



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! In addition, we aim to partner with the family to provide the best care for each child.

OUR PROGRAM

We currently accept children ages one year to ten years old, with a specialization in 2-5 year old children. 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

- Registration Fee Received
- Signed Policy Agreement
- Provider Agreement Form (Contract)
- Child Information Record
- Photo Release Form
- Child in Care Statement
- Medication Permission Form (if needed)

ENROLLMENT, TUITION & FEES

To provide the best care possible, we require a two day minimum for enrollment. This helps children to acclimate to the environment and routines, as well as providing consistency with care.

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 If a child is withdrawn then re-enrolls at a later date, a second enrollment fee will be expected.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(made out to Ashley Goddard), cash, Venmo, or by bank account transfer (Brightwheel offers this transaction). Through Brightwheel, we offer a recurring payment option. There is a \$30 fee for returned checks or failed payments. Tuition is due at least one business 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 the 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 during the day regarding your child.

CURRICULUM

At Messy Hands Preschool, we focus our curriculum on school readiness and hands on learning through an individualized approach. We utilize Experience Curriculum (formally known as Mother Goose Time Curriculum) and their assessment tools through the Brightwheel app. If you'd like to learn more you can visit their website: <https://www.mothersgoosetime.com/>.

A weekly lesson plan will be posted on the parent board for your viewing. You will also have access to lesson plans within the Brightwheel app (learning tab). In these lesson plans, we explore art, math, 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 believe that discipline begins at home. We seek to partner with your family 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 are present, we aim to work with parents to find a solution. If it becomes too dangerous for other children or if behaviors persist, a probation or termination notice may be given.

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 - 4:15pm	Outside Time
4:15pm - 4:30pm	Story Time
4:30 - 5:30pm	Free Play & Departure

NAPTIME

Every day we provide a time for your child to rest after naptime. During this time, we aim to have all children nap. Each child is provided a mat with a fitted sheet and blanket. A lovey or comfort item is permitted but will be kept in child's cubby during other times of the day. Each child is required to rest on their mat for a minimum of 30 minutes. Afterwards, they will have access to quiet activities to do on their mat or in another room. We will not keep a child awake during this time. If a child doesn't sleep on their own accord, that is fine.

DROP OFF & PICK UP

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. We have a cut off arrival time of 9am. This is to insure that children are present for the educational opportunities in the morning, as well as maintain structure for the day. Exceptions will be made for appointments, but require a 24 hour notice.

Only individuals written on the *Child Information Record*, or with written (Brightwheel is fine too) 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 late to pick up, there will be a late fee of \$10 starting promptly at 5:30pm. For every 5 minutes, it will be an additional \$10.

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 of the sickness.

The following is criteria for sickness:

- Temperature above 100 degrees Fahrenheit
- Vomiting
- Diarrhea or Loose Stool (3 or more incidents within 24 hours)
- Runny nose (allergies require a doctor note)
- Rash (note from doctor needed to return)
- Eye Infections
- Lice (anywhere in household)
- 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. Failure to notify us of illness may result in termination. 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.

SNOW DAYS

We are open on snow days. However, we know that roads can be unsafe on those days. If you can't make it in, or prefer to stay home that day, we will discount your next invoice for said day. Please be sure to message your plans through Brightwheel (no discount will be given unless communicated).

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 quarterly, 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 or bag, please give to a teacher.

POTTY TRAINING

We encourage potty training in our program, but it must be started at home. When you think your child is ready, please inform us and we would be happy to go over the potty-

training policy. We ask that your child be accident free for one week in diapers/pullups before coming in underwear. All diapers & pullups must have a side velcro closure. Your child will need 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. If dressed in skirts or dresses, please put shorts underneath. We also ask that your child have appropriate footwear, in which your child can run in, with socks when appropriate.

In addition, we ask that every child have one - two sets of spare clothing in their cubbies.

Please do not bring bulky diaper bags. Small bags to carry necessary items are welcome, but we do not have the space for diaper bags. We also ask that your child not bring toys, food or meaningful items. Naptime loveys are an exception but will only be allowed during that time. We would hate for them to get lost or damaged. Thank you!

PETS

Being an in-home childcare provider, we do have 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

During the summer months, we will walk to the elementary school's playground to play. 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 additional 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 at any point will result in immediate termination of care and possible legal action if not paid.



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 prior to service. There is a \$30 fee for late or failed payments.
4. All crafts, activities, and meals are included in weekly fee, unless otherwise noted.
5. If late to pick up, there will be a late fee of \$15 starting promptly at 5:30pm. For every 5 minutes, it will be an additional \$15.
6. Child care program may terminate at will. Two week notice needed for withdrawal.
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