



Baby Rays
Early Learning
at
Seacrest Country Day School
Infants
One Fish / Two Fish

PARENT HANDBOOK

Our Mission

Seacrest Country Day School fuels intellectual engagement, teaches ownership of the educational experience, cultivates quality of character, and inspires students to lead lives of significance.

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BABY RAYS PHILOSOPHY

Baby Rays Early Learning at SEACREST Country Day School is more than a daycare. It is a place where learning through exploration, joy, creativity, and play is encouraged and fueled. We welcome children ages six weeks through three years old.

Each child learns differently and on his or her own trajectory. Baby Rays understands this and has created a program for individual exploration through play and developmentally appropriate experiences. The infant and toddler classrooms incorporate learning centers to promote growth and development of social, emotional, and physical skills. Centers include imaginative play, science exploration, outdoor experiences, creative construction, and multisensory art.

Baby Rays provides the only lactation room for parents, faculty, and staff in an independent school in Florida. The room is private and relaxing, and features lactation education and closed circuit breast pumps.

NON-DISCRIMINATION POLICY

No person or persons will be discriminated against because of religion, race, color, national origin, sex, age or disability. This includes not only children but staff and parents/guardians as well. If you feel like you have seen this policy being broken, please contact the Head of School, Erin Duffy.

ENROLLMENT

Initial enrollment into the Baby Rays program requires completion of the SEACREST New Student Enrollment Packet. Parents/Guardians are required to fill out a Department of Children and Families Registration Form prior to the first day of attendance. Important information such as health issues, behavior issues, and custody arrangements must be indicated in writing at registration.

All children are considered for enrollment regardless of race, religion, social demographic, or national origin. We accept students with special needs based on our ability to make reasonable accommodations for them

Students attend at the discretion of SEACREST administration. We reserve the right to withdraw students from the program due to behavioral issues, unpaid tuition, problematic parent relationships, or any other reason seen as irreconcilable by the administration.

Fee Policy

See Exhibit A, Sample Enrollment Contract and Exhibit B, Financial Terms.

Payment Policy

See Exhibit A, Sample Enrollment Contract and Exhibit B, Financial Terms.

Refund Policy

See Exhibit A, Sample Enrollment Contract.

DAILY OPERATIONS

Emergency Contact Information

Keeping up-to-date emergency information is vital. Please update your Profile in the Parent Portal of the SEACREST website – www.SEACREST.org. It is important to update any changes in your personal information, work number or cell phone numbers, and/or email address.

Hours of Operation

Baby Rays is a school site day care program that is open 7:30 a.m. - 5:30 p.m. and will operate on the schedule shown on Exhibit C, Baby Rays Calendar. Note: children with siblings enrolled in Seacrest School grades Preschool through 12th grade do not have the same calendar as Baby Rays.

Daily Schedules

Posted in One Fish/Two Fish Classroom. See Exhibit D, Sample Schedule. There is no set schedule for Baby Rays.

Staffing Plan

Baby Rays (six weeks - twelve months)

- Eight students maximum
- Two teachers and one teaching assistant

One Fish (one year old - two years old)

- Six students maximum
- One teacher and one teaching assistant

Two Fish (two years old - three years old)

- Eleven students maximum
- One teacher and one teaching assistant

Volunteer Policy

Persons requesting to volunteer in Baby Rays must adhere to DCF requirements for volunteers in child care facilities.

Pick Up Policies

Photo identification is required from any and all individuals on the pick-up list. Children will not be released to any individual who is not on the pick-up list. Parent permission is needed if any individual not on the list will be picking up the child.

Baby Rays closes promptly at 5:30 p.m., Monday through Friday. In the event that a child is not picked up by 5:30, a staff member may contact someone listed on the child's emergency form. A warning notice will be given if the child is picked up late. Multiple late pick-ups will result in additional fees (\$15 every 15 minutes after 5:30 pm) or removal from the program.

Meals/Snacks

Parents are required to send a LABELED morning snack, afternoon snack, packed lunch and drinks with each child. Please do not send foods that need to be heated. Please pack nutritious foods. We encourage you to LIMIT sugars. SEACREST does not provide snacks, meals, or drinks.

Field Trips

The children in Baby Rays and the 1 Fish/2 Fish programs do not have field trips.

Holiday/Birthday Policy

Check with the program director prior to making any arrangements for birthdays or other celebrations. Treats should be healthy and nutritious. **As latex balloons represent one of the greatest choking hazards, please do not bring latex balloons to SEACREST under any circumstances.** Mylar balloons are allowed.

Photography while on the Seacrest Campus

Families are welcome to photograph or film their children on campus and at Seacrest events for personal enjoyment. Images captured on campus or at Seacrest events are not to be used for commercial or public purpose without permission. In addition, as a courtesy to other families and for safety reasons, do not publish images of other children on the internet, social media sites, blogs, or other media without permission from the child(ren)'s family.

Discipline Policy/Behavior Intervention

When a child is exhibiting unsafe behavior he or she will be taken aside and redirected.

If we notify a parent about a behavioral concern, it is for the safety of your child and others in our care. We will attempt to work with our families to support the development of positive behavior. If behavioral improvement is not made within a period of time, SEACREST reserves the right to dismiss a child from the program.

Biting Policy

If a child breaks another child's or adult's skin from biting, both the children's parents will be notified immediately. This policy is for children's safety and the safety of others.

Personal Possessions Policy

All personal items brought to Baby Rays must be labeled with the child's name. Do not bring toys from home before discussing the item with the Director. SEACREST is not responsible for loss of personal items.

Animals on Campus

SEACREST has a therapy-dog-in-training on campus. Her name is Dolly.

MEDICAL

Health Policy

Please refer to SEACREST Parent Portal – “Nurse Rae’s Corner” by clicking on Nurse Health Policy.

If your child wakes up sick on a school day:

- Please call the school prior to 8:15 am to notify us of your child’s absence.
- Do not send your child to school with a bad cold or the flu (i.e., excessive nasal secretions, sneezing, coughing, congestion, etc.)
- Your child should be kept home for 24 hours following a fever of 100° F or higher or within 24 hours of vomiting.

