



# INFANT INFORMATION SHEET

## PAPER WORK

Please be sure your child's file is complete including:

- Parent/Guardian ID
- Birth Certificate
- Immunization Records

- Registration Packet:
  - Release for Emergency Care
  - Pick-Up Authorization
  - Sick Child Policy
  - Financial Agreement
  - Transportation/Media Release
  - Medical Authorization Form
  - Discipline Policy
  - Parent's Notice Form 49444

## CRIB SHEETS & BEDDING

Crib sheets are changed, washed (in hyper allergenic detergent) and provided **daily** for your baby when they are in our care. If you wish to provide your own fitted sheets, you are more than welcome; however, the sheets you provide will be sent home daily to be laundered.

We adhere to all safe-sleep policies which means that our cribs will be empty of toys, stuffed animals, bumper pads and blankets. The room temperature is easily regulated by staff, but if you want to ensure your child's warmth, you may dress them in layers or send a sleep sack (wearable blanket).

## SAFE SLEEP

Nu Heights Academy infants will always be put to sleep on their backs on a firm surface with a tight-fitting crib sheet. If your child is to sleep in any other position other than their back, you must have a written note from the child's pediatrician for our records.

## DIAPERS

We request that you bring diapers in bulk at the beginning of each week as opposed to packing a daily supply in the diaper bag. This is to ensure that we always have more than enough diapers to keep your child dry and comfortable. If the diaper or wipe supply is running low, you will be notified verbally as well as on the daily info sheet.

## WIPES

Pack a full container initially and bring a refill package for the start of each week, or when they run out.

## PACIFIERS

If your child uses a pacifier, consider keeping a separate supply of two to three at NuHA. Pacifiers are easily misplaced and if your child needs comforting you'll want to make sure they have one.

## CLOTHING

Please send two or three extra outfits and onesies each week. Include socks in addition to different weather appropriate clothing. Pack each outfit in a plastic bag, so that any soiled or wet clothes can be sent back home in them. NuHA is not responsible for rinsing or washing soiled clothing; these items will be sent home to be laundered.

## **BIBS**

You will want to bring 2-3 bibs for each day, both small (plastic-backed for drooling) and large (for meal time). Consider purchasing separate bibs just for your baby's day at NuHA. They will need about 10-15 each week.

## **BOTTLES**

Pack enough bottles for the time your child will be at NuHA and an extra in the event of an emergency. Each bottle must be labeled with the first and last name of your baby.

We strictly adhere to Indiana State (CCDF) standards regarding bottle handling. Bottles must be pre-made; NuHA staff cannot mix formula.

Once a bottle has been offered to any child the contents of that bottle must be consumed or discarded within one hour of the initial feeding. No bottle or sippy cup may be partially consumed and refrigerated to be offered a second time. Formula dated past 24 hours must be discarded.

## **DIAPER RASH CREAM & OINTMENT**

If you are providing rash cream for your child, you must fill out a medication form provided by NuHA and store the labeled cream in a sealable bag. All medication must be taken home each day and returned as needed.

## **DROP-OFF/PICK-UP**

Drop-off is on the left side of the building at Door #4, pick-up is on the right side of the building at door #7.

Please use the provided hand sanitizer and shoe covers prior to entering the infant room.

Due to the safety of our crawling infants, we cannot allow storage of car seats in the room. All car seats must be taken with the parent at drop and brought back for pick up or stored on top of the cubbies located in the cafeteria.

If the infant caretaker(s) is/are busy tending to another child at the time of your child's drop-off, please take the liberty to get your child situated in their crib or bouncy-chair to ensure their safety in the interim. If your child soils themselves prior to your dropping them off, please be sure to change your child so as they start their day at NuHA with a dry diaper.

## **TUITION PAYMENTS**

Payments will be made on time (no later than Monday at 6:00 pm) each week or the payment will be assessed a late fee of **\$20.00 a day**. After one day of late fees your child(ren) will not be able to return to child care until fees are paid in FULL.

Nu Heights Academy is an enrollment based academy. In order for your child to maintain his/her enrollment at NHA the full weekly tuition payment is required. There is no daily rate option. As according to the NuHA Financial Agreement, full payment is expected for the time that your child is or is not in attendance. Regardless of the reason, illness, school closings or vacations you are still required to pay the full weekly tuition amount. (School closings are Spring Break and Christmas Break).

If a bi-weekly or monthly payment arrangement is preferred, payments must be made in advance, and not in arrears. Prior to beginning a payment arrangement, it must first be discussed with the Director and approved.

## **CCDF**

It is very important to keep up on swipes and paying copays weekly. Please do not wait weeks to catch up as this results in no payment from the CCDF office. If payment is not received from the CCDF office you will be responsible for payment to NuHA for the days or weeks where no payment is received.