



Messy Hands Preschool Parent Handbook

WELCOME

Welcome! We are very excited to have you join our Messy Hands Family! This handbook was written to describe our program, policies and procedures. Please read through this handbook carefully and keep a copy for your reference. Once again, welcome!

OUR MISSION

At Messy Hands Preschool, we believe that children explore their world hands on through sensory, art and play. We aim to make learning and kindergarten readiness messy and fun throughout the entire day!

OUR PROGRAM

We currently accept children ages one year to ten years old, with a specialization in 2-5 year olds. We operate Monday through Thursday between the hours of 7:30am and 5:30pm. Please see attached current rate sheet for current prices. At most, we are able to have six children at a time. Messy Hands Preschool is happy to announce that we accept students of all abilities, races and backgrounds. We aim to create an inclusive environment, welcoming of all.

ENROLLMENT CHECKLIST

- Signed Policy Agreement
- Security Deposit received
- Child Information Record
- Photo Release Form
- Child in Care Statement
- Medication Permission Form (if needed)

TUITION & FEES

A registration deposit of \$50 is due once a start date has been assigned. This is a one-time, non-refundable charge. If a child is withdrawn then re-enrolls at a later date, a second enrollment fee will be expected.

Tuition may be paid through check, cash or by bank account (Brightwheel offers this transaction). Through Brightwheel, we offer a recurring payment option. There is a \$30 fee for returned checks. Tuition is due at least one day before care for weekly

payments, unless agreed upon differently in contract. There is a \$30 late fee for all late payments.

Tuition is expected for days your child may be absent due to illness, family emergencies, doctor visits, hospitalizations, vacations, or any other reason. Please note that tuition rates do not change in the event of a week including a holiday. Price is subject to change, with at least a two week notice.

Contract renewals occur yearly (every autumn), and may include price increase and updated policies. You will be notified of these in advance.

CDC PAYMENTS

Here at Messy Hands, we are happy to accept CDC payments. In this case, we will be happy to calculate you amount the subsidy will cover. The remainder of fees will be due before childcare is provided. With the subsidy, we ask that you have no more than ten (business day) absences in a row, as this disrupts payments made from the subsidy.

PARENT COMMUNICATION

We strive to form strong parent-teacher communication. We utilize the app, Brightwheel, to provide parents with a real time update on your child. Through the app, you will receive updates, pictures and messages regarding your child. To help us provide the best care for your child, please feel free to message or call anytime regarding your child.

CURRICULUM

At Messy Hands Preschool, we focus our curriculum on school readiness and hands on experience geared for preschool aged students. We have adopted the Creative Curriculum approach and will be using Teaching Strategies Gold for our assessment. To learn more about the program, please check out their website: <https://teachingstrategies.com/>. A weekly lesson plan will be posted on the parent board for your viewing. In these lesson plans, we explore art, sensory and play activities to develop emergent literacy, cognitive, physical and language skills.

In addition, we use the Ages & Stages Questionnaire to screen development. We do this about once a year to watch for developmental delays. If a delay is suspected, we will be happy to assist you by connecting you with the proper organization for assistance.

In addition to our great curriculum, we will be hosting conferences twice a year. This gives you the opportunity to sit down with Ms. Ashley and review your child's development and progress! Typically these will occur in fall & spring.

DISCIPLINE & GUIDANCE

At Messy Hands Preschool, we seek to help children learn proper behavior through positive guidance, redirection and choices. With difficult behaviors, children may have some time in a safe space to calm down. Time-outs are only given to children over the

age of three. If the behaviors continue to persist, a meeting may be called to come up with a behavioral plan for the child. If behaviors do not improve, you may be asked to disenroll.

FOOD & NUTRITION

At Messy Hands Preschool, we serve breakfast, lunch and an afternoon snack. We take part in the Child and Adult Care Food Program through ACD. More information on ACD can be found at: www.acdkids.org. Through this food program, we aim to serve nutritious meals and promote healthy lifestyles. Our purpose with this food program is to have children to grow big and strong by eating a balanced meal. We utilize whole grains, proteins, fresh fruits and vegetables, correlating with MyPlate. We will post the upcoming menus on the parent board for your viewing.

If child has a food allergy, we are happy to assist in providing alternate snacks and meals. Please be sure to communicate these allergies on your child’s *Child Information Record*.

ORAL HYGIENE & TOOTHBRUSHING

At Messy Hands, we practice tooth brushing and gum wiping every day. It is very important to us to teach and practice proper oral hygiene to create a lifelong healthy habit! This will be done every day after lunch, with a teacher’s assistance. Toothbrushes and toothpaste are included in your weekly fees. Toothbrushes will be changed every three months. If your child has an allergy or sensitivity, please be sure to inform us.

DAILY SCHEDULE

We are open Monday through Thursday, 7:30am to 5:30pm. The daily schedule is meant to give you an idea of your child’s day. The times may vary depending on the season, weather and temperament of the children. All activities are age appropriate and flexible to meet the needs of each child.

7:30 - 8:30am	Arrival & Free Play
8:30 - 9:00am	Breakfast
9:00 - 9:15am	Circle Time
9:15 - 10:15am	Small Groups & Learning Centers
10:15 - 11:00am	Outside Time
11:00 - 12:00pm	Lunch & Nap Prep
12:00 - 2:30pm	Nap Time

2:30 - 3:15pm	Clean up & Snack
3:15 – 3:30pm	Story Time
3:30 - 4:30pm	Outside Time
4:30 – 5:30pm	Free Play & Departure

DROP OFF & PICK UP

We ask that you plan your drop off time according to the schedule. If you would like your child to be fed breakfast, please be sure to drop your child off prior to 8:30 am. We also ask that drop offs not occur during nap time without prior notice.

Only individuals written on the Child Information Record, or with written permission from the parent, will be allowed to pick up the child. If person is unknown, the staff will ask for picture I.D. to insure safety of all children.

If dropping off early, you MUST have prior approval. Doors will not unlock until 7:30am. If dropping off early, you will be charged an early fee of \$15. If late to pick up, there will be a \$15 fee for every five minutes after 5:30pm per child.

CHILD SICKNESS & ABSENCES

Sickness happens! In the case of sickness, please keep your child at home. If your child becomes sick during the hours of care, you will be called to come pick up your child immediately. This will help prevent the spread of sickness to the other children. In addition, if one of your children are sick, please do not bring the other child(ren) to childcare. This will help prevent the spread off the sickness.

The following is criteria for sickness:

- Temperature above 100.1 degrees Fahrenheit
- Vomiting
- Diarrhea or Loose Stool (3 or more incidents within 24 hours)
- Runny nose (if mucus isn't clear) and present with cough or fever
- Rash (note from doctor needed to return)
- Eye Infections
- Any contagious sickness or disease

Child needs to be 24 hours free of symptoms without medications, such as Tylenol or Motrin to return (unless doctor's note stating non-contagious).

In occasions of sickness or absences, please notify through phone call, Brightwheel message or text. If an absence is due to sickness, it is vital that you tell us so that we may sanitize and help prevent the spread.

IMMUNIZATIONS

At Messy Hands Preschool, we require that every child be up to date on their immunizations. This is the best way to prevent preventable sicknesses. When your child receives a vaccination or shot, we ask that they not return the same day.

HOLIDAYS & CLOSURES

We are closed on the following holidays & days:

- New Year's Day
- Easter Monday
- Memorial Day
- Fourth of July
- 1 week during summer (this would be unpaid and pre-scheduled)
- Labor Day
- Thanksgiving
- Christmas Eve
- Christmas Day
- Week between Christmas and New Year's

All holidays, unless otherwise noted, are paid. If the holiday lands on a weekend, we observe right to observe the holiday on a consecutive day.

Additional days may be posted on each year's list. Please check parent board for specific dates. You will also be reminded of these days through Brightwheel.

UNEXPECTED CLOSURES

As strong as our immune systems are, there are still occasions we staff get sick. Due to this, we may close. We will give you as much warning as possible. Payment is still due, even with closure. If closed for an extended portion of time, more than a few days, tuition will be half the normal amount.

In occasions of power outage, extreme weather, "acts of God" and etc., we may need to close. In this case, we will notify you as soon as possible. Tuition will still be due during this time. Reopening will be judged on a case by case situation and you will be notified promptly. During such times, we may have to follow guidelines placed by local authorities. We will notify you of these changes as soon as possible.