If your child has a contagious illness:

- Please call the school and notify the nurse immediately if your child has been diagnosed with conjunctivitis (pink eye), strep throat, head lice, chicken pox, fifth’s disease, the flu, or any other infectious type illness.
- A letter from your child’s health care provider may be requested following an extended absence from school.

If your child should become ill during the school day:

- Parents will be called and asked to pick up the sick child.
- If parents cannot be reached, the instruction on the Emergency Contact Form will be followed. Please keep us updated with this information.

Signs and symptoms of suspected communicable disease include:

- Severe Coughing, causing a child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Stiff neck
- Diarrhea (more than one abnormally loose stool within a 24-hour period)
- Temperature of 100° F or higher in conjunction with any other signs of illness (any infant younger than 2 months of age with fever should get immediate medical attention)
- Pink eye
- Exposed open skin lesions
- Unusually dark urine and/or gray or white stool
- Yellowish skin or eyes
- Head lice
- Any other communicable disease symptoms.

Tuition fees will continue to be due in the event your child becomes ill. The Florida Department of Children and Families (DCF) requires us to maintain our student/staff ratios and we plan our staff's work schedule based on the days your child is scheduled to attend. Our school expenses continue when children are absent. This policy is standard at most childcare centers.

Administration of Medications

A Medication Authorization form must be completed and signed by a parent/guardian prior to the dispensing of any medication while at school.

No medication (prescription or over-the-counter) may be given by the school Nurse without the signed permission of a parent or guardian. If the Nurse is not on campus, parent will be called to come to school to administer medication.

All medications must be brought to the Health Clinic by the parent or guardian in the original current container or prescription bottle. By Florida School Regulations, we must dispose of any medications that are received in anything other than the original, current container or prescription bottle. (Pharmacists are usually more than willing to divide a prescription between two bottles.)

EMERGENCY PROCEDURES

Emergency plans are posted on site in accordance with licensing regulations. Fire drills are held on a monthly basis and are documented on a fire drill record chart. In the event of an extreme emergency, the staff and children will be relocated to a safety zone (a predesignated spot on the school campus). For questions about our school's safety zone, please see the Director.

Parents/guardians may be required to pick their children up due to extreme situations. For bumps, bruises, or scrapes the proper first aid will be administered following state regulations. A staff member must fill out accident reports at the time of first aid. Parents/guardians are required to sign this form. This form is to stay on site, but parents may request a copy for their records. If a major accident occurs, parents/guardians will be notified immediately and emergency care initiated.

PROTECTIVE SERVICES

SEACREST staff members are required by law to report any abuse/suspected abuse to the proper authorities. As employees of a child care center, all staff members are mandated reporters. Should an employee see signs of abuse or neglect, that employee must confidentially make a report. This applies to suspect parents, caregivers, or other adults who have a relationship with the child.

ABUSIVE HEAD TRAUMA (SHAKEN BABY SYNDROME) POLICY

All Baby Rays staff have documented training in DCF's Safe Sleep Practices, Child

Growth and Development, and safety measures

This policy is designed to prevent the possibility of abusive head trauma during care. Abusive head trauma (also referred to as Shaken Baby Syndrome) occurs in infants and young children, whose neck muscles are not well-developed and whose heads are larger relative to their bodies. As a result, they are especially susceptible to head trauma caused by any type of forceful or sudden shaking, with or without blunt impact. Damage can occur in as little as 5 seconds.

Abusive head trauma can occur in children up to 5 years of age; however, infants less than one year are at greater risk of injury. Shaken baby syndrome can lead to serious conditions including:

- Brain damage, problems with memory and attention, cerebral palsy;
- Blindness or hearing loss;
- Intellectual, speech or learning disabilities; and • Developmental delays.

Signs and Symptoms

The signs and symptoms of shaken baby syndrome or head trauma include:

- Seizures;
- Bruises;
- Lack of appetite, vomiting, or difficulty sucking or swallowing;
- Lack of smiling or vocalizing;
- Rigidity, inability to lift the head;
- Difficulty staying awake, altered consciousness;
- Difficulty breathing, blue color due to lack of oxygen;
- Unequal pupil size, inability to focus the eyes or track movement; or • Irritability.

Injury Prevention

Infant crying is normal behavior, which improves as a child ages. Caregivers should develop proactive strategies to manage stress levels and appropriate responses to a crying child. This includes being self-aware and noticing when the caregiver may become frustrated or angry. Parents/guardians, caregivers and coworkers should discuss what calming strategies are successful with a particular child at home or in the center.

Emergency Response

If a child presents any of the above symptoms or you suspect a baby has suffered abusive head trauma:

- Call 911, call the parent/guardian and inform your director and regional manager.
- Report to the appropriate child protective services agency (or law enforcement, if applicable) within 24 hours or less as required by law. See Child Abuse/Neglect and Mandated Reporting Policy and Procedure for further information.
- See Medical Emergencies-Calling 911 for additional information.

Strategies for Caregivers and Parents

A child is usually shaken out of frustration, often when the child is persistently crying or irritable. The following strategies may work some of the time; but sometimes nothing will comfort a crying child. A teacher should seek support from a coworker or center management. If a child is inconsolable on a regular basis, the director and regional manager should be notified and determine if the right supports are in place for the child and for staff.

Do:

- Hand the child to another caregiver.
- Place the child somewhere safe in the classroom (or home) and call the office (or a neighbor) for support; take deep breaths and count to 10.
- Check to see if the baby's diaper needs changing.
- Give the baby a bottle. If baby readily takes bottle, feed slowly stopping to burp often. Do not force the baby to eat.
- Check for signs of illness and call the parent if you suspect the child is sick.
- Give baby a pacifier.
- Hold the baby close against your body and breathe calmly and slowly.
- Gently rock the baby using slow, rhythmic movements.
- Sing to the baby or play soft, soothing music.
- Use "white noise" or rhythmic sounds that mimic the constant whir of noise in the womb
- Hold the baby on its side or stomach position to help with digestion. Babies should always be placed on their backs to sleep.
- Take the baby for a walk indoors or outside for a ride in the stroller.
- Be patient: let the baby cry it out if necessary.

