



DISCOVER MAGICAL MOMENTS DAYCARE CENTER

# HEALTH AND SAFETY POLICIES For Parents

*Prepared By:*  
MINNESOTA VISITING NURSE  
AGENCY  
Public Health Nurse Consultants  
Child Care Program  
2021 East Hennepin Avenue, Suite 230  
Minneapolis, MN 55413  
And Discover Magical Moments Daycare  
Center, Inc. 5450 Royal Place NW  
Rochester, MN 55901

**Discover Magical Moments Daycare Center is licensed to accommodate the following classes/programs:**

Infant program class #1 (12)  
(Infant 6wks-12months)  
Infant – Toddler Transition program class (17)  
(12months – 24months)  
Toddler program class #1 (14)  
Toddler program class #2 (14)  
(16months-33months)  
Transition program (14)  
(33 months – 4 years)  
Preschool day program class #1 (23)  
(33 months-to pre Kindergarten)  
School-age day program (30)  
(Kindergarden-12 years of age)

**Discover Magical Moments Daycare Center hours of operation:  
6:00a.m. – 6:00p.m. (Mon. through Fri.)**

**Childcare options:**

- ◆ Individualized childcare programs for children ages 6 weeks to 12 years of age
- ◆ Full time and part time childcare available Mon. thru Fri.
- ◆ Drop-in childcare available
- ◆ Flexible scheduling for Parents and Guardians
- ◆ Licensed childcare Center
- ◆ Age specific child development programs built into each classroom daily
- ◆ Structured lesson plans and curriculums prepared by trained staff
- ◆ Field trips and extra curricular activities planned

**EDUCATIONAL METHODS**

Each classroom has specific learning outcomes which are based off of age specific guidelines and include a wide variety of activities. Each classroom Teacher, Assistant Teacher, and Aide team in cooperates our learning outcomes into their theme based curriculums for each month, which is reviewed with the Director monthly and a copy provided for each child's parents, families, and guardians.

We encourage theme based learning activities that include holidays, special events, shapes and sounds, colors, numbers, the alphabet, manners and much more. We use a variety of learning materials that are available from Lakeshore, Kaplan, School Zone Publishing Company, Innovations Early Childhood Education, along with the wide variety of backgrounds and experiences our wonderful staff has brought with them.

Parents may review Discover Magical Moments Daycare Center's Childcare Program Plan located in our Director's office at any time. If parents have questions they may ask the receptionist and/or the Director.

**PARENT CONFERENCE/COMMUNICATION**

Discover Magical Moments Daycare Center staff encourages day-to-day interaction with parent/guardian for each child; whether this is in written form or verbal (parent/guardian/Teacher) preference.

Teachers will have a sign up sheet to accommodate times for parents to meet with the child's Teacher at the center two times each year (April and October). Discussion will include each child's intellectual, physical, social, and emotional development.

Parent/Guardians are also encouraged to request a conference with the child's Teacher and/or Director at any time if needed.

## **BEHAVIOR GUIDANCE POLICY**

Each child will be provided an environment that promotes positive and acceptable behavior. If a child needs extra attention to get back on track the following will be followed:

- ◆ Redirection to a positive activity along with dialogue with the child from the staff member who observed the behavior.
- ◆ Teaching children to use their words to express how they feel and to talk about their feelings and what they want and/or need.
- ◆ A child will be removed from the group with a time out if the well being of the child or another child is threatened. (The child will be returned to the group as soon as the behavior is corrected). Each occurrence will be documented and signed by the Teacher and parents.

Each of the above occurrences will be documented and parents notified. If the behaviors continue on a regular basis there will be a parent/Teacher conference set up to discuss further action.

## **PARENT VISITATION**

Parent/guardians are welcome and encouraged to visit our center at any time.

## **TOYS**

Please refrain from bringing in toys since we cannot ensure that the toys will not be lost or broken while at the center. If your child's class has a share and tell day we will send home a written notice in advance or it will be on the class calendar for that month. If you have any questions please feel free to discuss them with the class Teacher.

