrollment. Spaces are not held for any infant who is not of the eligible age requirement.

Our Commitment to You

While at the Center, the entire staff will provide your child with:

- A safe and nurturing environment where the health and safety of the children and adults is protected.
- Dedicated space for infants and toddlers to encourage small group activities and/ or individual activities.
- Age appropriate materials arranged to promote independent use by children.
- Educational programs that cater to the needs of children and parents.
- A program staffed by adults with child development knowledge who can provide for the needs of young children.
- Information to parents related to their child's progress.
- A staff that welcomes parents as observers and contributors to the program.
- A staff that provides opportunities for interaction to further enhance children's social and intellectual development.

Curriculum

The primary emphasis is on health, safety, building effective relationship and social experiences, and supporting and facilitating the optimal development of each child.

Infants and toddlers experience a wide range of materials and processes as they explore their interests, fascinations, and natural inclinations for development. Examples are experiences with textures, sounds, colors, shapes, patterns, rhythms, paints, clay, water, body movement, music, hearing stories, and reading with teachers.

We provide a program that supports Developmentally Appropriate Practices and helps children gain new skills and develop a healthy desire to achieve higher levels of learning. Our goal is to build trust with each child as they are learning to trust the world, to actively explore their environment, and to do things for themselves.

Guiding Children's Behavior

We guide the behavior of infants and toddlers to help them develop their inner controls and positive social skills. We use a positive approach to guidance.

- An environment is created to enhance and encourage children's positive behavior.
- Teachers speak and act in way they want children to speak and act.
- Teachers encourage children's efforts to build feelings of self-worth and self-confidence.
- Teachers understand that infants/toddlers are not yet ready to share, so we provide duplicates of many toys.
- For toddlers, teachers set up a few simple, clear rules.
- Close supervision is provided throughout the day.
- Teachers redirect toddlers and encourage them to make appropriate choices.

Information

Appropriate Dress:

Please dress your child comfortably and ready for a full day's activities. Infants are not required to wear shoes. However, they must wear some type of foot covering. Once your baby starts to stand and attempts walking, please provide footwear that offers a safe degree of traction.

For your child's safety, we highly recommend that your child not wearing necklaces, bracelets, rings, or jackets with drawstrings while in our care.

Medication:

The center is unable to give your child any medication, either by prescription or over-the-counter, **without the written consent of a licensed physician.** (See the "Request for Assistance With Medication During Regular School Day" form, with this packet). The label on a medication bottle is NOT sufficient and the Center cannot call your physician to verify any medication. No exceptions or omissions will be made.

MEDICATION MUST BE IN THE ORIGINAL CONTAINER AND MARKED WITH YOUR CHILD'S NAME AND CORRECT DOSAGE. Please be sure to hand the medication to a staff member. Do not leave it on a counter, in your child's cubbies, lunch pail, or diaper bag.

Please do not put any kind of medication in a child's formula/ milk/ juice bottle.

This could be very dangerous if a child has any kind of reaction or another type of emergency situation, and the center is unaware of the fact your child is on a medication.

Infants

The Infant Program offers a warm, nurturing setting which includes:

- A safe, comforting, and healthy environment.
- A secure, trusting, primary care giving relationship.
- Individual, loving attention.
- Daily scheduling customized to meet your baby's needs.
- Activities rich in language to help your baby interact, explore, and discover.
- A safe and comfortable environment and separate sleep and play areas.
- Activities that encourage your infant's learning through touch, manipulation, pulling up and crawling.

Toddlers

The Toddler Program meets the needs of toddlers by offering an environment that provides security and encourages growth and learning. The exciting activities will help your toddler emerge from babyhood to the wonders of childhood. Our toddler program will support your toddler's growth in a variety of ways:

- Warm, caring faculty providing supportive guidance.
- A play setting where beginning friendships are established.
- An interactive setting in which language skills expand rapidly.
- Opportunities to make simple choices and develop self-help skills.
- Exciting introductions to music, art, and books.
- Physical activities to encourage movement and exploration.

Children will have the opportunity to play outdoors as part of our regular daily program, except during inclement weather.

THINGS YOUR CHILD WILL NEED FOR DAYCARE

INFANTS OR YOUNG TODDLERS:

- **FORMULA:** All bottles must be prepared at home or by the parent upon arrival to the program. If you are breastfeeding, bottles may be made up ahead of time, and you will need to bring in extra breast milk that can be kept in the freezer (or formula) that can be given to your child in the event of a disaster. We need enough supplies to care for the children for 72 hours in case of a disaster.
- **FOOD:** Strained or table food (i.e., cereals, etc.) need to be provided one day in advance to the center, so a reserve source can be established.
- **ONE BAG/ BOX OF DIAPERS:** Label the bag/box of diapers and the staff will label individual diapers. DO NOT BRING PULL-UPS.

- ONE BOX PER WEEK OF DIAPER WIPES.
- TWO COMPLETE CHANGES OF CLOTHING: Provide shirts, pants, socks, and clothes that can accommodate the changeable California weather. Clothes that are dirty will be placed in a plastic bag for you to take home. Please remember to bring back what you are taking home the next day so your child always has a supply of clean clothes.
- BOTTLES: You will need to bring at least two bottles and two covers for the nipples, both of which **MUST** be clearly labeled with your child's name. Bottles must be taken home each night, and clean ones brought in the next day to comply with the health regulations.
- CUPS: When your child begins to use a cup and you want them to use it here at daycare, you will need to bring a labeled "sippy cup" from home. This cup needs to be taken home each night and brought in clean the next day.
- DIAPER RASH CREAM: The application of any type of diaper rash cream **requires a release (i.e., authorization form) from a licensed physician.**
- SUNSCREEN: It is suggested you provide a sunscreen lotion for outdoor activities. This lotion should be labeled with your child's name. An unscented type of lotion will minimize the attraction of bees, etc.
- STORAGE: Storage is provided for all of your child's belongings. Parents in the Infant Room may wish to bring their children's belongings in a diaper bag.

ALL PERSONAL BELONGINGS MUST BE LABELED WITH YOUR CHILD'S NAME (WITH PERMANENT SHARPIE MARKER). THIS INCLUDES JACKETS/ SWEATERS, SHOES, SOCKS, AND PANTS. THE CENTER IS NOT RESPONSIBLE FOR ANY LOST ARTICLES.

It is important to communicate with the staff who care for your child. Parent conferences will be offered to parents periodically. Feel free to make an appointment with your child's teacher at any time you wish to discuss matters concerning your child that cannot be addressed over the telephone or via a brief arrival or departure conversation. Messages for teachers can be left for the teacher and he/she will return your call. It is requested that parents not engage any staff member in extended conversations during routine classroom hours, since their primary attention must be devoted to the supervision and care of all children present.

I have read and understand the program policies.

Signature

Date