Never:

- Shake a child.
- Drop a child.

- Throw a child into the air or into a crib, chair, or car seat.
- Push a child into any object including walls, doors, and furniture.
- Strike a child's head, directly or indirectly.

[Information obtained here.](#)

Baby Rays Early Learning Parent Handbook Acknowledgement

This form not only acknowledges , but also serves as proof that you have read and agree with the guidelines set forth in the Seacrest Country Day School Baby Rays Early Learning Handbook. No child will be allowed to attend school until this permission form is signed, dated and returned.

Signed

Date

Print Full Name (Circle one: Parent or Staff)

Signed

Date

Print Full Name (Circle one: Parent or Staff)

EXHIBITS



Baby Rays Early Learning Enrollment Contract 2018-2019

This is a legally binding contract. Read it carefully.

This contract is between Seacrest School, Inc. d/b/a Seacrest Country Day School (hereinafter “School”) and **XXXXXX and/or XXXXXX** the parent(s) or legal guardian(s) (referred to as “Parent,” which term includes the singular or plural, as applicable) of **XXXXXXX** (hereinafter “Student”). Parent understands that all persons responsible for paying any of the fees or tuition under this Contract must execute the Contract and that all such persons are jointly and severally liable for the tuition and fees set forth herein. Parent’s signature and/or initials on this Contract evidence Parent’s understanding and agreement to the terms of this Contract, as follows:

1. **Enrollment:** Student will be enrolled for all or a portion of the 2018-2019 academic year in **Baby Rays Early Learning**. *If indicated below, this Agreement covers only a portion of the year with the dates so stated and the tuition and fees shown on the Financial Terms 2018-2019 document will be prorated, after October 1, for that period. Parent is aware that a final determination of classroom placement will be made by the School in accordance with the School’s standard admissions or retention practices and that curriculum changes/decisions are made in the School’s discretion. This Contract is valid only for the academic year stated and does not entitle Student to any future enrollment.

*If part-year enrollment please indicate portion of school year for which Student will be enrolled:

(If the student is not enrolling for the full year, please indicate the dates attending)

2. **Enrollment and Related Fees:** Parent understands that to reserve a place for Student for the academic year, Parent must submit the original executed Contract along with the following payments (made payable to Seacrest Country Day School) by **DATE**.

All Students: The non-refundable, non-transferable Deposit is required to be submitted with this Contract by the Enrollment Date. The Deposit will be applied toward tuition. The amount of the Deposit varies, depending on which tuition payment plan the Parent has selected. For amounts, please refer to the enclosed Financial Terms 2018-2019 document.

New Students: In addition to the Deposit, an initial non-refundable, non-transferable Enrollment Fee of \$500.00 is required to be submitted with this Contract by the Enrollment Date.

3. **Tuition:** All families are required to set up an account with FACTS Tuition Management to receive updates and billing information for your tuition and fees. Multiple payment options are available. Please refer to our enclosed FACTS information (also available in the Business Office).
4. **Tuition Obligation:** Parent understands that Student is being enrolled for the entire School Year covered by this Contract. Parent further understands that the overhead expenses of the School do not diminish with the departure of students during the course of the school year and agrees that it is impossible for the School to determine at the time of our execution of this Enrollment Contract the damage and loss to the School that would occur due to the later cancellation/withdrawal of some of the students who have enrolled. Therefore, once this Contract has been submitted to the School with the Deposit. Parent becomes liable for the **entire year’s tuition and fees. If Student is withdrawn, absent, or involuntarily separated, for any reason, including without limitation, change of residence, health, withdrawal, or expulsion, there will be no refund or reduction of fees or tuition.**

5. Tuition Insurance: Participation in the Tuition Insurance Plan is required for all Plan B participants. The School strongly encourages Plan A participants to opt for Tuition Insurance. Parent acknowledges receiving a copy of the Dewars Tuition Insurance Plan. The tuition insurance rate is 1.6% of the total tuition will be billed in full with the August statement. Your signature authorizes the School to collect any claim payment to which you are entitled under the Tuition Insurance Plan and credit it to your account, if appropriate.
6. School Rules: Student's enrollment at the School is subject to the rules, regulations, conditions, and financial terms contained in the School's Student and Parent Handbook and other published documents, which may be amended from time to time. Parent acknowledges that Parent and Student must abide by such School rules and guidelines. Parent can access the Student and Parent Handbook on the School's Parent Portal. If Parent is unable to do so, Parent may request a copy of the Student and Parent Handbook through the Business Office.
7. Termination of Student's Attendance: The School has the right to suspend or terminate the attendance of any student for reasons set forth in the Student and Parent Handbook (or other published document), for reasons that the Head of School considers detrimental to the School community, student, or to other students of the School, or for the Parent's failure to pay all or any part of the Parent's financial obligations for Student's attendance (including any amounts charged on Student's account with the School).
8. Late Fees: Parent understands and agrees that a late charge of 1.0% per month (\$5.00 minimum) may be added for **any** delinquent payment (which is defined as a payment not received on scheduled FACTS due date). Further, as to any account more than 60 days in arrears, the School reserves the right to accelerate the total unpaid balance of tuition and fees due under this enrollment agreement. **After accounts are more than 60 days in arrears, the account may be referred to the School's collection agent and/or counsel for satisfaction.**
9. Governing Law/Waiver of Jury Trial: This Contract shall be governed under the laws of the State of Florida. The venue of any action hereunder shall lie exclusively within the Circuit Court of Collier County, Florida, and the parties hereto consent to personal jurisdiction and expressly waive all rights to trial by jury.
10. Understanding of Terms: Please read this Contract carefully. **By signing below, Parent acknowledges that Parent understands the terms of this Contract, Parent's obligation to pay the full year's tuition even if the Student is withdrawn or dismissed, and all other obligations set forth herein.** If Parent has questions about the terms, Parent is encouraged to seek advice of counsel or to seek clarification from the Director of Enrollment Management and/or the Business Manager.
11. Force Majeure: The School's duties and obligations under this Contract shall be suspended immediately without notice during all periods that the School is closed because of force majeure events including, but not limited to, any fire, act of God, hurricane, war, governmental action, act of terrorism, epidemic, pandemic or any other event beyond the School's control. If such an event occurs, the School's duties and obligations in this Contract will be postponed until such time as the School, in its sole discretion, may safely reopen. In the event that the School cannot reopen due to an event under this clause, the School is under no obligation to refund any portion of the tuition paid.

