



# Family Handbook

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[www.thelearninglodge.net](http://www.thelearninglodge.net)

## **OUR PROGRAM**

We truly understand the importance of finding the perfect place to bring your child while you are at work. We want everything at The Learning Lodge to exceed your expectations.

### **Non-Discrimination Policy**

The Learning Lodge does not discriminate on the basis of gender, race, color, religion or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs and activities generally made available to all children.

### **Smoke Free Environment**

The Learning Lodge has a no-smoking policy throughout the school and on the premises (indoor and outdoor) as we respect the health and safety of our children, families and staff.

### **Educational Philosophy**

Our staff views the learner as a whole child, striving to meet their intellectual, emotional, social and physical needs. Our teachers are committed to educational goals of excellence and education is provided in a safe and loving environment. We teach with creative teaching techniques, varied learning opportunities and the use of technology. Parents and teachers work hand in hand to prepare our students to be life-long learners and to apply their knowledge and skills in meeting life's challenges.

## **ENROLLMENT**

Our programs are open to children from the community. Upon acceptance of enrollment, Learning Lodge requires that an information packet be completed for our files (medical consent forms, allergy information, immunization records, emergency phone numbers, etc.) These forms must be on file before any child attends their first day at The Learning Lodge. Children in preschool are required to have a yearly physical examination. This must be included in our health records. Please inform The Learning Lodge when this examination takes place. Thank you in advance for helping us abide by state licensing guidelines.

### **Safety and Security**

To ensure safety of our children and staff, exterior doors will be locked at all times. Families will be given a code to use to enter through our front door and for access to our web cameras. Webcams are designed for parent use and are set to log out after a designated amount of time. If they are not used for their intended purpose or shared outside the immediate family, it is at our discretion to discontinue access.

### **Hours**

Full time (Monday-Friday)

6 a.m. – 6 p.m.

Part time (3day minimum, days vary/depend on availability) 6 a.m. – 6 p.m.

Children may **NOT** be dropped off before 6 a.m. and need to be picked up by 6 p.m.

Children cannot be here for more than 10 hours per day. If your child is here for more than 10 hours per day, a fee of \$25 will be charged per each 15 minute increment after the 10 hours.

### **Holidays**

The days that we are closed in observance of holidays vary each calendar year. Please see our school calendar for exact dates. We have prorated our tuition rates to include holidays and school closures. No additional discount will be given for the above listed days. Weekly rates are charged as normal for all student schedules.

Memorial Day

Independence Day

Labor Day  
Christmas Eve and/or Christmas Day

Thanksgiving Day and Friday after  
New Year's Eve and/or New Year's Day

### **Payment Policy**

Tuition is invoiced for the entire month at the beginning of the month. Tuition is due the Monday of services provided. You may pay weekly or monthly and we offer payment options of cash, check or automatic withdrawal. Tuition rates are adjusted annually and will be announced to families during re-registration times.

- The Learning Lodge requires an initial registration fee of \$100.00 per family and an annual re-registration fee of \$75.00 per family. This is non-refundable.
- Prior to your child's first day, a deposit is due to hold your child's spot. The deposit includes the registration fee and first week tuition. This deposit is non-refundable.
- If tuition payments are not received on the due date, there will be a twenty-five dollar per day late fee applied. If your account exceeds 2 weeks over due, your child will not be able to return until the account is brought current.
- Returned checks will be assessed a fee payable in cash or money order including the full amount of the payment due and the cost of the service charge. Returned/Insufficient fund checks will be charged \$50.00 per check.
- If you would like to change your child's schedule, please inform the Director. Schedules may be changed with advance notice and will depend on the availability of space in the requested classroom.
- We will provide families with our Tax Identification Number upon request. Annual statements for use when filing your taxes are passed out each year by January 31<sup>st</sup>.

### **Absences**

During the year, tuition fees will remain applicable regardless of absence due to illness, vacation (except the one week allotted), school closures and/or legal holidays. The Learning Lodge does not follow the same calendar schedule as the local public schools. Please review our calendar for specific closures and events.

