

Tender Care Daycare and Preschool Parent Handbook

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Our Curriculum Philosophy

At Tender Care Daycare & Preschool, our goal is simple: to nurture young hearts and minds in the love of Jesus while preparing them for a lifetime of learning. Our curriculum blends strong early childhood education with a Christ-centered foundation, so children grow not just in knowledge and skills, but in faith and character.

We believe every child is created by God, uniquely gifted, and deeply loved. That belief shapes everything we do. From circle time to snack time, from play to structured lessons, we aim to reflect God's grace and truth in every moment.

Our approach to teaching is hands-on, age-appropriate, and rooted in the understanding that children learn best through play, exploration, and consistent, loving guidance. We cover all key areas of development—social, emotional, cognitive, physical, and spiritual—with intentionality and care.

Spiritually, we teach children about God's love, the life of Jesus, and the importance of kindness, forgiveness, and truth. Bible stories, songs, prayer, and simple memory verses are woven into the rhythm of our days. We don't just talk about faith—we model it, encouraging children to see Jesus as their friend, helper, and guide.

Academically, we help children develop early literacy, math, and critical thinking skills to prepare them for kindergarten and beyond. We encourage curiosity, problem-solving, and a love for learning in a structured yet joyful environment.

We partner closely with parents, knowing that the home and school must work together to build a firm foundation. Our goal is not only school readiness, but life readiness—grounded in faith, rooted in love, and equipped for the future.

At Tender Care, we don't just care for children—we invest in who they're becoming. With Jesus at the center, we believe every child can grow strong in spirit, confident in heart, and ready for the road ahead.

Our Goal

Our goal at Tender Care Daycare is to teach children to love, respect, obey, and care for others and their property; to develop self-respect and learn how to earn respect from others. We strive to introduce each child to Jesus and help them begin building a lifelong foundation in Him, knowing they are created by God, deeply loved, and called to live with purpose.

We are also committed to helping children grow academically—nurturing their early literacy, math, and thinking skills—to prepare them for success in school and in life. Through hands-on learning, structured activities, and a Christ-centered environment, we aim to support the whole child: spiritually, socially, emotionally, intellectually, and physically.

HEALTH AND SAFETY

YOU WILL BE CALLED TO PICK UP YOUR CHILD IF THE FOLLOWING SYMPTOMS OCCUR:

1. Fever of 101 degrees or more (which indicates an infection in the body)
2. Diarrhea (After 3 watery stools)
3. Skin rashes that are contagious
4. Vomiting
5. Eye discharge or pinkeye
6. Chicken pox
7. Head lice
8. Any other contagious illness or condition

******* Please do not bring your children if these symptoms occur before leaving home.**

MEDICATIONS

Will not be administered unless the following rules are followed:

1. A **Medication permit form must** be filled out, with dose & frequency, & length of time needed, and **signed** by parent or legal guardian. (See “NOTE” below)
 - A. Diaper creams & Sunscreen must have a Form. The form is good for 6 months.
 - B. Medical Plans for any re-occurring seizures or for asthma or allergies, sent by your doctor, are required and are good for One year.
2. The medication **MUST** be in the container it was purchased in
3. Non-prescription medicines will be dispensed according to **label instructions**
4. Prescription medications will only be given as prescribed and must be in the container with the child’s name, Doctors name, and the directions on it.
5. **ALL medications** must be placed in a zip-lock bag, with the child’s name on it (1st, Middle initial, and Last name) and will **be stored** in Daycare’s **lockbox or refrigerator** (if needed) - **NOT in the child’s cubby, diaper bag, or backpack.**
6. Two Staff members read the Medication form and two initial the med. Form when a child is given a medication.

Non-prescription medications (over the counter drugs) Examples include:

Antihistamines, non-aspirin fever reducers / pain relievers, non-narcotic cough suppressants, decongestants, anti-itching ointments/lotions (intended to relieve itching), Sunscreen, or vitamins.

We will **ONLY** give a child a **non-prescription** medication when:

1. The medication is in its original container, **and**
2. The dose and frequency requested on the Med. Form follows the instructions on the label, **and**
3. The medication is “age - appropriate” for the child *

*** NOTE:** Most Medications say, “if under 2 consult your physician”. This means we won’t be giving any child under 2 years of age an “over the counter medication” until we receive a written consent from a parent **AND** a Health care provider, who is legally authorized to prescribe medicine. This includes common acetaminophen (e.g. Tylenol).

4. An older child may administer their own medication, with supervision, IF we have a doctor’s note stating they are able to do so.