## **Field Trip Information and Parent/Guardians Signatures**

Parents/guardians will be notified in writing in advance of any field trips, research, experimental procedures, or public relations that may occur during our regular center hours. Any questions or concerns should be directed to the Director and/or the Assistant Directors.

## **Field Trip** \_\_\_\_\_

Discover Magical Moments Daycare Center staff, believes it is important to include field trip experiences within their curriculums and daily activities. Each classroom Teacher prepares appropriate field trip destinations and will send home permission form to be signed and dated by each child's parent and/or guardians. If you have any questions regarding a particular field trip please feel free to contact the classroom Teacher and/or the Director and Asst. Director's.

## **Walking Field Trips**

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Discover Magical Moments Daycare Center staff often like to take the children on a walks near the Center for the opportunity to get fresh air and outside time. We ask that each set of parents or guardians sign a permission slip approving for their children to participate in these short walking trips as part of the childcare program.

## **Permission of Photographs**

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Discover Magical Moments Daycare staff enjoy taking pictures of the children throughout their day here at the Center or on Field Trips to share the activities with others we ask for a signed permission slip for each child so that we are able to include each child in the photographs taken.

## **SEAT BELTS AND TRANSPORTATION**

Transportation is provided for regular attendance in our school-age program for specified Rochester Public Schools in the local area. Parents must request and make necessary arrangements with the program receptionist, Director, and/or Asst. Director prior to the children being transported. Each child riding the Center's bus must have a permission form filled out and signed by either a parent or guardian prior to the Center transporting the child.

**And**

When planned activities at our program (i.e., field trips) require transportation, the methods used will be in accordance with the Department of Human Services regulations and Minnesota law. Minnesota law requires federally approved age-appropriate car seats and seat belts to be used to transport children.

## **AUTHORIZATION FOR CHILD PICK-UP**

Each child will have a list of authorized individuals who may pick-up the child named on the Enrollment form, these forms will be updated at least twice a year to ensure accuracy. Parent/guardian must notify the Teacher, Receptionist, and or Director if someone on the list is to pick-up the child on a certain date. The parent/guardian will also need to sign a release form, which includes that person's name, phone number and date the child is to be picked-up. Discover Magical Moments Daycare Center staff will verify a picture ID (preferably a driver's license) and have a sign-out sheet before releasing a child to the designated person. The staff of Discover Magical Moments Daycare Center feels very strongly about the safety of each child and if you have any questions or comments regarding this policy please see the Director, Renae Loth-Birch. Parents/guardians and anyone who may be picking up children from Discover Magical Moments Daycare Center need to understand that if a staff member feels that the driver may have been consuming alcohol before arriving at the center they will be offered to call another person on the authorized child pick-up list. If the person picking up the child refuses, the law enforcement agency will be notified if they attempt to leave with the child.

## **MISSING CHILD**

If a child is missing, the entire staff will be notified. Immediate attempts will be made to locate the missing child by available staff members. **Never leave other children unattended** when trying to locate a missing child. If unable to locate the missing child immediately notify the Director and or Assistant Director, the Police, and the child's parent/guardian.

## **SUSPECTED CHILD ABUSE/NEGLECT**

All childcare staff is required by Minnesota law to report any suspected incidents of child abuse or neglect to authorities.

## **REST TIME**

Every child is expected to participate in rest time; either by napping or resting for the allotted time on their personal cot provided by the center. Children are welcome to bring their special blanket for rest time.

## **EXTRA CLOTHING**

Each child is required to have an extra outfit in their cubby for unexpected occurrences. If your child is in the potty training phase we would like at least 3 sets of clothing to ensure that we have a clean and comfortable outfit at all times.

## **FIRE/STORM DRILLS**

Discover Magical Moments Daycare Center will conduct a fire drill monthly and tornado drill (April-Sept). Our gym is specially designed as a protected storm shelter.

