



Tender Hearts Christian Daycare General Guidelines and Procedures 2026

- 1. Daycare toys.** We love when children enjoy our toys! If your child takes one home, that's okay — just please send it back the next day or at the end of the week so we can sanitize it and return it to rotation.
- 2. Personal toys from home.** Please avoid sending personal toys to daycare. Sharing personal items can sometimes lead to conflicts or lost toys and takes away from our learning time. Comfort items like a favorite teddy bear or blanket are always welcome.
- 3. Emergency and earthquake kits.** Each child must have a labeled emergency kit with your contact information and a photo of the parents. Please turn this in by the end of January. (Kits are available on Amazon — for example, a waterproof hard-shell first aid/emergency kit for home, car, and travel.)
- 4. Health notifications.** If there is any exposure to a communicable illness, parents will be notified formally and the incident will be reported to licensing per regulations.
- 5. Morning health check.** Upon arrival, each child will receive a brief health screening (temperature, mood, and general wellness). Please do not send children to daycare if they are unwell or on medication that suppresses symptoms.
- 6. Labeling of food containers.** All food containers and water bottles must be labeled daily with your child's name. Please check regularly to ensure labels remain visible.
- 7. Medication policy.** We cannot administer home remedies. If your child requires prescribed medication (e.g., allergy or asthma), a medical consent form must be completed beforehand. Medication must be in its original packaging with the expiration date and child's name clearly visible.
- 8. Child supervision in vehicles.** Children may never be left unattended in cars, even for a brief moment.
- 9. Personal belongings.** Jackets will be stored inside backpacks rather than hung side by side. Please send a full-size backpack that fits all items (blanket, lunch box, bottles, etc.). Avoid large tote bags.
- 10. Appropriate clothing.** Dress children for the weather and ensure proper footwear (running shoes only).
- 11. Diaper creams.** All diaper rash creams require a signed medical consent form and will be sent home at the end of each week.

12. Minor injuries (e.g., splinters). Providers are not permitted to use tools like tweezers. We will clean the area, apply a bandage, and notify you.

13. Emergency contacts. If a sick child's parents cannot be reached, we will contact the listed emergency contacts. If no one can be reached, we are required to call the non-emergency police number for assistance.

14. Personal hygiene. Please ensure your child arrives with clean hands, trimmed nails, and proper attire each day.

15. Appointments. Schedule medical or dental appointments before nap time when possible. If you must schedule for later, please plan pickup before 1:00 p.m. to minimize disruption.

16. Label everything. All items — bags, bottles, jackets, shoes — must be clearly labeled with your child's name.

17. Dietary needs. If your child has specific dietary needs or food preferences, please send food from home with clear instructions.

18. Extra clothing & supplies. Send an extra set of clothes in a labeled ziplock bag with your child's name and date. Label all diapers, pull-ups, and wipes as well.