Metro Public Health Department





Congratulations!

Congratulations on your new addition! This packet was put together to provide information to employees whether you are expecting, adopting or fostering a child. Browse through the information and become familiar with the content and its relevance to your situation.



If you have detailed questions regarding any policies and procedure with leave, please contact HR.

Please take a moment and complete a short survey regarding the MPHD parent packet you received here:

https://redcap.health.nashville.gov/redcap/surveys/?s=TXDFTCCREL

The results are anonymous and are for quality improvement purposes.

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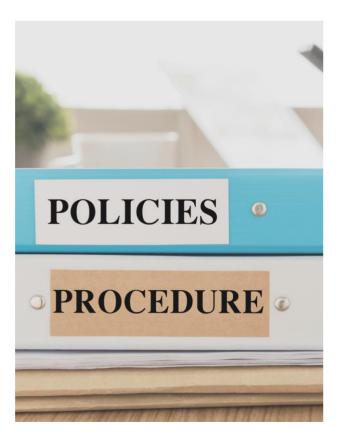
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Planning Your Leave

- Contact your insurance provider for details on available incentives and coverage.
- 2. Schedule an appointment with HR staff to discuss the details of your leave and your options and get the necessary paperwork early on.
- Discuss with your supervisor your anticipated leave date as well as return to work options (additional policies may apply to your role- telecommute, flexible work schedule, etc.).
- 4. When the big day is here, alert your supervisor and HR.
- 5. Upon your child's arrival, alert your insurance company to add them to your policy.
- 6. Set your out of office auto reply.
- 7. Enjoy this exciting, special time!



Policies

Below are some policies which are relevant to those taking time off for the arrival of a child. If you have any questions, you may contact MPHD HR staff.

- Review the <u>Federal Pregnant Workers Fairness Act</u> that pertains to reasonable accommodations.
- Review the <u>Metro Civil Service Rules</u> that pertain to family leave.
- Information on <u>The Family and Medical Leave Act</u> and the <u>Tennessee Maternity Leave Law</u>, which provides a leave of absence for adoption or birth of a child.
- Using Metro Short-Term Disability to pay for a portion of your salary while on FMLA.
- Using <u>Paid Family Leave to pay</u> for a portion of your salary while on FMLA.
- MPHD's <u>breastfeeding support policy</u> for accommodations for breastfeeding employees.
- MPHD's <u>Wise Moves Wellness Policy</u> can be helpful in supporting staff's wellness.

Parent Wellness



Entering parenthood is an overwhelming and amazing experience. While there is not a manual on how to do it, here are some resources to help you along the way. Remember that you can't pour from an empty cup, so don't forget to take care of yourself as well.

Mental Health

- MPHD offers an Employee Assistance Program for employees to access counseling and information on numerous parenting topics: Ulliance 1-877-871-NASH (6274)
- National Alliance on Mental Health 855-274-7471
- Metro Mental Health Resource Guide

Physical Health

- March of Dimes Health Topics Developed by March of Dimes experts, this website gives important information for before, during, and after pregnancy. March of Dimes: My 9 Months
- <u>ChooseMyPlate</u> has resources on healthy eating for you and your child. It offers easy ways to incorporate healthy eating into your daily life.
- Baby & Me Tobacco Free: is a FREE smoking cessation program for pregnant women in Davidson County. There is no income or age eligibility and is available to any pregnant smoker. A \$25 diaper voucher is available each month for up to a year if women quit smoking and remain tobacco free after baby is born. Contact Tobacco Prevention at (615) 340-5334 or tobaccoprevention@nashville.gov to begin your journey to become tobacco free.
- Move Your Way shares information about ways to increase movement for adults and children.
- TN Quitline: There's no better time to guit smoking than the arrival of a child. 800-784-8669

Financial Support

- <u>Nashville Financial Empowerment Center</u> provides free, professional financial counseling to to access counseling and information on Nashvillians Citywide.
- Tips on how to financially survive the first year of a new baby

Helpful Apps for Parents



<u>WebMD Baby:</u> Track feeding, sleep, diaper changes, and development and get physician approved advice.



<u>Baby Tracker</u> - Newborn Feeding, Diaper, Sleep Log: A simple way to track your baby's daily habits, feedings, diaper changes, and sleep patterns, and even photos.