## **EMERGENCY DISASTER PROCEDURES**

### **Fire**

- ◆ Monthly fire drills will be held at varying times and days to allow encounters with a variety of activities.
- ◆ First adult at the scene closes off fire area, pulls fire alarm if available, and picks up the **attendance list**.
- ◆ Other adults get children to safety outside the building by use of either the primary or secondary fire exit posted in each classroom. A count of children is made when all are outdoors.
- ◆ **The outside meeting place is the west parking lot of the Discover Magical Moments Daycare Center.**
- ◆ One staff member will call **911** (from outside of the building) at the nearest location after everyone has been evacuated from the building.
- ◆ **Wait for the Fire Department.** No one will return to the building until the Fire Department officials have given approval.
- ◆ All staff and children must participate in monthly fire drills. These will be held at various times during the day and week. A report of this drill will be maintained listing the following:

**All staff will be oriented to use of the fire extinguisher. Instructions for use of the fire extinguisher are posted on the wall next to the fire extinguisher. Emergency telephone numbers for local authorities are posted by each telephone in the Center.**

### **Blizzards and Snow Emergencies:**

In the event of a blizzard, the parents will be notified of Discover Magical Moments Daycare Center closing by a phone call from a staff person. In the event that blizzards or snow emergencies would necessitate closing the Discover Magical Moments Daycare Center during the day, parents will be phoned by the staff to pick up their children. If parents cannot be reached, the emergency contact will be called. Food and bedding will be available if an emergency overnight stay is necessary. At least two staff members will remain until all the children have been picked up.

### **Utility Failure Emergencies:**

In the event of a utility failure at the center the parents will be notified of the children being transported to Resurrection Lutheran Church and or School area located at 4520 19<sup>th</sup> Ave NW Rochester, MN 55901 (approx. 5 blocks from the center off of 18<sup>th</sup> Ave to the south), Telephone # 282-8280. (The children will be appropriately transported via our Center's bus and a certified driver). A note will be posted on the Center's front door to inform Parents, families, and guardians of the utility failure along with a staff person's cell phone number for easy contacting of the groups.

### **Severe Weather (tornado):**

In the warmer months weather conditions may indicate the possibility of severe weather. We listen to the radio for official severe weather watches and warnings. All staff and children return to the building or remain indoors when under a watch or warning. If sirens are heard or a tornado warning is announced all staff and children will proceed to the severe weather shelter, which is located in our gym and is especially designed as a tornado shelter.

Staff is to bring the following items:

- 🔋 Battery operated portable radio
- 🔋 Flashlight
- 🔋 First aid kit
- 🔋 Emergency cards with parent phone numbers
- 🔋 Activities for the children
- 🔋 Blankets
- 🔋 Snacks and juice

Staff is to calmly initiate appropriate activities with the children. Remain in the shelter until the all clear is announced on the radio.

Tornado drills will be held once a month from April through September, and documented per the State of MN guidelines. All staff is trained per MN State guidelines and run through the Center's procedure each month (April – Sept.) with their classroom staff and children to ensure efficiency.

Parents are more than welcome to call the Center to check on their children and we will try our best to have a staff person close to the phone, depending on the conditions of the weather in our area. Staff will stay until the last child is picked up safely; by someone on the prior authorization for child pick-up form.

If you have any questions please feel free to talk to Renae, Lori, and/or Dixie.

### **SMOKE FREE ENVIRONMENT**

Smoking is not permitted on the property of Discover Magical Moments Daycare Center.

## **PARENT/GUARDIAN GRIEVANCE POLICY**

Parent/Guardian should discuss any observations and or concerns with the child's Teacher. If Parent/Guardian continue to have concerns the Parent/Guardian need to bring them to the Director's attention. (Assistant Director's are also available if needed).

The Director will research the situation and return results to the Parent/Guardian in 5 business days. This result may be either written or in conference, Parent preference.

## **FOOD BROUGHT FROM HOME**

If food is brought from home to share with other children (i.e., for special occasions) it must be commercially prepared and packaged.