EMERGENCY PROCEDURES

In the event of an emergency, 911 will be called **CPR or FIRST AID** started - if needed, and **Parents will be called immediately.**

CLOSING POLICY

The closing time is 6:00 p.m.! A late fee of \$5.00 will be charged, per child, every 5 minutes late for pick up after 6 pm. Late fees are not covered by DCYF, if the child is State paid.

DAILY SCHEDULE

(A GUIDELINE, may not be exact)

5:30am	Daycare Opens - FREE PLAY for children, then wash up for Breakfast
7:00-8:00 am	Breakfast is served in the Kitchen
8:00-8:30 am	Join their own classes, as their teachers all arrive
8:30 til recess	Class time - Activity schedules are posted in each classroom Recess times are posted on the activity schedules in their room.
10:30 am	Lunch for Toddlers in the Kitchen, followed by naptime
11:00 am	Lunch for Busy Bees in the Kitchen, followed by naptime
11:30 am	Lunch for Preschool Class in the Kitchen, followed by naptime
12:00 pm	Lunch for Explorers (Pre-K) in the Kitchen, followed by naptime
2:00 pm	Up from nap, potty time, wash up for snack
2:00 pm	Toddlers wake up sooner, have Snack at 2pm, in the Kitchen
2:30 pm	Busy Bees have snacks in the Kitchen, Preschool and Pre-K snack in their room After Snack they have activities in their classroom, until outdoor recess
3:30 - 4:30	Outdoor recess (when weather permits - length of outdoor time is shorter if very cold or very hot outdoors)
5:00 pm	Snack
4:30 - 6:00	Activities in the classrooms - some classes merge as the attendance declines at the end of the day.

Feeding and Diapering Schedule

All our Infant's feeding and sleeping schedules depend on their special needs. We change diapers every hour when they are awake.

When your child reaches age ONE, we encourage them to follow the schedule listed above, and their diaper is changed every two hours when awake. Of course, if they need a new diaper before that time, they will be changed.

Our Child Abuse and Neglect Policy

As child advocates, it is our responsibility to report any suspected signs of abuse or neglect to the Child Protective Services. We are legally responsible for the child's safety and well-being.

Behavior Management Plan

1. Our behavior management plan is based on understanding the child's age and stage of development.
2. Discipline is designed to increase self-control, self-awareness, acceptability, and respect for their rights, and the rights of others.
3. Our discipline is fair, reasonable, consistent, and related to the child's behavior.
4. Discipline that is cruel, unusual, and frightening to the child is prohibited.

DISCIPLINE TECHNIQUES

1. We make sure we have the child's attention.
2. Use the positive approach
3. We give simple directions
4. We allow time to complete the activity, and give warning of an activity change
5. We allow choices whenever possible
6. Reasonable limits and standards are set. We make known limits and standards to each child and let them know the consequences of breaking limits.

LIMITS INCLUDE:

- a) Not being allowed to injure themselves or someone else
- b) No one is to use profanity
- c) Not being able to damage toys, supplies, or property
- d) Be kind to others
- e) to be cooperative with activities of the class, and with the teacher

7. Instead of "time out", the child will receive a "cooling off" place to be, for one minute per year of their age, when the child does not comply with the limits, or has harmed another child or property. The teacher will speak with the child about making better choices.

TENDER CARES' OPEN DOOR POLICY

We have an open-door policy that states a parent(s) or legal guardian may stop at any time seeing their child and /or their activities. We do ask that you check in with the office at nap time, so we can assist you in receiving your child, so as not to wake up the children that may wake up with even the slightest noise. **THANK YOU!**

Daycare is open to all children who may benefit from our programs. We do not discriminate because of race, nationality, or creed. Children are admitted as space is available.

*Please remember, if you phone to speak with your child, make it brief, as the phone is for Church and Daycare office needs.

PERSONAL ITEMS

NO GUM anytime, and candy should be brought to Daycare ONLY for parties. Please: **NO FOOD FROM HOME, except** for special dietary needs. We are on the USDA Food Program for ages 1 and up. Therefore, if your child cannot consume a certain food or beverage, we must have a doctor's note stating the food and the reason. We are a "NUT FREE" Center. Therefore, please do not bring any food or candies with nuts in them. If you wish to bring treats for your child's class on their birthday, for instance, please be sure to bring the label with the ingredients.

Children should have adequate clothing for the weather. Sweaters, coats, hats, gloves, boots, etc.

Coats and boots need to be labeled with the child's name, with a waterproof marker.

All children ages 1 and up are required to come dressed for the day, complete with shoes.

Children 3 and under should have a change of clothes in their cubby - every day - in case of potty accidents, spills, OR getting dirty or wet when playing in the Centers or outdoors.

