



Infant Room Seating Policy

Revised: October 11, 2016

Secretary Signature: _____

Date: _____

Policy

Infants may use a variety of different seats during the eating routine. This policy was developed to ensure that infants seats are safe and are used in accordance with the manufacturer's instructions. All staff, students and volunteers adhere to this policy and procedure.

Procedure

1. Children using a high chair or booster seat must be secured using all the hardware provided.
2. Booster seats can only be used when placed on the floor.
3. Children who are eating must be attended to at all times.
4. At least one staff must be in close contact to the infant during the feeding routine.
5. Staff are responsible for communicating any changes in the seating arrangements to the other staff.
6. Staff must check the seats periodically to ensure all parts are in good repair.
7. Staff must discontinue use of any seating which is in disrepair or missing parts and inform the Supervisor.
8. Food cannot be place directly on the table, napkins or dishes must be used when serving food to the children.
9. Children will graduate to the next seating arrangement based on their development and availability of seating apparatus.

Staff Name:	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date: