

Harvest Child & Youth Development Center  
2205 W. Lancaster Avenue, Wilmington, DE  
19805  
ph (302) 654-2613 fax (302) 654-2614

Dear Parents:

Attached please find our Daycare Protocol. Effective immediately, we will be operating under this protocol and ask that every parent support us in our effort to achieve excellence in every area of our care giving.

Please read and review this protocol and sign the appropriate statement below.

- I have read and reviewed the attached Daycare Proposal and I *am* in full agreement.
- I have read and reviewed the attached letter and I *am not* in full agreement.

Parent/Guardian \_\_\_\_\_

Print Name \_\_\_\_\_

Date: \_\_\_\_\_

## A.M. DROP OFF

- ❖ Parent is responsible for changing any soiled diapers in the morning
- ❖ Everyone entering the nursery room must remove their shoes and leave them outside of room.(Infant room only)
- ❖ All children are to be present by 9:15am unless excused by office (i.e., doctor appt.)
- ❖ All car seats must be removed from the Infant Room & all strollers must be park in between the front doors.
- ❖ Parents must make sure that your child is settled in the room before leaving. Please do not just walk in, hand baby over and walk out.
- ❖ Please be proactive to request of supplies (milk, diapers, wipes, change of clothes and etc.).
- ❖ Parents must put away all belongings and supplies in cubby and fridge. (please make sure everything is marked or labeled with child's name)
- ❖ Parents need to address teacher with any and all questions, concerns, and suggestions.
- ❖ Please let teacher know if child has any allergies.
- ❖ Breakfast is from 8:30am to 9:00am. We do not allow outside food in the building in case of allergies. NO EXCEPTIONS

## P.M. PICK UP

- ❖ No adult/children guests in room (including siblings, friends, and relatives). No picking up children that are not your own, unless office is fully aware.
- ❖ Please check cubby every day for daily sheets.
- ❖ Parents must put away all belongings and supplies in cubby and fridge. (please make sure everything is marked or labeled with child's name)
- ❖ Please collect all supplies and belongings at end of the day. This will include checking cubby and refrigerator.
- ❖ Parents need to address teacher at end of the day with any and all questions, concerns and suggestions.

**\*Below is the supply list for your child's class:**

**Note: The teacher may ask for additional items throughout the year.**

## Baby Room Supply List

- ☉ Formula
- ☉ Bottles (2)
- ☉ Baby Food (when age appropriate)
- ☉ Diapers
- ☉ Wipes
- ☉ 2 changes of clothes
- ☉ Crib sheet and blanket
- ☉ Pacifier (if applicable)

## Tree Tots I Supply List (1 year old room)

- ☉ Diapers
- ☉ Wipes
- ☉ Sippy Cup
- ☉ Change of Clothes (2)
- ☉ Crib sheet & blanket

## Tree Tots II Supply List (2 year old room)

- ☉ Pull-ups/Underwear
- ☉ Wipes
- ☉ Change of Clothes (2)
- ☉ Crib sheet & blanket

Please label all items