<u>LactMed</u>: A databases of drug and other chemicals that includes information on the levels of such substances in breast milk and the possible adverse effects in the nursing infant.



<u>Baby Breastfeeding</u>: Helps you track your baby's nursing, growth, diaper changes, and more!



Glow Baby: Baby & Toddler Log: From breastfeeding to diaper changes, log all of your baby or toddler's milestones and track development.



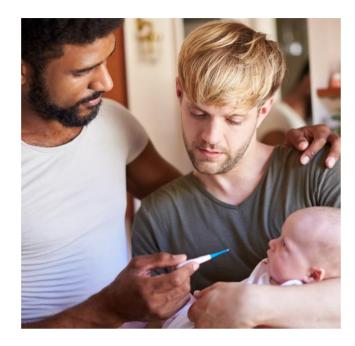
Yummly: lets you scroll through_recipes, click on the ones you want to cook that week, and then organize the ingredients into a grocery list.



Breathe, Think, Do with Sesame: helps parents teach social skills to their kids. It looks like a fun app for kids, but if you've got a toddler who is out of control with their emotions, it is the perfect way to make learning about social skills fun.



Partners-to-be Survival Guide



Many new parents are overwhelmed by their new title, which comes complete with many responsibilities. It's common for partners to feel lost at first, and even unskilled, in a role they are not prepared for.



Things To Do Before Your Child Arrives

- Attend prenatal appointments and classes with your partner: This will allow you to be more involved with the pregnancy and learn more about the birth.
- **Discuss your partners birth plan:** This will allow you to know your partners wishes and enable you to assist in supporting their goals. Birthing parents may be overwhelmed during labor that they need additional support.
- Learn ways to encourage and support your partner during the birth process: Practice massage, words of encouragement, music, etc. Learn what is relaxing to your partner.
- The importance of a sensitive partner: After 9 months of pregnancy, birthing parents can get emotionally drained. It's important for partners to be sensitive to the birthing parent's emotions, moods, and needs during this period. You might also feel overwhelmed by this life changing event but communicating and supporting one another during this time is key.

Ways you can give support can include:

- Words of empowerment (You're doing great, I'm so proud of you)
- · Ask what you can do to help
- Offer Breaks (Go and lie down, I can take over for a while)
- Stay close to home especially in the very beginning (No one wants to feel like they're abandoned while your partner is out living their best life!)
- Some reality checks: Many parents grapple with their own childhood experiences and ideal images.

 Partners may need to give themselves reminders
 - · Partners do get jealous
 - · Babies are frustrating
 - Your parents weren't perfect

Things To Do When Your Child Arrives

· Be involved in the daily routine:

Establish roles and responsibilities between both parents. This may include:

- · Helping to pack the diaper bag
- · Skin to skin contact or baby wearing
- · Spending time rocking the child, talking or reading
- Run errands or give your partner time to care for their own needs
- Assist with breastfeeding by offering support through any challenges
- Helping with bathing and changing the baby
- Cooking meals
- Consider yourself a teammate: You're not the backup parent or babysitter, you're the parent.
 Partners may do things differently, but it doesn't mean it's wrong. You have the ability to love, nurture and care for your child. Your role as a parent is one that carries much weight, and we know you are able to handle it and more!



Parenting Resources

- Talk with me baby: Your baby is always listening. Are you talking? Simply talking to your baby promotes brain development and builds their language skills. Learn more at www.talkwithmebaby.org.
- Centers for Disease Control and Preventions: <u>Positive Parenting Tips</u>: Tips for ages newborn up to teenagers.
- Harvard University's Center on the
 <u>Developing Child</u>: Child-adult relationships
 that are responsive and attentive build strong foundation in a child's brain. Learn more about how to use <u>serve and return</u> in your interactions.

4 KEY POINTS TO POSITIVE PARENTING SUCCESS:







American SPCC

americanspcc.org The Nation's Voice for Children NIH.gov

Image from the American Society for the Positive Care of Children: americanspcc.org

Adoption & Foster Parent Resources







It is not the word before parent that defines, rather the love and dedication in the parent's heart. - unknown

Adoption/Foster Resources

- Raising Your Adopted Child Special Issues | Adoptionservices.org Adoption Services, Inc.: This
 site provides information on developmental issues specific to adopted children, ways to explain adoption
 and emotional issues and therapy options.
- Adoptive Families The resource and community for adoption parenting.: comprehensive catalogs
 of adoption blogs, resources, step-by-step guides, and advice from adoption professionals on more
 topics than you can count.
- <u>A-Z Adoption Resources | Creating a Family:</u> Information on post adoption topics like transitioning home, sleep issues, attachment, post adoption depression and more.
- Adoption | Adopting.org
- The Connected Child- book
- TBRI (trust-based relational intervention)

Local Resources

- Foster Care Services | Youth Villages
- Foster Parent Handbook (tn.gov)
- Tennessee Adoption Agencies, Information and Resources (adoptionnetwork.com)
- Post-Adoption Support (tn.gov)

Foster Parent Support Groups

One of the best supports is reaching out to other foster/adoption parents. There are many online groups as well as these below.

- Adoption Support Groups For Adopting Persons Adoption Services, Inc. Adoption Services, Inc.
- Raising Kids Affected by Trauma | Facebook: This is a parent-led, closed group, for people raising kids who have been affected by trauma, to a degree that impacts their behavior and / or development.

Child Safety

No matter the age of the child you are welcoming, safety should be considered. Look over some of the resources below to find out how you can provide the safest home environment for your child.

Safety:

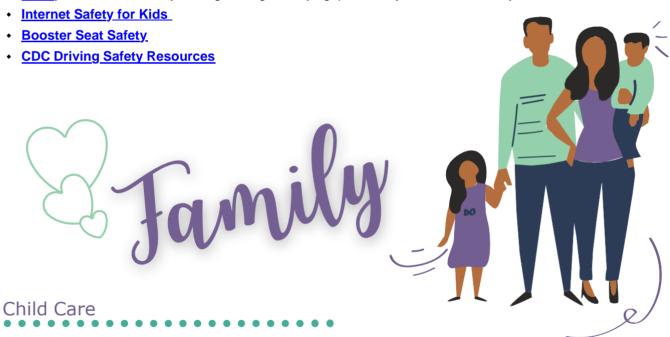
- Safe Kids: Safety tips on various topics (fire, gun, medication, driving safety, etc.) from babies to teens.
- Home Safety Checklist

Infant/Toddler:

- Safe Sleep Information
- · Car Seat Safety
- <u>Poison Control:</u> keep the hotline number in your phone 1-800-222-1222 (kids put things in their mouths ALL the time!)

School Age Kids:

· Safety4Kids: Road safety, stranger danger, bullying, pool safety and internet safety



Finding quality, affordable child care can be a challenge. Don't wait until your child has arrived to secure child care! Below are some resources to help guide you in the process.

- The <u>TN Department of Human Services</u> website provides information on finding child care (with interactive map), center report cards, guidelines and payment assistance.
- The TN Child Care Resource & Referral network can provide you with a list of child care in your area as well as additional information on infant and toddler health resources.
 - Infant toddler child care resources
- TDH Gold Sneaker Initiative: Enhanced childcare provider policies related to health and wellness.
- Check out the TN Licensure Rules for Child Care for additional information.

Child Care Check List

Name of Center/Caregiver			
Address			
Contact Person			
Contact Number			
Hours of Center			
Cost of Care:			
Infant			
Toddlers			
Preschool			
School Age			
Program		Yes	No
Received a handbook with police	cies		
Participates in Star Program			
Gold Sneaker Certified			
Open Door Policy			
Nutritious meals/snacks provided			
Sick policy			
Discipline policy			
Building secure entry			
Policy regarding who can pick up children from care			
Are there a variety of outdoor equipment/toys available for multiple ages?			
Is their menu posted?			
Do they participate in subsidized childcare program?			
Is there a late pick up fee?			
What is the policy for administering medication?			
-			
Classroom		Yes	No
The room is clean and orderly			
Time outdoors daily (weather permitting)			
Follows safe sleep guidelines for infants (placed on back, no objects/blankets, in crib)			
Children and staff wash their hands after diapering and toilet use and before meals			
Emergency procedures are practiced Are toys disinfected daily?			
Are toys disinfected daily?			
Are the staff to child ratios correct?			

Are toys accessible to the children?		
Are obvious hazards (outlets, cords, cleaning supplies, etc.) accessible to the children?		
Do the children watch TV?		
Is the schedule of daily activities posted and current?		
Infants eat and sleep on their own schedule		
Infants are taken out of the cribs when not sleeping		
The Staff	Yes	No
Engage in activities with the children		
Seem friendly and caring		
Use appropriate disciplinary methods		
Do all staff have first aid and CPR training?		
Policy for staff who smoke (tobacco policy)		
Is there a daily method of communication between the childcare providers and parents?		
Are caregivers able to give individualized attention?		
Are the staff knowledgeable about how to properly handle breastmilk?		
Overall impression	Yes	No
I feel comfortable with this provider		
I think my child will be happy and cared for		
Was your initial reaction positive?		

Additional Questions to Consider:

How are children disciplined?

Are there any additional activities (music, dance, etc.) available at extra costs/included?

What educational background do the staff have?

Is there a parent board/committee?

What is the form of communication between parents and staff?

How long have the staff been there?

What daily activities do staff engage with (infants, toddler, preschool, etc.)?

Ratios for Daycare Centers in Tennessee State				
Age of Children	Child: Staff Ratio	Max Group Size		
6 weeks	4:1	8		
9 months	4:1	8		
18 months	6:1	12		
27 months	7:1	14		
3 years	9:1	18		
4 years	13:1	20		
5 years	16:1	20		

Breastfeeding

Providing breastmilk is one of the best things you can do for your baby's health and development. Breastfeeding is more successful when nursing parents have a supportive environment, including family, friends, community, providers, and workplaces.

Breastfeeding Information:

- WIC has some great <u>short videos</u> on common questions
- kellymom.com information on breastfeeding and parenting.
- Droplet (short videos on latch, positioning and hand expression in the early days)
- · Video on latching
- For Your Support team
- How to hand express breastmilk video

Guidance on Breastfeeding and COVID:

Women with COVID-19 can breastfeed if they wish to do so. They should:

- Practice respiratory hygiene during feeding, wearing a mask where available;
- · Wash hands before and after touching the baby;
- Routinely clean and disinfect surfaces they have touched.
- *Note: Information regarding COVID-19 is constantly evolving. Please check the World Health Organization for up to date information.



Resources:

- <u>The Tennessee Breastfeeding Hotline:</u> 855-4BF-MOMS / 855-423-6667.Language line and Direct Interpretative services available include: Spanish, French, Arabic, and Mandarin.
- The <u>TN Department of Health Breastfeeding Resources</u> has information on breastfeeding, area lactation professionals and community-based support groups.
- The Breastfeeding Clinic at St Thomas Midtown is temporarily closed due to COVID-19. They are answering
 the phone lines for anyone who calls. They have a Facebook page- St Thomas Midtown Breastfeeding
 Clinic- support group times, tips and answering questions. They offer virtual HIPPA compliant Zoom capabilities
 by appointment only. 615-284-2055
- Le Leche League support groups
- Nashville Breastfeeding Coalition
- · Breastfeeding Information and Resources

Pregnancy and Breastfeeding Rights:

- TN Breast Feeding Laws
- A Better Balance helps people with questions about their workplace rights around pregnancy, lactation accommodations, taking leave, etc. can call our free & confidential legal helpline at 1-833-NEED-ABB (1-833-633-3222) or visit www.abetterbalance.org/get-help.



Milk Expression and Pumping

Breast Pump cleaning guidelines

CDC Human Milk Storage Guidelines						
Storage Locations and Temperatures						
Type of Breast Milk	Countertop 77°F or colder (25°C) (room temperature)	Refrigerator 40°F (4°C)	Freezer 0°F or colder (-18°C)			
Freshly Expressed or Pumped	Up to 4 hours	Up to 4 days	Within 6 months is best Up to 12 months is acceptable			
Thawed, Previously Frozen	1-2 hours	Up to 1 day (24 hours)	Never refreeze human milk after it has been thawed			
Left Over from a Feeding (baby did not finish the bottle)	Use within 2 hours after the haby is finished teeding					

Adapted from <u>"ABM Clinical Protocol #8: Human Milk Storage Information for Home Use for Full-Term</u> Infants" Revised 2017.

Storage Tips:

- Freeze breast milk in small amounts of 2 to 4 ounces to avoid wasting breast milk.
- When freezing breast milk, leave about an inch of space at the top of the container because breast milk expands as it freezes.
- Breast milk can be stored in an insulated cooler bag with frozen ice packs for up to 24 hours.

There are several ways to thaw your breast milk:

- · In the refrigerator overnight.
- · Set in a container of warm or lukewarm water.
- Under lukewarm running water.
- Never thaw or heat breast milk in a microwave. Microwaving can destroy nutrients in breast milk and create hot spots, which can burn a baby's mouth.

Feeding Expressed Breast Milk

- If you decide to warm the breast milk, placing the container of breast milk into a separate container or pot of warm water for a few minutes or by running warm (not hot) tap water over the container for a few minutes.
- If your baby did not finish the leftover breast milk from a feeding, don't discard. Breast milk has multiple topical uses! (diaper rash, cracked nipples, cuts, eczema, bug bites, etc.).

Breastfeeding at Work

The Metro Public Health Department (MPHD) understands and acknowledges the importance of breastfeeding. MPHD believes in providing comprehensive lactation support for Metro Nashville Government employees who are expectant or new mothers (See Breastfeeding Support Policy on intranet).



Planning Your Return to Work

- 1. Employees planning to pump should alert their immediate supervisor before returning to work in order to have what you need to pump on your first day back. A Better Balance has tips on returning to work and <u>talking to your boss about pumping at</u> <u>work.</u>
- 2. Plan ahead. Schedule pumping sessions on your calendar. Allow extra time to travel to the space, set up and clean up.
- 3. Keep an extra set of pumping supplies and nursing pads on hand.
- 4. If you travel during the day, coordinate with other locations regarding pumping space. Bring a car adaptor or manual pump in case you need to pump in the car.
- 5. Relax and look at pictures or videos of your baby to encourage let down. Stress can affect your pumping output, so try to breathe and take this moment to think about your baby and the amazing gift you are giving.

Lactation Room Usage

- Place the "Mother at Work, Do Not Disturb" door hanger to signify the room is in use and limit interruptions.
- It is your responsibility to clean up after yourself and wipe up any spills.

Lactation Space Requirements:

- Breastmilk is food, so the space should not be a bathroom or a dirty/unsanitary space.
- Locking door and window coverings
- A chair and a flat, clean surface, such as a desk or table, to place your pump.
- An electrical outlet
- Close to a sink and a refrigerator

Lactation Room Locations

Lentz: WIC lobby Suite 120, 1st floor lobby (near vending), 2nd floor lobby and 3rd floor (near Environmental Health)

Woodbine: WIC clerical space, beside workstation 6. Staff are also welcome to use an empty office not in use.

East: Staff can use their own rooms or the work up room.

South: Use designated lactation room or staff are welcome to use their office or other available space.

MSE: Mamava Pod

MACC: The kennel manager's office will be utilized as a lactation room as needed.

School Health: Nurses must coordinate with their school site. MNPS Maternity leave/Nursing mothers policy states an appropriate space will be made available.

Essential Pumping Items

- · Hands-free pumping bra
- Extra storage bags/bottles and pump parts
- A towel for your lap during disassembly (breast milk stains!)
- Plastic bag (wet/dry bag) for pump parts
- · An insulated bag with ice packs
- · Hand sanitizer
- · Car adaptor or manual pump
- Healthy snacks
- Check out "Work, Pump, Repeat" by Jessica Shortall for some laughs and tips!

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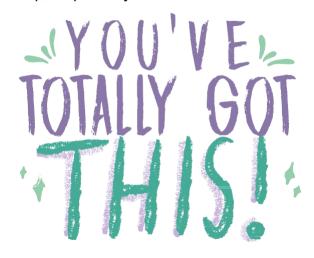
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Postpartum Care

There comes a time when we all need encouragement and support. Postpartum, often referred to as the 4th trimester, is a time to make sure the birthing parent and baby are at their optimal health after birth. This 12-week period is crucial to the development of your newborn as well as the healing process for you! It's important to pay attention to not only your newborn, but your mental, physical and emotional health as well.

Self-Care Checklist

- Schedule a follow up appointment with your doctor (6 weeks typically, or sooner if needed)
 - Discuss birth control options, prenatal vitamins, any feelings/concerns you have
- Try to get as much rest/sleep as possible by following the rule "nap when the baby naps."
- Seek assistance/support from family and friends. Ask for what you need, like meals, errands or care for other children.
- Eat plenty of fruits, vegetables and whole grains. Eating healthy foods will help with healing, prevent possible hair thinning and help with constipation.
- Drink plenty of water. This helps with hemorrhoids, constipation, weight loss and urinary problems.
- · Monitor your incision and/or vaginal bleeding. Contact your doctor with any concerns
- · Be aware of your mental state. This is an emotional time and hormones are still running high.
- Don't hesitate to reach out to your doctor if you need help.

Postpartum Resources

- Postpartum Support International is a resource hub of online directories and support groups for families dealing with any mental health disorder in relation to bringing home a new addition to the family. Support groups are offered on a weekly basis for a diversified range of issues. There are local resources, such as therapist, support groups, and community activities. Postpartum Support International Hotline: 1.800.944.4773 or Text; 503-894-9453
- <u>Kid Central TN</u> is Tennessee's hub of resources for parents and care givers. The site host resources for basic life skills and resources related to going through life crisis.
- The Pregnancy and Postpartum Anxiety Workbook is full of practical skills to help you overcome anxiety, worry, panic attacks, obsessions, and compulsions. The workbook is designed in a way you can walk through it alone or with a professional. The layout of the book allows you to identify emotions, thought patterns and teach skills to challenge the negatives to create positive narratives.
- The <u>4TH Trimester Project</u> is a resource developed for moms as a means of connection, education and solidarity in the transition to the new you. There are also resources made by moms for moms with ability for you to share your own story.

What Are Baby Blues?

Baby blues are irregular mood changes that can start shortly before or any time after childbirth. They are typically caused by hormonal shifts and chemical imbalances. Also, sleep disturbance, disruption of "routine", and emotions from the childbirth experience itself can all contribute to how a new mom feels. They are very common, considering almost 80% of women experience them.

Symptoms of "Baby Blues" include:

- · Weepiness or crying for no apparent reason
- Impatience
- · Irritability
- Restlessness
- Anxiety
- Fatigue
- Insomnia (even when the baby is sleeping)
- Sadness
- · Mood changes
- · Poor concentration

Baby Blues vs Postpartum Depression

Baby blues typically improve in about two weeks. If symptoms last longer or worsen, talk to your provider. Up to 15% of birthing parents experience postpartum depression within the first 3 months. Baby blues symptoms are temporary and manageable. Postpartum depression (PPD) feelings are more intense and make it hard for you to take care of yourself and your baby. PPD is typically caused by changing hormone levels after pregnancy.

Symptoms for Postpartum Depression include:

- Feeling depressed most of the day
- · Feeling shame, guilt, or like a failure
- · Loss of interest in things you enjoyed before the baby
- · Having trouble concentrating or making decisions
- Having trouble bonding with your baby
- · Difficult to complete daily tasks for yourself or your baby
- · Thoughts of harming yourself or your baby

If you notice these behaviors and you feel concerned, talk to your doctor right away.

You are not alone and should not feel ashamed. Only a health care provider can diagnose postpartum depression, so make an appointment to discuss your symptoms.

Learning to take time for yourself



SKIN-TO-SKIN

Studies show that skin-to-skin contact can reduce depression behaviors. Moms need a secure emotional attachment with their newborn and the child needs the same. This emotional bond can make mothers feel happier and more confident as a mother.

RELAX

Some suggest partaking in acupuncture, meditation, or massages. Each of these activities has shown to help to regulate hormones and help you to feel more energized. It is also recommended to use essential oils. They are an effective way to calm anxious minds or uplift moods.



AS

ASK & ACCEPT HELP

Take your partner, friends or family up on their offer to help. Get help with meals, other children, getting into a "routine", or any help that allows you to focus on the joy of having a new baby and not just the pressure of juggling it all.



TAKE TIME FOR YOU

Even if it's a 15 minute shower, which can do wonders by the way, to just breathe and focus on you. Talk to a friend, write in a journal, or listen to music. Give yourself a break, even if it's a short one to catch your breath.

SLEEP

Deprive any healthy person of sleep, and you'll notice moodiness. Deprive a new mom juggling everything, and you have potential chaos. To help lessen the baby blues effects, try to sleep when baby sleeps—the dishes and laundry can wait.



GET OUTSIDE

Enjoy fresh air and life outside the confines of diapers, feedings, and spit up. Sometimesjust a different view for a few moments can make a huge difference.

CONNECT

Try to connect with other new moms. Ask your provider to help you find a support group or find a moms group on social media (Nashville Moms Group on FB). Talking to someone who "gets it" can lift your mood and maybe learn some new tools from moms who have been there.