## **MEALS/SNACKS**

Breakfast, lunch, and afternoon snack will be provided following the USDA guidelines for children. Discover Magical Moments Daycare Center has 4 MN certified Cook Managers on staff to ensure food safety at all times and is in contact with our Olmsted County Health Department for any questions as needed. If your child is present at the time that the meal and/or snack is served they will be included. If you have special needs or requests for meal and/or snacks, please notify either the child's Teacher and or the Director with the appropriate time and instructions. Drinking water is readily available and offered at frequent intervals throughout the day. Below is the approximate time meals are served:

Breakfast 8:10a.m.  
Lunch 11:15-11:30  
Snack 3:00p.m.

## **VACATION**

Parents please notify Discover Magical Moments Daycare Center receptionist and/or our Office Administrator, Marie Ingalls, if you wish to use your child's vacation rate 50% off normal rate. Each child is given 2 weeks at the 50% rate (for full time children) and pro-rated for children that are here less than full time.

## **HOLIDAYS**

The following holidays will be observed and celebrated at Discover Magical Moments Daycare Center: New Year's, Valentine's Day, St. Patrick's Day, Easter, Memorial Day, 4<sup>th</sup> of July, Labor Day, Halloween, Thanksgiving, and Christmas.

We feel that it is important to learn about all cultures. If you have another holiday or occasion you would like your child's class to celebrate, please notify the class Teacher and/or the Director.

## **PETS**

Parents/guardians will be informed of pets in the center at time of admission. Center staff will care for pets following proper sanitation procedures. All pets will be licensed and vaccinated following local health department requirements. Please inform us if your child has an allergy to animal dander.

## **HEALTH AND SAFETY POLICIES FOR PARENTS**

### **HEALTH RECORD INFORMATION**

Two health record forms must be completed:

**Immunization Record:** This record must give dates (month, day, and year) of immunizations your child has received. It must be current and is due on admission. Records must be updated whenever your child receives additional immunizations and returned to our receptionist.

**Health Record/Summary:** This information must include the date of the child's most recent physical exam (within six months), and be signed by the child's source of licensed health care. **This form is due within thirty days of admission or Discover Magical Moments Daycare Center will need to discontinue care until the Health Care Summary form is turned into our receptionist.**

**Reexamination:** A new health record/summary is required for children already admitted to the program. At a minimum, an updated report of physical examination signed by your child's source of health care is required at least annually for children under 24 months of age, and whenever a child 24 months or older advances to an older age category.

Dietary modification because of special dietary needs shall be made under the direction of a licensed health care provider. Written permission from the child's parent/legal guardian and the child's licensed health care provider is required. Dietary modifications for religious reasons require only written parent/guardian permission.

## **SPECIAL NEEDS**

Parents/guardians have the responsibility to inform the center when their child has any **special medical condition, needs or allergies** so that we can provide appropriate care and support.

If your child has a special need and is (one or more of the following):

- ◆ Eligible for case management through the state and has an Individual Service Plan (ISP),
- ◆ Receiving services through the local school district and has an Individual Educational Plan (IEP),
- ◆ Determined by a licensed physician, psychiatrist, psychologist, or consulting psychologist to have a condition related to physical, social, or emotional development,

You will be asked to share the ISP and/or IEP with us. In addition, state licensing regulations require us to develop an Individualized Child Care Plan (ICCP) with you that will assist us to meet your child's needs.

This plan must be signed by you and your child's source of licensed health care as listed above and be reviewed annually to assure that necessary modifications are made to the plan of care. If the special need requires that our staff be trained to perform a new skill we will ask that you arrange for this training.

## **MEDICATIONS**

**Prescription medications** will only be given with **written authorization** from the child's licensed health care provider (i.e., prescription label) and parent/guardian. Please let your child's teacher know about medication your child is taking at home, too. Staff will help you look for side effects from the medication and let you know if any are seen.

Please complete the Medication Permission Form if your child needs a medication while in our care. We suggest keeping a blank copy of this form at home so it can be completed before coming to the center. This will help you have time to speak to your child's teacher about the medication.

Prescription medications will be given only as prescribed by a licensed health care provider (physician, physician assistant, dentist or certified nurse practitioner). The prescription must be current, in the original container and may be given only to the child whose name appears on the label. This includes over the counter dietary supplements.

Please ask the pharmacy to **split the medication into 2 containers** -- one for home and one for the center.

Bring a copy of the drug information sheet that comes with the medication or write the common side effects on the Medication Permission Form.

Discover Magical Moments Daycare Center will not administer **Nebulizer medications**; if you have questions please see Renae Loth the Director.

**Medications which are to be given long term** will require us to have an Individual Child Care Plan signed by you and the child's licensed health care provider. This includes as needed (prn) over the counter medication such as Tylenol (acetaminophen) and Ibuprofen used for a child with a history of febrile seizures. See the previous section on Special Needs.

Discover Magical Moments Daycare Center will not administer **Over the Counter Medication** without the written permission from a physician.

These products must be used according to the manufacturer's instructions. If the dosage differs from the manufacturer's instructions, written instruction from a licensed health care provider will be needed. Diaper rash products, insect repellents and sunscreens are an exception, and need written parental approval only. Powders and cornstarch preparations will not be used because they may promote or hide infections, and can be inhaled.

**Containers must be labeled with child's full first and last name and date.**

Outdated medications will not be given.

All medications must have a legible label on the container. Your medication container will be returned to you when it is completed.

Please complete the permission form to administer **Syrup of Ipecac**. This is a medication that is sometimes needed if a child ingests a poison. It will be used only if staff is instructed to do so by the Poison Control Center.

### **EXCLUSION OF ILL CHILD**

The Department of Human Services requires that we exclude a child with an illness or condition that the Commissioner of Health determines to be contagious and a licensed health care provider determines has not had sufficient treatment to reduce the health risk to others.

We will follow the exclusion guidelines listed below which are taken from *INFECTIOUS DISEASES IN CHILD CARE SETTINGS: INFORMATION FOR DIRECTORS, CAREGIVERS, AND PARENTS OR GUARDIANS*, prepared by Hennepin County Community Health Department, Epidemiology Program. We must exclude a child with any of the following conditions:

Chicken pox	Until day 6 after the rash began or sooner if all blisters have dried into scabs.
Eye drainage	Until 24 hours after treatment begins, if thick mucous or pus drainage is present. (Conjunctivitis or Pink Eye)
Diarrhea	Until diarrhea stops or a medical exam indicates that it is not due to a communicable disease. Diarrhea is defined as an increased number of stools compared with a person's normal pattern, along with decreased stool form and or watery, bloody, or mucous containing stools.
Mouth Sores With Drooling	Until a medical exam indicates the child may return.
Fever	<u>Axillary</u> (armpit) temperature: 100 <sup>0</sup> F or Oral temperature: <b>101° F or higher</b> , before fever-reducing medication is given, when accompanied by behavior changes, or other signs or symptoms of illness.
Impetigo	Until child has been treated with antibiotics for at least a full 24 hours.
Lice (head)	Until after the first treatment and no live lice are seen.

Rash	Until a medical exam indicates these symptoms are not that of a communicable disease (i.e., chickenpox, fifth disease, measles, roseola, rubella, shingles, strep throat).
Respiratory Infections (Viral)	Until child is without fever for <b>(24 hours may be inserted here)</b> and is well enough to participate in normal activities. No exclusion for other mild respiratory infections without fever as long as child can participate comfortably.
Ringworm (skin & scalp)	Until 24 hours after treatment has been started.
Scabies	Until 24 hours after treatment has been started.
Signs/Symptoms of Possible Severe Illness	Unusually tired, uncontrolled coughing, irritability, persistent crying, difficulty breathing, or wheezing should be evaluated by the child's health care provider to rule out severe illness.
Streptococcal Sore Throat	Until at least a full 24 hours after antibiotic treatment begins and child is without fever for 24 hours.
Vomiting	Until vomiting stops. Vomiting is defined as two or more episodes in the previous 24 hours.

- ◆ Who is not able to participate in childcare program activities with reasonable comfort, including outdoor play.
- ◆ Who requires more care than staff can provide without compromising the health and safety of other children in care.

When a child in our care has been medically diagnosed with a reportable, communicable disease, we will notify the appropriate health authorities and follow their recommendations to provide information to parents/guardians of all exposed children. The childcare program will notify the parents/guardians of exposed children on the same day or within 24 hours by a written notice that will be posted on the classroom door.

Parents/guardians are required by State laws and our center policies to inform the center within 24 hours, exclusive of weekends/ holidays, if their child is diagnosed with a communicable disease.

## **FIRST AID**

In the event of any injury or illness, trained staff will administer first aid. If staff decides this is an emergency situation, 911 will be contacted to provide emergency first aid. If necessary, the emergency medical service will transport your child to a medical facility as designated by emergency services (at the expense of the parent/guardian). A parent/guardian or alternate listed on the Emergency Card will be contacted as soon as possible. An attempt to contact your child's source of health care may also be made.

**Staff will not transport children. All medical expenses incurred are the responsibility of the parent/guardian.**

## **CARE OF ILL OR INJURED CHILDREN**

If your child becomes ill or injured while in care, he/she will be isolated away from other children under supervision of a staff person. You or your designated alternate will be contacted to pick up your child immediately. Until you arrive, your child will be monitored and comfort measures provided according to program procedures. If staff thinks it necessary, the child's health care provider will be contacted.

**For information regarding poisoning, choking, burns, injury, pedestrian accidents, traffic accidents and suffocation refer to the Health and Safety Policies for Staff, Parents, and Children located in our centers lobby.**

## **INFANT/TODDLER PROGRAMS**

### **DIAPERING**

Only disposable diapers will be used and will be supplied by Parent/Guardian.

### IMPORTANT POINTS TO REMEMBER:

- ◆ Change diapers only in the diapering area(s) which is/are located in the infant and toddler classrooms. Separate diapering area from the food storage, preparation, and eating areas.
- ◆ Dispose of soiled diapers properly.
- ◆ Wash hands with soap and water according to diapering procedure.
- ◆ Do not allow pacifiers, toys, baby bottles, food or bibs in the diapering area.  
**Diapering area should be cleaned and disinfected after each diaper change.**

## Equipment –

- ◆ Assemble all equipment needed prior to initiating diaper procedure.
- ◆ Use disposable, non-absorbent paper under each child (computer paper, medical exam paper roll, etc.). Disposable gloves are also available.
- ◆ Keep liquid soap and single service paper towels within reach.
- ◆ Keep skin care items within providers reach but out of the child's reach.
- ◆ To prevent disease transmission, send soiled clothing and cloth diapers home with the parents in disposable plastic bags. Store plastic bags out of children's reach. Do not rinse out clothing or cloth diapers that are soiled with blood, urine, stool or body fluids (**Do dump out large stool before placing in plastic to send home**).
- ◆ Use a tightly covered container with a working foot-operated lid, lined with a disposable plastic trash bag. Keep it away from children. Empty waste containers when full and at least daily. **Clean and disinfect weekly.**
- ◆ Toilet training chair frames should be smooth and easy to clean. The removable waste container must be emptied into the toilet, cleaned and disinfected after each use. Contaminated cleaning and disinfecting liquids are dumped into the toilet -- **not the sink**. The chair and seat will be cleaned and disinfected whenever soiled or at least daily.

## Cleaning supplies-

- 1) Disposable towels
- 2) Cleaning solution - soap and water
- 3) Disinfecting solution - use a solution of household bleach and water - 1/4 cup bleach in a gallon of water. (To make a smaller amount in a spray bottle, use 1-1/2 teaspoons bleach in a pint of water.) Saturate area with solution. Air dry. Do **NOT** rinse. If EPA solution used, follow manufacturer's guidelines.

**PREPARE BLEACH SOLUTION FRESH DAILY BECAUSE IT LOSES ITS ABILITY TO KILL GERMS WITH TIME.**

**STORE BLEACH OUT OF CHILDREN'S REACH.**

"The Diapering Procedure" is posted in the diaper changing area(s). Our program's health consultant approves these procedures.

**Only disposable diapers will be used. They will be provided by Parent/Guardian.**

- ◆ Procedures for diapering are approved by our program's health consultant and are posted in the diaper changing area. Diapering may only be done in designated areas.

## **Hand washing**

The center follows **hand washing** procedures taken from the *"Infectious Diseases in Child Care Settings: Information for Directors, Caregivers and Parents or Guardians"* (sample attached). Hand washing procedures are posted next to sinks in the diapering area, bathrooms and food preparation areas. Separate sinks must be used for hand washing, for food preparation and hand washing before and after toileting or handling body fluids.

## **Hand washing Procedure**

Hand washing is the single most effective way to prevent the spread of infections. For hand washing to be effective in removing germs, use warm running water, apply soap, use vigorous friction to get ample lather, and rinse well. Caregivers who teach and model good hand washing techniques can reduce illness in childcare settings.

## **CHILD CARE PROGRAM GUIDELINES**

**PARENTS: Protect Your Infants from Illness, Diarrhea and Disease through Clean Formula and Food Preparation. Parents must label each item with the child's first and last name and date the food is prepared or expiration date.**

- ◆ **Formula** will be provided by Parent/Guardian and labeled with the child's first and last name.
- ◆ **Bottles** will be provided by Parent/Guardian and labeled with the child's first and last name.
- ◆ **Infant food** will be provided by Parent/Guardian and labeled with the child's first and last name, until parent/guardian gives Discover Magical Moments Daycare Center staff permission to move child to finger foods which at that point the Center will provide.
- ◆ Formula and infant food prepared and transported by parents must be labeled with the child's first and last name and shall follow the Minnesota Visiting Nurse Agency policies, see Child Care Program guidelines attached.

## **FORMULA PREPARED AT HOME BY THE PARENT**

1. **Always wash hands** carefully before preparing food.
2. Use hot soapy water, bottle brush and brush that goes into the nipple. Wash bottle and ring at the same time. Squirt water through nipple to clean holes. Rinse well with hot water. Cap bottle when dry so it does not remain exposed to dust and germs in the air. Wash container and items for making formula.
3. Clean top of formula container with a clean cloth wrung out in hot detergent water before opening.
4. Fill bottles with the amount baby drinks at one feeding of formula or milk and date bottles, time of preparation, and name of infant. **Refrigerate immediately.**
5. Put bottles into an insulated bag to carry to the Child Care Program. Do not allow bottles to become warm in the car or by carrying in coat pocket, etc.
6. Be sure that bottles are refrigerated as soon as you get to the Program. All bottle parts must be labeled with the child's full first and last name.
7. Take bottles home at the end of the day. Bottles will have been rinsed, but **must be washed** as in 2 above. Do not take leftover milk home.

## **PARENTS BRINGING FORMULA CONTAINER / INFANT FOOD TO THE PROGRAM**

1. Only commercially prepared, unopened cans of formula or infant food may be brought to the Program.
2. Cans must be labeled with child's full first and last name.
3. The program will return no opened cans. Outdated and opened food must be discarded.

## **PARENTS BRINGING BREAST MILK TO THE PROGRAM**

1. **Wash hands, breast, and breast pump.** Express milk.
2. Use a clean bottle or storage bag as in "Formula Prepared At Home by the Parent."
3. Fresh breast milk, if kept refrigerated, may be used up to 5 days. Milk may be frozen in the bottle/bag until ready to use at the Program. Label with date, time removed from freezer, and child's full first and last name.
4. Bring bottles to Program in **insulated container**. Frozen milk should be kept frozen for transport. Once thawed, it must be used that day or sent home with the parent.
5. Be sure bottles/bags are refrigerated as soon as you get to the Program.
6. Take bottles home at the end of the day. Bottles will have been rinsed but you must wash them as in "Formula Prepared At Home by the Parent."

## **HEALTH CONSULTATION SERVICES**

Our program receives health consultation services from Nancy Kirscht who is a licensed Nurse Practitioner in the State of MN.