I highly recommend having a backup caregiver lined up for these times. If you need help finding a backup childcare provider, please look to the Great Start to Quality website.

EMERGENCY PROCEDURES

If your child becomes injured while at Messy Hands, first aid will be administered. We will use emergency contacts listed on the Child's Information Record to contact in cases of emergency, whether medical or other. It is very important that all emergency contact information is kept up to date and correct. Please inform us immediately of any changes to keep your information current.

In matters of evacuation, we will evacuate and contact you for pick-up at that time. We do practice fire and emergency drills monthly, to prepare for any such event. To see the plans, please consult the emergency plans posted near the parent board.

MEDICATION ADMINISTRATION

Any medication must be in the original bottle or container and prescription medications must include the original prescription label and instructions. Messy Hands will not administer any medications, creams or sunscreen without written consent from a child's parent. Please do not leave medication in child's cubby, please give to a teacher.

POTTY TRAINING

We encourage potty training in our program. We aim to work closely with your family to reach potty training goals. Please inform us when potty training, so we may work out an individualized plan (regarding frequency, clothing, etc.) for your child. We ask that you bring at least two changes of outfits in case of accidents. We will provide wipes, but ask that you supply diapers or pull ups if needed.

SUPPLIES NEEDED

Due to the volume of messy & explorative play, we ask that every child come dressed in play clothing, which is comfortable and ok to get dirty. In addition, we ask that every child have two sets of spare clothing in their cubbies.

PETS

Being an in-home childcare provider, we do have three cats. All cats are friendly and kept flea/sickness free. The litter box and food are both kept in a separate area of the house, away from the children. The animals are kept away from the children during meal times. We do aim towards educating children on proper handling, behavior and care for living things within our curriculum.

WALKS & TRANSPORTATION

Occasionally during the school year, we will be walking to the local school, West Elementary, for school-aged pickups and drop-offs. These walks will coordinate with the local school district's calendar and schedule. In the case of bad weather (snow, rain, etc.) we will utilize the school van for transportation. The van is equipped with car seats, a first aid kit, blankets and emergency equipment. Safety while transporting is very important for us!

During the summer months, we will walk to the elementary school's playground to play. We will also have field trips during the spring, summer and fall months. Each field trip will need an additional permission slip for your child to attend.

Walks will take place with a stroller for the younger students and the older students walking alongside. When walking, an emergency bag will be taken with contacts, water and emergency supplies. A sign will be posted on the door, stating a contact number.

WITHDRAWAL & TERMINATION POLICIES

To withdraw from the program, a written two week notice is required to avoid any fees. Either the parent or the provider has the right to terminate care, for any reason, with a two week notice. At that time, the remaining two week payment is due. Failure to pay will result in immediate termination of care.



Messy Hands Preschool POLICY AGREEMENT

I have read the Messy Hands Preschool Parent Handbook and agree to abide by all the policies and procedures therein.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

Ashley Goddard, Owner,
Messy Hands Preschool

Date



Messy Hands Preschool PROVIDER AGREEMENT

1. Child's Name: _____
2. Childcare will be provided on the following days and times:

Monday	Tuesday	Wednesday	Thursday
Drop off time _____		Pick up time _____	
3. The fee for childcare will be \$_____ per week due business day prior to service.
4. All crafts, activities, and meals are included in weekly fee, unless otherwise noted.
5. A late fee of \$15 per five minutes will be charged after closing time. If dropping off early, there will be a fee of \$15.
6. Child care program may terminate at will.
7. Date of admission to childcare: _____

Persons designated by parent to whom child may be released:

I understand the terms of this contract and have received complete written program information at this time of enrollment. In addition, I agree to update emergency contact/parental consent form information whenever changes occur or every year at a minimum.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

Ashley Goddard, Owner,
Messy Hands Preschool

Date



Messy Hands Preschool PHOTO RELEASE FORM

Throughout the program, your child may be photographed or video recorded during activities and events. If you would like your child’s photo to be displayed on the childcare social media or website, please sign and return this form.

- YES, I give permission for my child’s picture and/or video to be posted on social media or the school website.

- NO, I do not give permission for my child’s picture and/or video to be posted on social media or the school website.

Signature of Parent/Guardian

Date

Child’s First & Last Name