12. Trial Period: Parent understands and acknowledges some infants and toddlers may not be ready emotionally, developmentally, or otherwise, to participate effectively and successfully in the Baby

Baby Rays Early Learning Financial Terms 2018-2019

Baby Rays Early Learning at Seacrest Country Day School welcomes children ages six weeks through three years old. The calendar and financial commitment is constant at each Early Learning level:

- Baby Rays (six weeks – twelve months)
- One Fish (one year old – two years old)
- Two Fish (two years old – three years old)

Calendar: Early Learning classrooms are open 7:30am – 5:30pm everyday Seacrest Faculty members are scheduled (includes beginning & end of year faculty work days, Parent-Teacher conferences days, half days and Seacrest Professional Development Days).

Application Fee: A \$75.00 non-refundable application fee must accompany the admission application.

New Student Enrollment Fee: In addition to the deposit (see Methods of Payment below), an initial non-refundable, non-transferable New Student Fee of \$500.00 is required to submitted with the Contract by the Enrollment Date.

Annual Tuition Rate: *\$14,000.00 (5 full days)

*Two or three days per week enrollment can be offered in the One Fish and Two Fish classrooms only if another applicant is willing to enroll on the alternate days. Tuition would be prorated in this case.

Methods of Payment (Per Student)

- Plan A: Initial deposit with signed contract is \$2,500.00. There is a \$250.00 discount and no monthly service fee. Balance due on or before June 1 (or at the time of enrollment).
- Plan B: Initial deposit with signed contract is \$500.00. This is a monthly payment plan which includes a \$20.00 monthly service fee. Monthly payments are deducted from a bank account or charged to a credit card starting **August 2018 (or at the time of enrollment) through May 2018.**
- Deposits are deducted from the total tuition owed, but are neither refundable nor transferable once a space has been reserved.

Tuition Insurance (Per Student): Coverage is required for Plan B participants and is optional, yet strongly encouraged for Plan A participants. The insurance rate is 1.6% of the annual tuition (\$210.00). Insurance Fee for Plan A participants is due on or before August 1, 2018. The insurance fee is added to the August 2018 payment for Plan B participants.

Two-Week Trial Period: Baby Rays Early Learning may not be the right fit for every child. Should the Parent choose to discontinue enrollment for any reason during the first 14 calendar days of enrollment, he or she may do so and be relinquished from the enrollment contract and future payments.

SEACREST COUNTRY DAY SCHOOL *2018-2019 **Baby Rays** Calendar

*Please note- this calendar includes additional school days than the Preschool - Grade 12 Students

13 Baby Rays Classes Begin	AUGUST '18							FEBRUARY '19							
	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	2 Science Saturday 14 Grandparents' and

24 Back to School Picnic				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Special Friends'
Day **18-22** Presidents'
Day;
Winter Break:
No School

		SEPTEMBER '18						
		S	M	T	W	Th	F	S
3 Labor Day: No School								1
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	10 Rosh Hashana: No School	23	24	25	26	27	28	29
		30						
19 Yom Kippur: No School								

		MARCH '19						
		S	M	T	W	Th	F	S
							1	2
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		
31								

9 Annual Auction

		OCTOBER '18						
		S	M	T	W	Th	F	S
31 Halloween			1	2	3	4	5	6
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	30	31				

		APRIL '19						
		S	M	T	W	Th	F	S
			1	2	3	4	5	6
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30						

15-22 Spring Break:
No School

		NOVEMBER '18						
		S	M	T	W	Th	F	S
19-23 Thanksgiving Break No School						1	2	3
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30		

		MAY '19						
		S	M	T	W	Th	F	S
					1	2	3	4
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29	30	31			

27 Memorial Day:
No School

17-January 2 Holiday Break: No School	DECEMBER '18						
	S	M	T	W	Th	F	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

JUNE '19							11 Last Day of School for Baby Rays
S	M	T	W	Th	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

3 Classes resume 21 M.L. King Day: No School	JANUARY '19						
	S	M	T	W	Th	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

**Baby Rays Early Learning
Daily Classroom Times:**

7:30 AM - 5:30 PM

*June 11 - Aug 9 2019: Baby Rays Summer Camps will be
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Baby Rays Early Learning Infant Room

Welcome to the infant room at Baby Rays Early Learning. We are honored your family has joined our Seacrest Community and we're thrilled to begin this fun and curiosityfilled journey with you and your Baby Ray!

INFANT DAILY ROUTINES

Feeding, napping and diapering occur in each infant's routine. We listen to music and dance. We hold, rock and talk to our infants. We read books. We go outside for fresh air (weather permitting). We sing songs and nursery rhymes. Please provide us with your infant's daily schedule at home.

CRIBS

Each infant is assigned his/her own crib. Crib sheets are to be provided by the parents and will be sent home weekly, unless soiled, then they are changed immediately. Baby Rays implements Safe Sleep Practices, therefore infants are encouraged to use sleep sacks or swaddles for napping. Sleep sacks or swaddles are to be provided by the parents and will be sent home weekly, unless soiled. Blankets are not permitted in the crib.

INFANT BOTTLES

Infants are fed according to your child's feeding schedule. Please bring enough premade bottles with lids for each feeding your baby will receive. All bottles and lids must be labeled with your infant's full name. Rinsed bottles will be returned to you daily. We do not clean or dismantle, as to avoid any mix ups. Bottles prepared at home must be labeled with your infant's full name and have a cover over the nipple. Empty bottles will be sent home every night as well as any bottles your infant does not drink. Bottles will be heated in a crockpot of hot water. Once taken from the refrigerator, heated and served, any leftover milk will be disposed after one hour.

BREAST MILK

We support mothers who choose to breast feed. When sending breast milk for feedings, it needs to be in ready-to-feed bottles. Each bottle of breast milk must be labeled with your infant's full name, then properly refrigerated. Breast milk not used daily will be sent home at the end of the day. See Infant Bottles above for bottle procedures.

INFANT BABY FOOD

Once solid foods are introduced and before bringing food into school, please first feed your infant at home to ensure your child does not have an allergic reaction. All baby food brought in for an infant should be in ready-to-eat jars, labeled with your infant's full name. Once food is heated, it will not be used later in the day. Any uneaten food left in the jar will be discarded. All baby food will be stored in the refrigerator. Any unopened food will be sent home at the end of the day.

DIAPERING

Please provide a weekly supply of diapers, wipes and diaper cream/ointment at the beginning of each week. Infant diapers are changed every two hours, or more often if needed. Parents will be notified when supplies are getting low. All items need to be labeled.

CLOTHING

It is recommended infants wear comfortable clothing. Infants need to be dressed in clothing and not just a diaper. Please provide three complete extra sets of clothing in individual labeled Ziploc bags. Soiled clothes will be sent home in a Ziploc bag. Each infant will have his/her own cubby to hold all their extra supplies.

What to Bring: (labeled with child's first and last name):

- Diapers, wipes, diaper cream/ointment
- Pacifier (provide extra)
- Crib sheet, sleep sack/swaddle, naptime buddy

- 3 Extra sets of clothing (at least 1 long pant & 1 long sleeve shirt), socks – labeled in individual Ziploc bags
- Bibs, burp cloths, rubber/plastic bib (when eating food begins)
- Bottles – daily and enough for each feeding, sippy cups (if used), extra milk/formula for emergencies
- Jar/prepared food or cereal, spoons, snacks
- Bag to send home soiled clothes and bottles daily
- Any additional items to help your child feel secure and safe (family picture encouraged)

Please note, our infants spend much of their time exploring on the floor, and it is important these areas are kept as clean as possible. To provide a safe and healthy environment, we ask everyone entering the room to wear booties provided at the entrance of the room.

Upon entering the room, our teachers will help you settle your child while discussing pertinent information for the day. Our goal is for you to feel confident in the care and support our team provides. Sincerely,

The Baby Rays Team



One Fish Daily Schedule

7:30 am	8:00 am	Welcome/Centers/Music/Books/Songs
8:00 am	8:20 am	Wash Hands/Breakfast
8:20 am	8:30 am	Change Diapers
8:30 am	9:30 am	Outside Play
9:30 am	9:50 am	Wash Hands/Morning Snack
9:50 am	10:15 am	Change diapers
10:15 am	10:45 am	Art and Creative Art
10:45 am	10:50 am	Set up Cots/Wash Hands
10:50 am	11:30 am	Lunch
11:30 am	11:40 am	Clean Up/Change Diapers
11:40 am	1:50 pm	Nap Time
1:50 pm	2:00 pm	Wake up/Put cots away

2:00 pm	2:15 pm	Restroom/Change Diapers
2:15 pm	2:45 pm	Afternoon Snack (Outside)/Outside Play
2:45 pm	3:00 pm	Return Inside/Wash Hands
3:00 pm	3:15 pm	Story Time: Language Development
3:15 pm	3:30 pm	Music and Body Movement/Centers
3:30 pm	3:45 pm	Science and Math
3:45 pm	4:00 pm	Change Diapers
4:00 pm	4:30 pm	Centers/Free Play
4:30 pm	5:00 pm	Outside Play
5:00 pm	5:10 pm	Clean Up/Change Diapers (if needed)
5:10 pm	5:30 pm	Free Play/Dismissal



Two Fish Daily Schedule

7:30 am	8:00 am	Welcome and Centers/Free Play
8:00 am	8:15 am	Restroom/Change diapers (practice hand washing)
8:15 am	8:40 am	Circle Time/Story Time
8:40 am	9:00 am	Art and Creative Art
9:00 am	9:15 am	Morning Snack
9:15 am	9:30 am	Restroom/Change diapers (practice hand washing)
9:30 am	10:00 am	Outside (Physical Development)
10:00 am	10:15 am	Restroom/Change Diapers/Wash Hands
10:15 am	10:45 am	Table Activity
11:00 am	11:25 am	Lunch (wash faces and hands) Healthy Learning
11:25 am	11:40 am	Clean-up/Restroom/Change Diapers/Wash Hands
11:40 am	1:30 pm	Nap Time
1:30 pm	1:45 pm	Wake up/Put cots away

1:45 pm	2:00 pm	Restroom/Change Diapers/Wash Hands
2:00 pm	2:15 pm	Afternoon Snack (Outside)
2:15 pm	2:30 pm	Return Inside/Wash Hands
2:30 pm	2:50 pm	Story Time: Language Development
2:50 pm	3:30 pm	Music and Body Movement/Centers
3:30 pm	3:45 pm	Restroom/Change Diapers (practice hand washing)
3:45 pm	4:15 pm	Outside play (Physical Development)
4:15 pm	4:30 pm	Restroom/Wash hands/Change diapers (if needed)
4:30 pm	5:20 pm	Centers/Free Play
5:30 pm		Dismissal

ADDITIONAL INFORMATION



Baby Rays Early Learning Center One

Fish / Two Fish

Welcome to the Seacrest Baby Rays Learning program. We look forward to a happy and successful year filled with excitement and new challenges. We will be working with your children to encourage learning and independence, while having a lot of fun!

Below are questions parents/caregivers commonly ask:

Is it necessary to label all of my child's belongings? YES! Please do label all of your child's belongings and naptime items as well. Please bring a change of clothes in a zip lock bag labeled with child's first and last name (include underwear and socks).

Can my child bring toys from home? No. Please do not bring extra toys to school. We have a busy day planned and lots of toys and activities to entertain your child. Please do bring your child's naptime "buddy".

What should my child wear? Please dress your child in comfortable "play" clothes, with closed-toe shoes. Some of the crafts can be messy and we want your child to be comfortable, without being concerned about their clothing. Remember MESSY IS GOOD - so dress your child for fun!

What about snacks, drinks, lunch? Please label the outside of your child's lunchbox with first and last name. It is important to provide a morning and afternoon snack, along with lunch and drinks. If your child prefers a heated lunch, please use a Thermos container to keep food warm.

Reminders:

If your child is in diapers, please provide a weekly supply of diapers and wipes at the beginning of each week. Your child's teacher will let you know when the supply is running low.

Recommended Supplies (labeled with child's first and last name):

- Extra clothes at school - tee shirt, shorts, socks and underwear
- Water bottle
- Blanket and sheet for cots, and naptime buddy

Sincerely,

The Baby Rays Team

3 things you need for your crib— a firm mattress, a tight fitting sheet & your beautiful baby

babies are safest when sleeping:

- q On their backs.
- q On a firm mattress in a safety approved crib.
- q On crib sheets that fit tightly over the mattress.
- q With no loose blankets, quilts, or comforters.
- q With no pillows, soft toys, or stuffed animals.
- q In a smoke-free home.
- q Only with a light blanket when it's cold. Tuck the blanket into the bottom and sides of the crib. The blanket should only come up as high as the baby's chest.

babies are not safe when sleeping on:

- q Sofas.
- q In cushioned chairs or recliners.
- q On pillows.
- q On air mattresses.
- q On bean bags.
- q On waterbeds.

adult beds are dangerous for babies

- q Babies can suffocate when sleeping on soft surfaces.
- q Babies can be smothered by blankets, comforters, and pillows.
- q Babies can get trapped between the bed, the wall, or the frame and be unable to breathe.
- q Babies can suffocate when another child or adult rolls over on them.
- q Babies can roll off of adult beds and be injured.
- q The safest place for babies to sleep is in their own cribs.

what if I want to be close to my baby at night?

Room sharing is a great way to be close to your baby and keep your baby safe while you are sleeping. Place the baby in a baby-safe bed or crib next to your bed. The baby will know you are nearby and you will be able to sleep comfortably.

your baby should not be in the same bed with a sleeping adult who:

- q Is a smoker.
- q Is excessively tired or ill.
- q Has used alcohol or drugs.
- q Has taken medicine that causes drowsiness.
- q Is excessively overweight.



Thanks to the Tallahassee Pediatric Foundation for their help with the writing and production of this brochure.

what else can I do to keep my baby safe & healthy?

- q Make sure whoever takes care of your baby has a safe place for the baby to sleep and knows to put baby on his or her back to sleep.
- q Breastfeeding is best for babies. Breast milk helps protect babies from some infections.
- q Babies should have time on their tummies while awake and supervised. This helps babies to learn and grow stronger.
- q Touching, talking to, reading to, and playing with babies helps their brains to develop.
- q Babies need regular child health check-ups, including immunizations.
- q Don't let people smoke around your baby.
- q Don't let your baby get overheated. Keep the room temperature comfortable for a lightly clothed adult.



read for health
Florida Department of Health

DH 150-732.7/03 Stock Number: 5730-732-0150-1

For more information about additional resources in your community call the Family Health Line: 1-800-451-2229

or your local county health department.

If you need help or have questions about safe sleep, contact:



Florida Department of Health

all babies need a safe place to sleep

know which places are safe & which are dangerous

Hotline Leadership Team

Kimberly Barrett, Hotline Director
Chris Compton, Hotline Deputy Director
Amy Andrews, Systems Manager
Paul Berryman, Business Manager
Nana Gatlin, Human Resource Manager **Hank Lech**, Quality Assurance Manager
Mike Mathews, I.T. Manager
Tiffany McGee, Crime Intelligence Manager
Travis Paulk, Terminal Agency Coordinator
Robert Yeager, Call Center/Policy Manager
Zandra Odum, Call Center Manager
Robert Schendowich, Hotline Specialist

Community Services



There are several different ways the Hotline provides direct volunteer services to the community: Tours, Shadowing, Community Training and Job Fairs.

Both community shadowing and trainings allow everyday citizens and mandatory reporters the opportunity to gain insight into how reports are assessed. In addition they learn vital statutory information about what Hotline counselors need to process and complete reports and other tasks.

Tours of the Hotline and job fairs provide the public a brief outlook regarding the type of

people the Hotline hires and the technology that is used to process calls. A wide array of individuals ranging from attorneys and case managers to reporters and legislators visit the Hotline to learn how we operate.

Community Referrals

Agency for Health Care Administration (AHCA):

1-888-419-3456 Accepts complaints concerning HMO's and Home Health Care Services as well as quality of care issues.

Domestic Violence Hotline:

1-800-500-1119 Provides referrals for shelters and crisis counseling.

Food Stamps, Medicaid, and AFDC Access:

1-866-762-2237. Answers questions about food stamps, Medicaid, and AFDC. Also refers callers with complaints concerning anyone misusing AFDC for food stamps in Florida to the Fraud Hotline.

Elder Helpline:

1-800-955-8771. Provides information regarding elder services within each Florida County **Advocacy Center for Persons with Disabilities:** 1-800-342-0823 Advocates for persons with a mental illness or a developmental disability by monitoring facilities and accepting complaints or rights violations.

County Referrals:

(211) Provides referrals concerning low income housing, emergency food, financial assistance and available counseling services.

