

Little Munchkins Learning Center

"Where learning & loving go hand in hand"



Infant Parent Handbook

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"Growing little minds with big hearts"

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Welcome to the Little Munchkins Infant Program

Welcome to Little Munchkins Learning Center! We are pleased to welcome you and your family to our Infant Program. We look forward to partnering with you during this important stage of your child's development and appreciate the trust you place in our center.

A lifelong love of learning begins in infancy. In accordance with Texas Minimum Standards, our Infant Program is designed to provide a safe, nurturing, and developmentally appropriate environment that supports each child's physical, emotional, social, and cognitive growth. Our caregivers build responsive, consistent relationships with infants to promote trust, security, and healthy attachment.

Little Munchkins is more than an infant care program. Our daily routines and learning experiences are intentionally planned to support developmental milestones while allowing each child to progress at their own individual pace. Our program encourages infants to develop skills such as:

- Rolling, crawling, and other large motor movements
- Pulling up and safely exploring their environment
- Paying attention to people and objects by watching, listening, and responding
- Practicing new and varied movements in the First Steps classroom, including walking forward, backward, and marching
- Using their senses to explore and investigate the world around them
- Repeating actions to achieve the same result, demonstrating persistence and early problem-solving skills
- Developing early communication skills through sounds, gestures, and interactions
- Strengthening fine motor skills by intentionally grasping, holding, and manipulating objects
- Learning self-regulation skills with the support of responsive caregivers
- Participating in daily caregiving routines with familiar adults
- Forming and maintaining secure attachments with caregivers and parents

In compliance with Texas Minimum Standards, infants are always supervised and cared for by qualified caregivers who respond promptly and sensitively to their needs. Our teachers spend meaningful time holding, comforting, talking to, and engaging with each child to promote emotional security and healthy development.

We provide a clean, safe, and stimulating early learning environment that supports movement, exploration, and communication. Infant classrooms are equipped with age-appropriate toys, books, and materials that encourage development while ensuring safety. Teachers sing songs, read stories, and engage infants in interactive play to support early language development and motor skills.

At enrollment, each family receives a Parent Handbook designed to help them become familiar with Little Munchkins Learning Center policies, procedures, and daily routines. This Infant Program handbook provides important information to support clear communication and a successful partnership between families and our program.

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Infant Program: Supplies, Responsibilities & Licensing Requirements

(Aligned with Texas Minimum Standards for Child-Care Centers)

To ensure the health, safety, and well-being of all infants in our care, Little Munchkins Learning Center (LMLC) follows **Texas Health and Human Services Minimum Standards**. Families are required to provide the following items and adhere to the policies below. Failure to do so may result in a child being unable to attend for the day.

1. Required Infant Supplies

Each infant must always have the following items available at the center:

Clothing & Comfort

- Three (3) complete changes of clothing
- Pacifier (if used) **without clips, strings, or attachments**
- Family photos for use in the child's calming area

Diapering

- Diapers appropriate to the child's size
- Diaper cream (if used, with written authorization on file)
- **Monthly wipes (REQUIRED):**
 - Three (3) single packs **or**
 - One (1) full box of **Huggies or Pampers UNSCENTED** wipes

Feeding Supplies

- Formula (if not using center-provided formula)
- Breast milk (pump bags or bottles accepted)
 - **Must be labeled with:**
 - Child's full name
 - Date expressed
 - Amount
- Bottles: three (3) complete, labeled sets

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Solid Foods (If Applicable)

- Baby food, rice cereal, and/or oatmeal
 - Foods must arrive **ready to serve**
 - **No peanuts or peanut products are permitted on school grounds**
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2. Parent Responsibilities

To remain in compliance with Minimum Standards and ensure continuity of care:

- **Daily communication is essential.** Parents must inform staff of feeding schedules, changes, or special needs.
 - Parents must **check the child's cubby daily**.
 - Supply notices will be posted when items are running low.
 - **Labeled breast milk is required by law.** Unlabeled milk cannot be accepted.
 - **Monthly forms** are distributed on the **20th** and must be returned by the **1st** of the following month.
 - If required documentation is missing, **the child may not attend**.
 - If supplies have been requested and are **not provided at drop-off**, LMLC **cannot accept the child** for the day.
 - LMLC does not maintain extra personal supplies.
 - All children must arrive with a **clean diaper**.
 - If a child arrives wet or soiled, parents may use the classroom changing area before leaving.
 - Parents must notify staff in advance of **early pick-ups** (e.g., doctor appointments).
 - Food containers sent home must be labeled with:
 - Child's name
 - Ingredients
 - Date
 - Pre-made bottles must be labeled with the child's name and identified as breast milk or formula.
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3. Drop-Off & Pick-Up Procedures

- Parents/guardians must ensure all authorized pick-up persons are listed on file.
 - Children will **not** be released to unlisted or unidentified individuals.
 - Non-routine pick-ups must be communicated to the front office.
 - Government-issued ID is required.
 - If older siblings are present during pick-up, parents are encouraged to pick up infants first.
 - Older siblings must remain outside the infant classroom to reduce the risk of injury or contamination.
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4. Infant Care Rules (Texas Minimum Standards)

- **Safe Sleep Policy**
 - All infants are placed **on their backs** in cribs for sleep.
 - No loose items, blankets, or positioning devices are permitted.
 - Parents acknowledge that sleep routines may change during the adjustment period (typically 1–2 weeks).
 - **Prohibited Items**
 - Teething necklaces, bracelets, anklets, or similar items are not permitted at any time.
 - **Feeding Cut-Off**
 - No snacks or meals are served after **2:00 PM** for children on solid foods.
 - **Clothing Safety**
 - Socks that repeatedly fall off will be placed in the child's cubby to prevent choking hazards.
 - To ensure continuity of care:
 - Bottles and pacifiers should remain at the center.
 - Parents should bring an extra item if needed for the ride home.
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5. Community Supplies Provided by LMLC

In accordance with licensing standards, LMLC provides:

- Tap water
 - Formula: **Member's Mark with iron**
 - Bowls, spoons, bibs
 - Tummy-time blankets
 - Exersaucers
 - Swings
 - Boppy pillows
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6. Child Observations & Developmental Assessments

LMLC uses assessments provided by the **Children's Learning Institute (CLI)** to observe developmental milestones in alignment with age-appropriate expectations.

Milestones are observed throughout daily routines and activities, including:

- Movement and floor play (motor skills)
- Mealtimes and transitions (self-help skills)
- Peer interaction and classroom play (social-emotional development)

These assessments are **observational tools only** and are used to support each child's individual growth.

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Milestone checklists are available at:
clientgaze.org/public/tools/assessment/infant-toddler-checklists/

Infant Program Family Handbook

Topic	Key Expectations	Parent/Guardian Action Required
1. Licensing & Compliance	Program follows Texas Health and Human Services Minimum Standards	Review handbooks and comply with all policies
2. Enrollment Status	Enrollment is at-will; documentation must remain current	Submit required forms on time
3. Hours & Attendance	Consistent schedules support infant routines	Arrival on time; notify staff of early pick-ups
4. Daily Communication	Information sharing supports individualized care	Communicate feeding, sleep, and care needs daily
5. Health & Illness	Sick children cannot attend	Monitor health; follow exclusion guidelines
6. Medication	Medication given only with authorization	Complete medication forms as required
7. Emergency Procedures	Evacuation, lockdown, and shelter-in-place plans in place	Keep contact info updated
8. Feeding & Nutrition	Safe handling of breast milk, formula, and solids	Label all bottles/food; provide approved items
9. Infant Supplies	Required supplies must always be available	Restock supplies promptly when notified
10. Diapering & Hygiene	Sanitation and diapering follow licensing standards	Provide diapers, wipes, and creams
11. Safe Sleep	Infants placed on backs in empty cribs	Follow safe sleep policies; expect routine changes
12. Guidance	Positive, developmentally appropriate care	Partner with staff on infant needs
13. Supervision	Active supervision always	Follow classroom drop-off/pick-up rules
14. Authorized Pick-Up	Only approved adults may pick up	Keep pick-up list current; bring ID
15. Personal Belongings	Limited items allowed for safety	Label all personal items
16. Development & Assessments	Observational milestone tracking used	Review updates and discuss concerns
17. Photos & Confidentiality	Child records protected	Complete photo/media permissions
18. Termination of Care	Policies apply to families and center	Provide notice when withdrawing
19. Policy Updates	Handbook revisions communicated	Continued enrollment indicates acceptance

Parent Reminder: This guide does not replace the full Parent Handbook. Parents are responsible for understanding and following all Infant Program policies.

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Parent/Guardian Acknowledgement

Infant Handbook & Operational Policies Acknowledgment

(Texas Minimum Standards – Child-Care Centers)

I, the parent or legal guardian of _____, hereby acknowledge that I have received and reviewed a copy of the **Little Munchkins Learning Center Parent Handbook**, including all required **operational policies** as outlined by **Texas Health and Human Services Minimum Standards**.

I understand that these policies include, but are not limited to:

- Discipline and guidance practices
- Health and illness exclusion policies
- Safe sleep practices
- Emergency preparedness and evacuation procedures
- Drop-off and pick-up procedures
- Food, nutrition, and allergy policies
- Supervision and safety practices

I understand that it is my responsibility to comply with all policies and procedures contained in the Parent Handbook, as well as any revisions made to them. I further understand that continued enrollment of my child after notification of policy changes constitutes my acceptance of those changes.

I acknowledge that it is my responsibility to remain familiar with the contents of the Parent Handbook and to ask questions regarding any policy or procedure I do not understand.

I understand and accept that enrollment at Little Munchkins Learning Center is **at-will**, meaning there is no guaranteed length of enrollment. I acknowledge that either Little Munchkins Learning Center or I may terminate the enrollment relationship at any time, with or without cause, in accordance with applicable policies and Texas Minimum Standards.

By signing below, I acknowledge that I have read, understand, and agree to abide by all policies and procedures contained in the Parent Handbook.

Parent / Guardian Signature _____ **Date** _____