### **Vacation**

One week of vacation will be allowed per child for the calendar year. The child must be enrolled for 12 months prior for this benefit to be used and their schedule must stay the same through the duration, i.e. vacation weeks are not available to families who leave for the summer, or reduce/increase their days. The vacation week must consist of five consecutive days and the child(ren) may not attend school during this time period. We ask that you fill out a vacation form and turn it in for approval. It *must* be approved by an administrator before you take the week. Please do not assume that it is approved because you submitted the request form.

### **Late Pick Up Fees**

Our center closes at 6 p.m. A late pick-up fee per child of \$25.00 for each 15 minute increment will be charged for any child in our care after 6:00p.m.

### **Multiple Child Discount**

Discounts will be given for multiple child families who are full time. Full time being defined as infants, toddlers, preschool (3's), Prekindergarten and 5-day summer program students. The discount will not be allowed for the before/after school age program or part time summer program students. The discounts are applied toward the tuition of the oldest child(ren). For example, 1<sup>st</sup> child full rate, 2<sup>nd</sup> child 10% off his/her tuition, 3 or more 15% off his/her tuition.

### **Summer Program**

Our summer program begins in June. The program will incorporate a variety of summer activities and events starting in the toddler classrooms. The Preschool, Pre-K and School Age classrooms will participate in special activities, as well as, field trips. Summer activity fees will be announced during Re-registration each spring and will include a due date.

Summer activity fees cover the costs associated with in-house guest speakers, special events and activities and field trips (i.e. bounce houses, snow cone machines, clowns). Summer calendars will be published in the spring.

### **Withdrawal from the Program**

If you decide to withdraw your child from the program, you must give a 14-day notice. This notice must be in written form and handed-in to the Director. If you do not give a 14-day notice, you agree to pay any fees and tuition that may apply up to the last day of the 14-day notice.

### **Classroom Transitions**

When the time comes for your student to graduate to the next classroom, we will send home a transition announcement or talk to you in person. Moving to the next classroom depends upon multiple factors like classroom availability, student's date of birth and developmental readiness. Tuition rates correlate to the specific classrooms, not the age of the student. For instance, a student in the Toddler classroom will not have a change in tuition until they are in the two year old class (even if they turned two prior to the move).

### **Emergency School Closures and Inclement Weather Policy**

We will remain open on snowy and severe weather days as long as safety permits. Opening and closing times may change based on the severity of the weather. On days when you suspect a possible late start or closing, please call the center and listen to our message regarding delays or closures. We will make every attempt to open the center; however, it is our goal and first priority to keep our faculty members and families safe. If the local elementary schools are closed and The Learning Lodge remains open, school age children are welcome to attend. In case of serious emergencies such as earthquakes, fire, storms, loss of power/water, parents will be notified immediately and children will be cared for until parents or emergency contacts arrive.

### **Emergency Preparedness**

The Learning Lodge is committed to providing a safe and healthy environment for our children, families and staff. We understand that to maintain these high standards we need guidelines on how to react appropriately and confidentially when an emergency takes place during school hours, we have implemented an Emergency Preparedness Program.

Our disaster preparedness policy is located at the front desk. The Director will review the policies with each staff team regularly. The Director will also be responsible for orienting classroom volunteers, new staff or substitutes to these plans.

The Learning Lodge staff will remain on site and provide assistance until parents or guardians have retrieved all children, or until instructed by administrators to leave. In the event of a local emergency, please avoid calling the center, because incoming calls will tie up the telephone lines and keep us from making the outside calls needed to communicate with emergency services. If you

need to contact the center in an emergency situation, please call 636-448-5634 or 314-603-8776. These are our school cell phone numbers and are only used for emergency purposes.

### **Picking Up Children During an Emergency**

Listen to our local radio and television stations for service updates. Should we request you pick up your child earlier than normal school hours, come to the front office. Support staff may not recognize you and will not release your child unless proper identification is presented. No child will be dismissed on his or her own accord. If you have any additional questions, please contact the Director regarding safety policies.

### **Fire Drills**

Fire drills are conducted at The Learning Lodge on a monthly basis at various times of the day. Each classroom has an outlined evacuation plan (which is posted in the room) and a designated meeting area outside of the school. Staff members are trained in evacuation procedures.

### **Attendance**

Children must be signed in and out of The Learning Lodge by the custodial parent or staff member. Only those persons approved by the child's parents may take a child from The Learning Lodge. Identification may be required.

### **Babysitting Policy**

If a parent chooses to have a Learning Lodge staff member care for their child(ren) outside of school hours including transportation to and from the facility, The Learning Lodge will not be held responsible nor liable for any accidents, injuries, or other incidents that may occur.

### **Child Abuse Reporting Law Requirements**

The Learning Lodge is REQUIRED by Missouri State law and licensing requirements to report immediately to the police or Child Protective Services any instance when there is reason to **suspect** the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. The staff may not notify parents when the police are called about possible child abuse, neglect, or exploitation, except on the recommendation of DFS or the police. **ALL STAFF MEMBERS ARE MANDATED REPORTERS.**

### **Faculty Respect Policy**

The Learning Lodge prohibits parents from treating our staff in any of the following ways:

- Belittling
- Embarrassing
- Labeling
- Physical Contact
- Verbal Abuse
- Threatening

If you have a conflict with a faculty member and are unable to resolve it respectfully, we ask that you discuss the issue with the Director immediately. Any person that disrespects the faculty in these ways will be asked to leave the center.

## **CURRICULUM**

The Learning Lodge will provide quality care and education by using loving, creative and purposeful means to nurture and care for each child. Our concern is for the total growth of the child: physically, socially, mentally, and emotionally. We provide a theme based curriculum that is developmentally appropriate. The academic day is from 8:30 a.m. to 3 p.m. Each day the class will begin with circle time in which children are welcomed and the day's activities explained. Arriving on time for circle is greatly encouraged.

### **Infants, Toddlers and Two's**

Babies and toddlers are precious and delicate. We take pride in caring for your child with thoughtfulness and consideration. At this age, children are growing at an exponential rate, so we support their physical development with cuddling, tummy time, exercises and even a ballet bar for pulling up. We also offer educational activities like sign language (ASL) to build language skills, sensory art projects for hands-on interactions and encouragement of friendships for social development. Starting in our toddler rooms, students increase creative art projects and have a strong focus on personal skills like using a spoon and drinking from a cup. As children transition into the two-year old classroom, they experience greater independence and enjoy more self-directed learning choices. We provide choices for exploration, play and continued language and early math practice. They will experience learning centers, dramatic play and physical play.

### **Preschool and Prekindergarten**

Our Preschool and Prekindergarten programs are designed to facilitate learning through teacher-led activities and self-directed learning interactions in a theme-based curriculum. We intentionally divide the classroom into areas that offer learning in language and communication, math, science and creative arts. In order to prepare your student for Kindergarten, we focus on language building activities like letter recognition, phonemic practice, early reading skills, rhyming and understanding how print carries meaning. We are dedicated to supporting your child's natural development and challenging them to succeed in a warm, caring environment. Prekindergarten students will be required to buy a Learning Lodge t-shirt for field trips.

### **School Age and Summer Camp**

We offer before and after school programs for children ages 5-12 years. It is our pleasure to support families by providing a place that students can comfortably eat breakfast before school and a safe place to play once they are finished with their day. We provide transportation to and from school, help with homework, as well as, creative art projects and outside play. When the school year ends, we offer a full day summer camp program. The students participate in a variety of field trips, creative art, water activities and volunteer opportunities. See our Summer Camp program calendar for additional details. School age students will be required to buy a Learning Lodge t-shirt for field trips.

### **Daily Sheets, Monthly Newsletter and Take-homes for Parents**

We send home a daily report of each student's activities. They are to be filled out in a respectful and clear manner. We want to cooperate and team with parents, so that both your family has an excellent experience at our center.

Teachers also send home a monthly newsletter that describes what is happening in the classroom,

announcements and reminders and about what you can work on with your child at home. (For instance, during September and October we will be working on the letters “a” through “g” in our classroom. One way to practice a letter with your child is to play a verbal word game. Please practice these with your child during the next few months – a great activity to hang on the refrigerator or work on in the car.)

### **Portfolios, Conferences, Specialist Classes**

A portfolio is a meaningful collection of a child’s work and shows their progress and accomplishments over a period of time. Our teachers collect student work for their portfolio each year they attend The Learning Lodge. Portfolios are shared with families during conferences and sent home during the spring conference.

We will hold Parent Teacher conferences twice a year. We encourage all families to participate in parent conferencing. This is a great time to sit down with your child’s teacher and learn more about how your child is developing and learning. The teachers work very hard to prepare for conferences, so that they can share your child’s successes with you.

We also provide a specialist program (P.E) that is built into your tuition. We may or may not have these specialist classes running simultaneously throughout the year. Please ask for the current extra class schedule. We also host other extracurricular activities like soccer, ballet, T-Ball, and gymnastics. However, these classes have a separate monthly fee because they are provided by an outside vendor.

### **Parent Involvement**

Parents will have free access to all areas of The Learning Lodge facilities used by the children. We request, however, that any parent or guardian picking up a child during nap or rest time take special care not to awaken another sleeping child. We encourage parent participation in any part of the day. Parents and family are always welcome!

### **School Newsletter**

We publish a newsletter each month, which contains important information regarding center-wide events and celebrations, announcements and other information for families. The newsletter will be posted the first of the month on our schools’ Web site.

### **Toys and other items from home**

In order not to confuse our materials with a child’s personal property, we ask that children do not bring playthings from home. Our staff cannot be responsible for lost or broken personal toys. An exception to this will be a stuffed animal used during naptime or a “Show n Share” day planned by the teacher. We also ask families to avoid bringing large pillows and/or pillow pets for nap time.

### **Birthdays**

A child’s birthday is an exciting time! On your child’s birthday, or a day close to his/her birthday, you may bring a special snack (store bought, in original container) to share with the class. There may be dietary restrictions and allergies for children in the class, so we ask that families coordinate with their child’s teacher and our administrative staff.

### **Field Trips**

Our program incorporates field trips for students throughout the school year. Preschool classes generally attend a Fall and a Spring trip. During the summer, school age children will attend field

trips a few times weekly. Transportation for field trips may be provided by school vans or walking. We adhere to state laws requiring the following:

- Vehicles transporting children shall be in safe operating condition and drivers shall have a current Missouri State Drivers License. The Learning Lodge will use vans driven by licensed van drivers with a class E endorsement.
- Children shall be loaded and unloaded at the curbside of the vehicle or in a protected parking area.
- Children shall be protected by family liability and medical insurance.
- A child shall not be taken on field trips unless a parent or guardian has signed permission forms.

### **Behavior Management Policy**

The Learning Lodge views discipline as a process of developing appropriate behaviors through positive reinforcement and a challenging environment. Positive reinforcement for “good” behavior in a loving, supportive environment promotes the child’s self-confidence and leads to increased desirable behaviors. A challenging environment that allows experimenting, learning, physical activity and quiet time prevents boredom. We use both of these approaches to support a child’s process of developing positive behaviors.

At The Learning Lodge, our disciplinary goal is to educate and redirect the children. It emphasizes cooperation. In contrast, punishment has as its goal hurting, shaming, or scaring children. Punishment is an inappropriate form of discipline and has no place in our school.

By law, program philosophy and policy, the following forms of discipline are forbidden: hitting, spanking, shaking, scolding, shaming, threatening, isolating, labeling (words such as: bad, naughty, etc), or any other negative reaction to the child’s behavior. All forms of corporal (physical) punishment are strictly forbidden.

Some negative behavior is best ignored since its goal is often to get attention. This technique is effective for some of the disruptive things children do and it minimizes mimicking activity by other children.

If a child is unable to gain control and requires more individual attention than can be given within child-to-staff ratios, we may need to contact a parent. A child requiring one-to-one attention may have to leave the center temporarily for safety’s sake. Repeated uncontrollable behavior can lead to discontinuation of learning center services.

The Learning Lodge is not a substitute for parents. If parents and children are having problems at home, those problems and solutions are to be taken care of in the family. We cannot discipline your child for you at school.

### **HEALTH AND SAFETY**

The Learning Lodge has a responsibility to all parents and children to maintain strict standards of health regarding attendance at school. Any child with a fever, diarrhea, undiagnosed rash or sore,



vomiting, or discharge from eyes, ears or nose indicating a possible infection, may not attend school. Children should not participate in any school activity if they exhibit symptoms of any of the following common illnesses:

- Fever (100.1° under the arm). It may be accompanied by other symptoms such as lethargy, vomiting, diarrhea, or irritability.
- Diarrhea (two or more loose stools that cannot be contained in a diaper, underwear, or the toilet).
- Vomiting
- Conjunctivitis (pink eye)
- Rash (unless a physician has determined it is not a communicable disease)
- Hepatitis A virus (flu like symptoms when contracted)
- Chickenpox
- Impetigo
- Strep throat
- Scabies
- Head lice – no nit or live lice policy
- Pertussis (whooping cough)
- Mouth sores or fluid filled blisters on other parts of the body (hand, foot, & mouth)
- An illness that prevents a child from participating comfortably in routine activities.

Should a child become ill at school, the child's parent/guardian will be notified and asked to make arrangements to pick up the child within one hour (emergency contacts will be called, if we do not hear from a parent or the student is not picked up in a timely manner). If you are called to pick up your child due to an illness know that the decision is not only made for the well-being of your child but also for the other children/employees in the room. While we appreciate the input from your family doctors know that we receive feedback from approximately 30 doctors with different beliefs on illnesses. Ultimately The Learning Lodge will make the final decision on when a child needs to be secluded from the center and when the ill child can return to the center. Parents will need to sign the health alert and their child must be symptom free for 24 hours before returning to school. These decisions will be based on the illness, State guidelines, and the CDC (Center for Disease Control). We understand that it can be difficult for parents to miss work, but it is inappropriate for any child who is ill to attend any school program. Please plan alternative arrangements for your child in the event they are not feeling well.

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day.

In case of injury or accident in which an ambulance is not needed, but immediate medical attention is required, the staff will contact the parents. If parents are unavailable, those individuals designated as emergency contacts will be notified. Learning Lodge staff cannot transport children to a hospital or doctor's office. Injured children shall be transported for medical aid by parents or by calling 911 for an ambulance.

### **Communicating Health Information**

*Keep us Informed*

Tell us if your child has been exposed to an illness or disease. Staff can then be prepared and alerted to the specifics of the disease.

#### *Report Illness or Disease*

Let us know when an illness or disease is diagnosed so we can take preventative measures to protect the health of our children.

#### *Be Certain Children are Immunized*

A Certificate of Immunization must be completed and on file before the child may attend school. Please update our copy of the certificate when the child receives additional immunizations.

#### *Restricted Diets and Food Allergies*

We keep an updated list of food allergies for all of our students. This list is kept in all classrooms and food service areas of the school. If your child has any food allergies, we are required to have a doctor-signed food allergy form. If you have food preferences or diet restrictions for your child, we only need a parent-signed copy of a similar form. Please let us know at any time if these items change for your child.

### **Medications**

Please inform your physician that your child is in preschool and that you prefer to give medications at home, morning and evening. Knowing this, many doctors will order longer acting medications. Limiting medications dispensed away from home prevents medication errors. Please remember Learning Lodge is designed for **well children**.

If medications need to be administered at school, the following conditions must be met:

- Prescription medication will be accepted only if it is in the original container.
- Nonprescription medication may only be administered by following the manufacturer's recommendation on the label. Medication must be in the original container and accompanied with a copy of the information given to you by the pharmacy.
- Before any prescription or nonprescription medication can be administered, we must have permission in writing by the child's parent or guardian. Please fill out the medication forms and enter instructions.
- Medication needs to go home after the last date that the medication is administered.

Health forms are required to be completed at the time of enrollment showing any allergies, physical limitations, a statement of general health, and a current immunization history. These must be updated and kept current.

### **Meals and Snacks**

Breakfast, lunch and an afternoon snack will be served to all children. No food can be brought into the school to be served unless it is approved by the Learning Lodge Director. The exception is for parents of infants who bring all formula, bottles and baby food for their child.

### **Clothing**

All children must have a complete change of clothing, **clearly marked with the child's name**, left at The Learning Lodge. Preschool children need to be dressed for the weather. It is helpful to put a full change of clothing in your child's cubby or backpack. Children may get wet on the playground, during sensory projects, or have a bathroom accident. Caps, mittens and warm clothing is greatly encouraged during the cooler seasons for daily outdoor play.

### **Outdoor Play**

Outdoor play is a part of the daily routine. Children should be prepared to play outside some part of every day. State guidelines indicate that children go outside at least twice daily.

### **Quiet Time**

Supervised rest periods are provided for all children under five years of age and for all other children who show a need for rest time. A special blanket or stuffed animal from home is encouraged for use at naptime (labeled with the child's name). Please bring a travel-size pillow, clean blanket and sheet or slumber bag for naptime and take them home weekly for washing.

### **Bathroom Policy**

The following is the procedure used by our teaching staff during toilet training:

- Preschool children shall be accompanied by an adult when they need to use the bathroom.
- The teacher/assistant will assist the child, if needed, but will encourage the child to learn to wipe him/herself, dress and wash hands.
- When a child has had an accident wetting or soiling their clothes, the teacher/assistant shall assist the child in changing their clothes in the bathroom. The teacher/assistant shall put on rubber gloves, help remove the clothing, clean the child, and help put on dry/clean clothes. The soiled clothing shall be put in a plastic bag and sorted with the child's other belongings. The parents will be informed of the soiled clothing.

### **Ways you can help**

There are several ways you can help us maintain the best possible teaching atmosphere for your child:

- Please have your child arrive daily no later than 9:00 a.m. It can be confusing for a child who arrives at different times and potentially disruptive to the other students, i.e. arriving at nap.
- Communicate to us your concerns regarding your child.
- Please read the notices and information given to you by your child's teacher.
- Pick up your child's papers daily. Their work is very important to them and provides another means of communication. It helps you share in their day!
- Because children quickly learn to model behavior, we ask that you govern your speech.

### **Thank you for choosing us!**

In your absence, we will love and respect your child and help him/her grow emotionally, socially, physically and mentally. Our goal is to provide high quality care in an atmosphere of love and respect that fosters growth.

# Infant Safe Sleep Policy

Facility Name: The Learning Lodge  
Date Adopted: 7/26/18

Facility DVN: 002120690

**Purpose:** The purpose of the Safe Sleep Policy is to maintain a safe sleep environment that reduces the risk of sudden infant death syndrome (SIDS) and sudden unexpected infant deaths (SUIDS) in children less than one year of age. Missouri law (§ 210.223.1, RSMo.) requires all licensed child care facilities that provide care for children less than one year of age to implement and maintain a written safe sleep policy in accordance with the most recent safe sleep recommendations of the American Academy of Pediatrics (AAP). Missouri child care licensing rules require licensed child care facilities to provide parent(s) and/or guardian(s) who have infants in care be provided a copy of the facility's safe sleep policy.

Sudden infant death syndrome is the sudden death of an infant less than one year of age that cannot be explained after a thorough investigation has been conducted, including a complete autopsy, an examination of the death scene, and a review of the clinical history.

Sudden unexpected infant death is the sudden and unexpected death of an infant less than one year of age in which the manner and cause of death are not immediately obvious prior to investigation. Causes of sudden unexpected infant death include, but are not limited to, metabolic disorders, hypothermia or hyperthermia, neglect or homicide, poisoning, and accidental suffocation.

Child care providers can maintain safer sleep environments for infants that help lower the chances of SIDS. Our goal is to take proactive steps to reduce the risk of SIDS in child care and to work with parents to keep infants safer while they sleep. To do so, this facility will practice the following safe sleep policy:

## Safe Sleep Practices

1. Infants, less than one (1) year age, will always be placed on their backs to sleep. When, in the opinion of the infant's licensed health care provider, an infant requires alternative sleep positions or special sleeping arrangements, the provider must have on file at the facility written instructions, signed by the infant's licensed health care provider, detailing the alternative sleep positions or special sleeping arrangements. Caregivers will put the infant to sleep as specified in the written instructions.
2. When infants can easily turn from their stomachs to their backs and from their backs to their stomachs, they shall be initially placed on their backs, but shall be allowed to adopt whatever positions they prefer for sleep. The American Academy of Pediatrics recommends that infants are placed on their back to sleep, but when infants can easily turn over from their back to their stomach, they may adopt whatever position they prefer for sleep. We will follow this recommendation by the American Academy of Pediatrics.
3. Sleeping infants shall have a supervised nap/sleep period. The caregiver shall be positioned where he or she can hear and see the infant. The caregiver shall physically check on the infant frequently during napping or sleeping and shall remain in close proximity to the infant in order to hear and see them if they have difficulty during napping/sleeping or when they awaken.
4. Equipment such as a sound machine, that may interfere with the caregiver's ability to see or hear a child who may be distressed, is prohibited.
5. Steps will be taken to keep infants from overheating by regulating the room temperature, avoiding excess bedding, and not over-dressing or over-wrapping the infant. Infants should be dressed appropriately for the environment, with no more than one (1) layer more than an adult would wear to be comfortable in that environment. Caregivers will conduct physical checks of the infant to ensure the infant is not overheated or distressed.
6. The lighting in the room must allow the caregiver/teacher to see each infant's face, to view the color of the infant's skin, and to check on the infant's breathing and placement of the pacifier (if used).
7. All caregivers will receive in-person or online training on infant safe sleep based on AAP safe sleep recommendations. This training must be completed within 30 days of employment or volunteering and will be completed ever three years.

## Safe Sleep Environment

1. Room temperature will be kept at no less than 68°F and no more than 85°F when measured two feet from the floor. Infants are supervised to ensure they are not overheated or chilled.
2. Infants' heads and face will not be covered during sleep. Infants' cribs will not have blankets or bedding hanging on the sides of the crib. **We may use sleep clothing (i.e. sleep sack, sleepers) that is designed to keep an infant warm without the possible hazard of covering the head or face during sleep or nap time.**
3. No blankets, loose bedding, comforters, pillows, bumper pads, or any object that can increase the risk of entrapment, suffocation or strangulation will be used in the cribs, playpens or other sleeping equipment.
4. Toys and stuffed animals will be removed from the crib when the infant is sleeping. **When indicated on the *Infant and Toddler Feeding and Care Plan* or with written parent consent, pacifiers will be allowed in infants' cribs while they sleep. The pacifier cannot have cords or attaching mechanisms.**
5. Only an individually-assigned safety-approved crib, portable crib, or playpen with a firm mattress and tight-fitting sheet will be used for infant napping or sleeping.
6. Only one infant may occupy a crib or playpen at one time.

7. Sitting devices such as car safety seats, strollers, swings, infant carriers, infant slings, and other sitting devices will not be used for sleep/nap time. Infants who fall asleep anywhere other than a crib, portable crib, or playpen must be placed in the crib or playpen for the remainder of their sleep/nap time.
8. No person shall smoke or otherwise use tobacco products in any area of the child care facility during the period of time when children cared for under the license are present.
9. Home monitors or commercial devices marketed to reduce the risk of Sudden Infant Death Syndrome (SIDS) shall not be used in place of supervision while children are napping and sleeping.
10. All parents/guardians of infants shall be informed of and given the facility's written Safe Sleep Policy at enrollment.
11. To promote healthy development, infants who are awake will be given supervised "tummy time" for exercise and for play.