Day Care Licensing:

Accepts complaints regarding child day care facilities.

Long Term Care Ombudsman:

Advocates for people who live in nursing homes, assisted living facilities and adult family care homes:
1-888-831-0404

CINS/FINS:

Children in Need of Services/ Family in Need of Services. Not-for-Profit statewide association representing agencies which serve homeless, runaway and troubled youth ages 10 to 17 and their families.



Elder Abuse

Reporting: 1-800-677-1116 (All States)

Child Abuse

Reporting: 1-800-422-4433 (All States)

Sheriff's Office:

For non-jurisdiction calls



"To help protect children and vulnerable adults from abuse, neglect, abandonment, and exploitation."

**1317 Winewood Boulevard
Tallahassee, Florida 32399
Main Office- (850)487-6100**

REPORTING

Phone: 1-800-962-2873

TTY: 1-800-453-5145 Fax: 1-800-914-0004

AbuseWebReport/AddReporterinfo.aspx

Web: <https://abuse-report-bc.dcf.state.fl.us/>

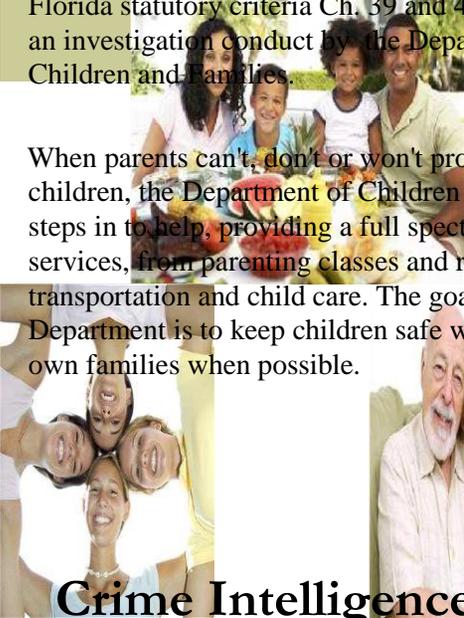


Who We Are

The **Florida Abuse Hotline** serves as the central reporting center for allegations of abuse, neglect, and/or exploitation for all children and vulnerable adults in Florida.

The Hotline receives calls, faxes, and web based reports from citizens and professionals. The Hotline assesses the information provided by the caller and determines if the information meets Florida statutory criteria Ch. 39 and 415 to initiate an investigation conduct by the Department of Children and Families.

When parents can't, don't or won't protect their children, the Department of Children & Families steps in to help, providing a full spectrum of services, from parenting classes and respite care to transportation and child care. The goal of the Department is to keep children safe within their own families when possible.



Crime Intelligence Unit

In conjunction with, the Florida Abuse Hotline, the **Crime Intelligence Unit (CIU)** was created on July 1, 2005. CIU has several distinct functions and responsibilities with the main function of being a centrally located

computerized criminal history information center for all circuits in the State of Florida.

To ensure accountability and consistency, the CIU is responsible for providing timely and efficient criminal background checks for the Department of Children and Families' child/adult protective investigators and community based care workers.

Even though we are a non criminal justice agency, we are allowed to search criminal history information per Florida Statute 943.045. Through Florida Department of Law Enforcement Criminal Justice Agency User Agreement, the CIU has direct access to obtain criminal history information from FCIC, NCIC, and DJJ databases.

These criminal history checks are used for investigative purposes and non-licensed placements only. The information provides the child/adult investigators, community based care and service providers with any knowledge of potentially hazardous situations, threatened harm and criminal history of the subjects in the abuse reports to protect the investigators and Florida's most vulnerable citizens.

Upon investigation and placement purposes, the CIU receives requests for criminal history checks from field staff via phone (Helpline) and fax. Faxes are for recheck requests only.

Important Stats

How many contacts we received in total (Annual).

- Received: 433,395
- Answered: 407,058 • Abandoned: 26,337

What percentage of those calls were reports.

- 71.4% of answered calls resulted in a report

How many of the reports were child reports.

- Out of all the reports we took, 81.4% were child reports and 18.6% were adult reports

Number of death reports we took.

- 197 adult death reports
- 462 child death reports

Percentage of calls that came from mandated reporters.

- 49.16%

How many immediate reports we received.

- 15% are immediate reports

How many 24 hour reports.

- 86% are 24 hour reports

How many in-home reports taken.

- 97%

How many institutional reports.

- 3%

Number of calls received by CIU.

- Received 123,665

Number of calls to CIU planned for emergency placement.

- 11,203 planned placements

What is the influenza (flu) virus?

Influenza (“the flu”) is caused by a virus which infects the nose, throat, and lungs. According to the US Center for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin

as early as
October and last
as late as May.



how can I tell if my child has a cold,

or the flu?

Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more

common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.



“The Flu”
A Guide
for Parents



CF/PI 175-70, June 2009

This brochure was created by the Department of Children and Families in consultation with the Department of Health.

For additional information, please visit www.myflorida.com/childcare or contact your local licensing office below:

During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on Influenza Virus, The Flu, A Guide to Parents:

Name: _____

Child's Name: _____

Date Received: _____

Signature: _____

Please complete and return this portion of the brochure to your child care provider, in order for them to maintain it in their records.

What should I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

CALL OR TEXT YOUR DOCTOR RIGHT AWAY

- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse

how can I protect my child from the flu?

A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.

What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less

frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions. To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs



and then touches his or her eyes, nose, or mouth.

When should my child stay home from child care?

A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group setting until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.

For additional helpful information about the dangers of the flu and how to protect your child, visit: <http://www.cdc.gov/flu/> or <http://www.immunizeflorida.org/>

Parent's Role

A parent's role in quality child care is vital:

- Inquire about the qualifications and experience of child care staff, as well as staff turnover.
- Know the facility's policies and procedures.
- Communicate directly with caregivers.
- Visit and observe the facility.
- Participate in special activities, meetings, and conferences.
- Talk to your child about their daily experiences in child care.
- Arrange alternate care for their child when they are sick.
- Familiarize yourself with the child care standards used to license the child care facility.