Children in diapers **MUST** bring enough diapers to be changed at least every two hours, and a box of wipes (labeled with the child's name). IF on formula or special foods, it should be sent in the diaper bag daily, or a supply kept in the classroom. The care giver will inform you when the supplies are getting low.

Inform your care giver of the diet you wish your infant to be on and keep us informed of changes.

FIELD TRIPS

In the event of a **Field trip**, a signed permission form will be available for **each individual field trip**. Child's name, parent's name, and emergency phone numbers will be required. This permission form will be taken on a field trip. The form will state "Field trip" cost, date, place, which class is going, time leaving & time returning. You will need to sign the **permission to transport** section of your child's Application form. If we are gone during lunch time, the Center will provide a sack lunch.

Transportation will be provided by the Daycare staff's vehicles, or volunteer parents. If your child's care seat is needed, you will be informed. All drivers will need to provide us with proof of Driver's license and insurance. Staff with the children have had 1st aid/CPR training.

ADMISSION AND REQUIREMENTS

COMPLETE APPLICATION:

SIGNING: Discipline policy, emergency care consent, Responsibility Agreement, Complete the Immunization form, list any allergies, and any other forms supplied that the Center needs for enrollment.

RELIGIOUS ACTIVITIES

This is a “church affiliated” daycare center, owned and operated by this church. We have Bible stories, songs, and prayer, as part of our daily curriculum.

TOYS

We will strive to provide a variety of toys, games, and play equipment to the children in our care. Therefore, we would like your cooperation in leaving your child’s personal toys at home. The older classes do provide a “Show-n-Tell” day - Fridays - for the children to bring in one book to show their classmates. However, we will not be able to take responsibility for any lost or ripped books that are brought from home. Please bring them at your own risk.

ARRIVAL AND PICK - UP

All children must arrive by 9:30 am each day - unless you have permission from the office because of your work schedule. If they are not here by 9:30 am, then they cannot attend that day.

All children aged 1 and up **must be dressed and ready for the day, complete with shoes**, before entering their classroom. Your child’s coat and bag must be hung under their cubby, and any other personal belongings placed in the cubby. DSHS rules require that the child’s hands, including Infants, be washed upon arrival.

NO child will be released to a person not authorized by the parent or legal guardian. If you cannot pick up your child, we will need a note stating who will pick up your child. That person needs to check in at the office when they arrive and the staff will check their ID before letting the child leave with that person. The person’s name should be added to the file if they are picking up often.

IT IS REQUIRED that each child be Signed **in & out, with time and a legal signature AND** clocked in and out, on the lap top computer in the hallway.

Each child is assigned a number (or the parent picks a number) upon registration, and the parent is shown how the clock-in is done on the computer. At the end of the child’s number, the drop off / pick up person’s number will be added, such as:

Dad adds #1 to the end of the child’s number; Mom adds #2 to the child’s number; the next person authorized to pick up the child adds a #3 to the end of the child’s number. The computer records WHO pick up and drop off the child, as well as the times. It also computes the bill, tracks immunizations, and counts meals for the USDA Food Program.

The child is to be escorted to their classroom, where the child’s teacher can see him/her enter the room, before the parent leaves. Also, when picking up your child, be sure the child’s teacher sees you before taking the child out.

HOURS OF OPERATION

The Daycare Center is open from 5:30 am to 6:00 pm. Children need to be brought at the times they are scheduled to come upon registration. All children must be at daycare by 9:30am unless otherwise discussed with the office.

If your schedule changes, you will need to notify the office immediately, and the office will notify the child's teacher of the changes.

State Law Requires a child shall not be in daycare in excess of ten hours per day, except when necessitated by the parents working hours and time to travel to and from the workplace.

You should not assume your child can be present for hours other than those you have contracted for. Please call if you are late for any reason.

Holidays that we are CLOSED will not be discounted from your tuition, Unless it is during the week you are asking for a vacation discount.

PESTICIDES

Before Pesticides are applied in the building, or around the perimeter of the building, you will be notified forty-eight hours in advance. These are generally applied on a Friday night, after closing.

This will apply to weed and insect sprays, which are usually applied twice per year.

CAMERAS

Each classroom has a camera, which is hard - wired in. They record for up to two weeks. We also have RING Cameras outside, which record for 2 weeks, and we can access them on our phones when alerted to someone's presence or a motion.

Transitions

Our Center actively communicates with parent/guardian and students, making sure that these children are adequately prepared to enter the next classroom. Before moving a child to the next class, the Director has an informal meeting with the parent/guardian to discuss the readiness of their child. The parent/guardian option is important to our Center. We also give each parent information on the policies of the new class. Before the child goes to kindergarten, an informal meeting with the parent/guardian is held, where they are given their child's portfolio, with two copies of the child's latest assessment: one for the parent/guardian and one for the kindergarten teacher. The portfolio is used as a guide to show examples of the child's current developmental level. This will allow the parents and future Kindergarten teacher to understand whether their child is developmentally prepared to attend Kindergarten or needs specific developmental attention before attending.

Assessments

Our Center has ongoing assessments of all children in our Center; formal and informal. All paperwork for your child is kept in their portfolio, that is in their classroom.

* At enrollment, we ask the parent/guardian to fill out two forms that help teachers get to know the child better.

* An "All About Me" form

* A CDC screening tool. This form is to be signed and dated by the parent/guardian and teacher.

* Teachers are required to assess the children three times a year, using the assessments from our Buttercups and Fireflies curriculum. They are done in October, February, and May. The teachers then have a formal conversation with the parent/guardian about these assessments and that is when they are signed by both teacher and parent/guardian. Also, in the month of May, teachers have a formal discussion about the process of the children's Portfolios.

* Informal assessments are being made all the time. Weekly, the teachers keep track of the children's individual needs and post them weekly planning sheets. (The children's initials are used, instead of their full name for privacy purposes.) These children's weekly observations are used to allow parents and teachers to make sure that social, emotional, cognitive, and physical development milestones are achieved on a regular basis. Each child also has a portfolio in which the teacher keeps track of their learning progress through assessments, observations, pictures, and examples of their work.

Tender Care's Disaster / Evacuation Plan

1. FIRE:

- A. The fire alarm is pulled
- B. Teachers evacuate children out the nearest exit and meet at the southwest end of the parking lot, Infants in the evacuation crib or carried by caregivers, smallest toddlers on the buggy. In the event they are unable to re-enter the building they will be transported (by buggy or care givers vehicles) to Gray Mayre Apartments recreation room, to await parents picking up. The older children will walk with their care givers to Gray Mayre, across the street.
- C. Staff will have the "Emergency Roster" list of children and parents, to call the parents to inform them to pick up at Gray Mayre Apartments recreation room, near their office. A table will be set up for a parent to Sign out their child before entering the building, to prevent congestion.

2. STORMS:

- A. In case of severe snow, wind, or ice storm, we have plenty of bedding and food on hand in the event the parent is unable to arrive by closing time, or unable to travel home that night because of closed roads. The family can stay here.
- B. Flashlights and lanterns are in the building, in the event of a power outage.

3. BOMB THREAT:

- A. 911 will be called
- B. We will follow the instructions given to us by the authorities
- C. If told to evacuate the building, we will follow the same procedure as followed in the event of a fire. The parents will be called to pick up their child at Gray Mayre apartment's recreation room.
- D. Each classroom is equipped with a bell (sounds like a doorbell). When the teacher hears that bell continually ringing, they will evacuate the building in the same manner as for a fire.

4. DANGEROUS STRANGER ON THE PROPERTY:

- A. In the event a stranger is on the property, that appears dangerous, the bell in the classroom will be rung one time, or the teachers will be given a code phrase "it is time to take the children to the Music room". This will alert the teachers to keep the children inside the classroom for a quiet activity, and "lock down" all doors and windows. A teacher in the Center will call 911 on their cell phone to report an intruder. NO ONE will leave their room until they are instructed that *all is well*, by the office staff.
- B. In the event a parent or neighbor reports a suspicious individual on the property, or entering the building, they have been asked to alert a staff member immediately, so that individuals can be questioned. If the stranger appears to be a threat to safety, we will refer to the procedure stated above in "A".

5. EARTHQUAKES OR TORNADOS:

- A. All kids on the east side of the building will go to the sanctuary, and sit along the walls - between the doorways, and away from the windows. When the danger has passed, they will return to their classroom.
- B. Infants will remain in their classroom and Toddlers will go to the church nursery, as there are small windows or no windows in those rooms. They will remain such until the danger has passed.

6. SHOOTER in the building:

A. In the event of gun fire, or warning of gunfire, Infant and Toddler teachers will “lock down” their hall doors, outside exit doors, windows, shut curtains, shut off lights, and take the children to a part of the room away from doors and windows.

B. Teachers of the older children will lock their hall doors, or doors leading into the Sanctuary, and take their children out the exit door in the Pre-K room (in the event it is safe to go outside). They will then walk the children quickly through the woods to the next building they can “shelter in place”. The teachers will have a cell phone with them to keep the police informed of their location.