More information and free resources:

MyFLFamilies.com/ChildCare



This child care facility is licensed according to the minimum licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.).

License Number: _____

License Issued on __/__/__

License Expires on __/__/__

For more information regarding the compliance history of this child care provider, please visit:

MyFLFamilies.com/childcare



OFFICE OF CHILD CARE REGULATION
AND BACKGROUND SCREENING
MYFLFAMILIES.COM

To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.

CF/PI 175-24, 03/2014

This brochure was created by the Florida Department of Children and Families, Office of Child Care Regulation and Background Screening pursuant to s. 402.3125(5), F.S.,



Know Your Child Care Facility

MyFLFamilies.com/ChildCare

General Requirements

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.305, F.S., and ch. 65C-22, F.A.C., which include, but are not limited to, the following:

- Valid license posted for parents to see.
- All staff appropriately screened.
- Maintain appropriate transportation vehicles (if transportation is provided).
- Provide parents with written disciplinary practices used by the facility.
- Provide access to the facility during normal hours of operation.
- Maintain minimum staff-to-child ratios:

Age of Child	Child: Teacher Ratio
Infant	4:1
1 year old	6:1
2 year old	11:1
3 year old	15:1
4 year old	20:1
5 year old and up	25:1

Health Related Requirements

- Emergency procedures that include:
 - Posting Florida Abuse Hotline number along with other emergency numbers.
 - Staff trained in first aid and Infant/Child CPR on the premises at all times.
 - Fully stocked first aid kit.
 - A working fire extinguisher and documented monthly fire drills with children and staff.
- Medication and hazardous materials are inaccessible and out of children's reach.

Training Requirements

- 40-hour introductory child care training.
- 10-hour in-service training annually.
- 0.5 continuing education unit of approved training or 5 clock hours of training in early literacy and language development.
- Director Credential for all facility directors.

Food and Nutrition

- Post a meal and snack menu that provides daily nutritional needs of the children (if meals are provided).

Record Keeping

- Maintain accurate records that include:
 - Children's health exam/immunization record.
 - Medication records.
 - Enrollment information.
 - Personnel records.
 - Daily attendance.
 - Accidents and incidents.
 - Parental permission for field trips and administration of medications.

Physical Environment

- Maintain sufficient usable indoor floor space for playing, working, and napping.
- Provide space that is clean and free of litter and other hazards.
- Maintain sufficient lighting and inside temperatures.
- Equipped with age and developmentally appropriate toys.
- Provide appropriate bathroom facilities and other furnishings.
- Provide isolation area for children who become ill.
- Practice proper hand washing, toileting, and diapering activities.

Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect. When evaluating the quality of a child care setting, the following indicators should be considered:

Quality Activities

- Are children initiated and teacher facilitated.
- Include social interchanges with all children.
- Are expressive including play, painting, drawing, story telling, music, dancing, and other varied activities.
- Include exercise and coordination development.
- Include free play and organized activities.
- Include opportunities for all children to read, be creative, explore, and problem-solve.

Quality Caregivers

- Are friendly and eager to care for children.
- Accept family cultural and ethnic differences.
- Are warm, understanding, encouraging, and responsive to each child's individual needs.
- Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.
- Help children manage their behavior in a positive, constructive, and non-threatening manner.
- Allow children to play alone or in small groups.
- Are attentive to and interact with the children.
- Provide stimulating, interesting, and educational activities.
- Demonstrate knowledge of social and emotional needs and developmental tasks for all children.
- Communicate with parents.

Quality Environments

- Are clean, safe, inviting, comfortable, child-friendly.
- Provide easy access to age-appropriate toys.
- Display children's activities and creations.
- Provide a safe and secure environment that fosters the growing independence of all children.



Safe and Healthy Diapering to reduce the spread of germs



Keep a hand on the child for safety at all times!



1. PREPARE

- Cover the diaper changing surface with disposable liner.
- If you will use diaper cream, dispense it onto a tissue now.
- Bring your supplies (e.g., clean diaper, wipes, diaper cream, gloves, plastic or waterproof bag for soiled clothing, extra clothes) to the diapering area.



2. CLEAN CHILD

- Place the child on diapering surface and unfasten diaper.
- Clean the child's diaper area with disposable wipes. Always wipe front to back!
- Keep soiled diaper/clothing away from any surfaces that cannot be easily cleaned. Securely bag soiled clothing.



3. REMOVE TRASH

- Place used wipes in the soiled diaper.
- Discard the soiled diaper and wipes in the trash can.
- Remove and discard gloves, if used.



4. REPLACE DIAPER

- Slide a fresh diaper under the child.
- Apply diaper cream, if needed, with a tissue or a freshly gloved finger.
- Fasten the diaper and dress the child.



5. WASH CHILD'S HANDS

- Use soap and water to wash the child's hands thoroughly.
- Return the child to a supervised area.



6. CLEAN UP

- Remove liner from the changing surface and discard in the trash can.
- Wipe up any visible soil with damp paper towels or a baby wipe.
- Wet the **entire surface** with disinfectant; make sure you read and follow the directions on the disinfecting spray, fluid or wipe. Choose disinfectant appropriate for the surface material.



7. WASH YOUR HANDS

- Wash your hands thoroughly with soap and water.



Centers for Disease
Control and Prevention
National Center for Emerging and
Zoonotic Infectious Diseases

Stop Germs! Stay Healthy! Wash Your Hands

WHEN?

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone who is sick
- Before and after treating a cut or wound
- After using the toilet
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal or animal waste
- After touching garbage

HOW?

- Wet hands with clean, running water and apply soap.
- Rub hands together to make a lather. Scrub the backs of hands, between fingers, and under nails.
- Continue scrubbing for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
- Rinse hands well under running water.
- Dry hands using a clean towel or air dry.

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.



For more details on handwashing, visit CDC's Handwashing Website at www.cdc.gov/handwashing



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention