



Muddy Hands

Preschool and Childcare Center, LLC

Parent's Handbook

Dear Parents:

Welcome to Muddy Hands Preschool & Childcare Center. The purpose of this handbook is to give you a better idea of our center as well as what your child's day will be like. We provide care for children aged 6wks - 12 years. We have programs for infants, toddlers, and preschool/kindergarten children. The children in our kindergarten and after school programs often join the preschool.

Muddy Hands Preschool & Childcare Center believes that nature should be integrated into a child's daily routine. We have a large playground, separated into age groups for safety, and a large field to play ball.

Our teachers have strong backgrounds in Early Childhood Education and create excellent curriculums for children of all ages. We have regular meetings and seek outside expert help when needed. We believe in a "hands on- no stress" approach to childcare. Children can choose whether or not to participate in any activities. Our goal is to provide a safe and happy learning environment.

Please be sure to read over this handbook thoroughly and if you have any questions or concerns please discuss them with our owner Naomi Salls.

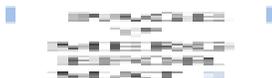
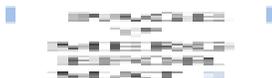


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Our Philosophy

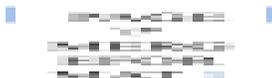
Muddy Hands Preschool & Childcare Center believes that children deserve freedom to explore and create. Children have a natural curiosity and love for learning. They often exhibit this curiosity through play. We believe in creating an environment in which children are able to obtain vast learning experiences while providing sufficient time for them to enjoy these experiences.

MHPCC also believes that respect plays an important role in a childcare setting. Children learn to respect themselves, others and property by modeling respectful behavior. Staff will be trained to respect each other, parents, and children. Respect for children can be conveyed numerous times throughout an average day. Some examples of respecting a child would be to tell the child that you are about to change their diaper as opposed to just picking them up and changing them. Another very helpful way to respect a child is to understand them. Toddlers often have difficulty adjusting to transitions, the teacher should be aware of this and should pay special attention to be sure the child knows the situation is about to change. (Examples: "we are going to go back inside in a few minutes" or "after we pick up these toys we'll get ready for lunch")

The teachers follow a child centered, Reggio Emilia philosophy while planning the curriculum. Our days are filled with a balance of planned structured activities and free play. Although structured activities are hands on and interesting, children may chose not to participate. Teachers need to have the flexibility to change the activity if the children are not benefiting. No child will be forced to participate and other activities are always available. Free play is designed to allow children to explore the environment at their own leisure. Generally, we do not have set limits on the number of children allowed in any area. It is the role of the teacher to observe and document how well the environment is working for the children. For example if there seems to be a trend of too many children in the block area, instead of creating limiting rules, we need to re-design or expand the block area. If a teacher notices that a child enjoys only playing with trucks and isn't picking up any books, he or she should make a point to put out books about trucks. Only in the case when a teacher encounters potential safety hazard, then he or she may need to intervene and gently lead a child away from an area temporarily and later discuss the problem with other team members.

Discipline and Guidance

The philosophy of a child-centered classroom, with its freedom, independence and opportunities to make choices, does not overlook the



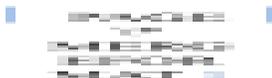
importance of discipline. Safety, age-appropriate expectations and respect for the rights and feelings of children need to be incorporated into any method of discipline.

MHPCC strongly believes that limits and logical consequences are essential for the overall wellbeing and safety of children. Numerous studies have shown that being too strict as well as too permissive with child will produce the same results - a confused, sad, and angry child with low self-esteem. The most effective avenue for discipline is finding the middle ground between too lenient and too strict. We do not make arbitrary rules. All of our rules serve a purpose, and have to do with respect: for self, for others, and for things. Teachers are trained to enforce rules consistently and quickly. We will take a child to the side, squat to get on their level, look in his/her eyes and speak calmly.

Infants do not understand rules or consequences. A safe environment is provided to prevent problems by removing and keeping the child away from harmful areas and childproofing areas where infants play. Redirection and explanation can be used with older infants. Upon observing a child chewing on a book a teacher can offer the child a teething toy, briefly explain "books are for reading, you can chew on this ring" and proceed to read to the child, or discuss the pictures in the book with the child.

Toddlers are beginning to understand simple directions, but they are unable to remember things and have not yet mastered impulse control, so rules are repeated frequently. Because the toddler is struggling to understand his/her world, s/he often exhibits acceptable behavior with unacceptable objects (i.e., throwing building blocks, writing on walls, etc.) Safety procedures used with infants are used with toddlers as well. These include: keeping things out of reach, moving him/her from frustrating situations, talking to him/her about his/her feelings; redirecting attention; focusing on "do" instead of "don't" and outlining for them how to handle the situation in a better way. Telling a child what not to do does not prepare him/her for what to do in the future. It is much more effective to give the child a choice (blocks are for stacking, not throwing, you can throw a ball when we go outside; let's write on paper instead of the wall.) It is important for children to learn to make decisions and to feel they have a choice in the matter. This cuts down on their frustration level.

Preschool and school age children are better able to understand and remember rules and consequences. The children are reminded of what is expected of them at all times. When children know what is expected of them, problems are less likely to occur.



The basic rules are:

- Use polite words and manners (no name calling)
- Respect and be kind to others (no physical violence, or taking away toys)
- Respect items in the center (no throwing toys, no banging on the walls, etc.)

When a problem does occur, positive methods of discipline are used in a quiet, calm manner. These methods encourage self-control, self-direction and cooperation. The child is directed and encouraged to solve his/her problems using polite words.

"I" messages are used with children such as "I don't like to hear those kinds of words" or "My job is to keep you safe and I cannot allow you to stand on the table." The methods we use include:

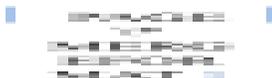
Redirect attention: Focus on "do" instead of don't. Explain a more appropriate behavior. Walk child over to another activity or start another activity to redirect child.

Working to prevent certain behaviors can have success for all age groups. Often children misbehave due to self-esteem issues, fatigue, boredom and overall frustration. The behavior and attitudes of teachers has a strong effect on the overall atmosphere of the classroom. Our teachers provide a positive, stimulating, age-appropriate environment.

Major prevention methods include: trained teachers who have an understanding of age-appropriate behavior and abilities of children, prevention of boredom by creating a balance of both stimulating and relaxing activities and environment, consistent routines, fresh air and daily exercise, and praising of effort and not product, (and at times ignoring unwanted behavior).

Observations, along with redirection also play an important role in guidance. When a teacher gets to know a student well, s/he will begin to recognize potential problems. When a teacher observes a child becoming frustrated or agitated, he or she should work to redirect the child into another activity and help the child work through his/her frustration.

Allowing a child alone time also works especially well for children who become overwhelmed. Unlike a "time out" alone time is provided as a choice for a child who may be upset and needs some time away from the group, but still remain in the classroom. A teacher may join the child, or not depending on the child's wishes. Children who practice alone time learn to explore their own feelings and self-regulate. Many older children will start to verbalize and say, "I need alone time" when they are feeling overwhelmed. It is the



teacher's job to be sure the child is given the quiet time s/he needs and to reassure the child that s/he can join again when s/he is ready.

Parental Involvement

MHPCC has an open door policy. Parents are welcome anytime during their child's day. Parents are encouraged to share any time they may have. Some ways in which you may want to participate include:

- Baking goods for a party
- Reading a book to the class
- Sharing an experience or cultural tradition
- Demonstrating a hobby or special interest

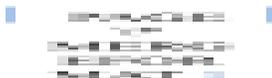
If your child is enrolled part time and you are interested in helping out or working as a substitute on your days off, please let Naomi know. Communication between parents and provider is essential if your child is to receive consistent nurturing care. When we accept a new family into our business, we like to ensure that we can share openly any concerns or questions that may arise. It is important that we share a similar childcare philosophy with the parents. We welcome feedback or discussions of any kind that will affect the positive outcome of the child. Your child will benefit from sharing experiences with the special people in his/her life and by working together to ensure that he or she is getting the most from his/her childcare experiences. We believe that by working closely with parents, it provides the child the opportunity to develop a better sense of security and allows us to develop a more healthy relationship. We are willing to work with you regarding any special needs or situations with your child. Please feel free to speak with Naomi at the end of the day or set up an appointment to discuss problems or concerns. Personal information you share with us will remain strictly confidential.

Environment

Environment is very important for young children. Children need to feel safe, comfortable and secure at school. Toys need to be rotated routinely to prevent boredom. Centers need to be interesting and age-appropriate.

The following is currently, or will be included in the center:

- Various interest centers dramatic play, building blocks, reading, math and writing areas
- An area for art, which contains a variety of mediums and includes recycled goods



- Quiet area with pillows and other soft toys
- Several high quality books
- Sensory tables where children can explore various materials such as water, sand, mud, snow, coffee beans, shaving cream, etc.
- Two playgrounds with a variety of large muscle apparatus and a digging play area, and a large field where children can play catch, soccer or other activities.
- Open ended toys which nurture imagination

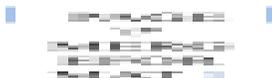
Play is a child's learning tool. Children gain knowledge about the world through play - alone, with others, and in groups. Learning occurs when the environment allows children to role-play, practice social rules, express emotions in a non-threatening way and develop mental abilities thorough play. Children are born learners and are naturally curious.

Television and Movies

MHPCC does not keep a television in the center. There may be special occasions when a television is brought in. An example would be if a teacher feels a DVD about a particular topic would enhance the children's learning or a special movie during Pajama Day. We may also bring in a television to use with Karaoke during a party. Otherwise, television is not used in our center.

Nap and Rest Time

Infants sleep throughout the day according to their own schedule. All full day children participate in rest in the afternoon. Children who do not need to sleep may read a book or chose another quiet activity. We will support parents on the transition of naps to no naps. We will, however, always follow a child's lead and what they need. If they are asking to sleep we will never refuse to let them. When a child falls asleep, s/he must need the rest. If your child has a difficult time going to sleep at night and you believe this may be due to lengthy naps, please speak with your child's teacher and we may be able to accommodate your needs. If an older child wishes to sleep before naptime, we will provide a quiet place for them to do so. Each child will need to bring a child-sized sleeping bag for rest time. These will be sent home every Friday to wash, please return them each Monday. Children are welcome to bring security objects from home if needed.



Going Outdoors

In the summer and other great weather days, we will be spending a large portion of the day outdoors. We will be playing in the playing ground, hiking, picnicking and some of our indoor activities will be taken outdoors (such as art and reading). For the most part, we will only go outside once, in the morning, during the winter.

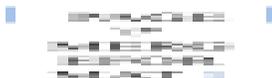
Daily outdoor time is very important for children and is a regularly planned daily activity. This provides the fresh air and movement needed for your child's general well being and healthy development. You can help your child enjoy outdoor activities by making sure that s/he is properly dressed for the weather. In winter, this includes boots, a warm coat, a sweater, snow pants, waterproof mittens and a hat. In the summer this includes a wide brimmed hat, shorts, sandals, and sunscreen. Please have children wear raincoats with a hood or hat, and waterproof boots, as we will go for short walks on days with drizzle or light rain.

Children play outside every day unless weather is inclement (bitter cold, low wind chill, freezing and or heavy rain, storms, etc). Since we have a shoe-free environment in some classrooms, we ask that you bring a pair of slippers or indoor only shoes to keep at the center. It's important the children always have something on their feet in case we have to leave the building quickly
(Ex. a fire or other emergency)

Daily Schedule

Since each classroom varies, his/her teacher will provide your child's schedule to you.

Each child must wash his/her hands upon arrival. Parents must sign their child in/out of the classroom when they pick up/drop off each day.



Meal times are as follows:

Morning Snack	
Toddlers 8:30	Preschool 9:00
Lunch	
Toddlers 11:30	Preschool 12:00
Afternoon Snack (After nap)	
Toddlers 2:30	Preschool 3:00

We will not rush children or drag out activities to fit a schedule. We provide a flexible time table to give the children a sense of routine. Our schedule is subject to change to fit the curriculum of each classroom as needed. Your teacher will provide this information to you.

Please allow yourself more time in the morning if you feel your child will need you to stay for a little while. Parents are always welcome to spend time in the classroom.

MHPCC can care for your school-aged child full time during school vacations and summer. Please let us know if you will need care for school vacations.

You will not need to bring naptime items unless your child will attend for the full day. Even if your child is too old for a nap, MHPCC does require a rest/quiet time with books or other quiet items.

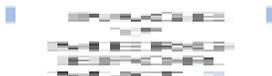
What to Bring

Clothing

Children should come to MHPCC dressed in appropriately sized, durable play clothes. This program is designed to keep children active. We take reasonable precautions to keep the children as clean as possible and their clothing from becoming damaged. However, sometimes clothing can get stained (from food, art activities, dirt, grass, etc). Please keep a season appropriate, labeled change of clothing; including two pairs of extra socks in your child's bag at all times. Children under two should have at least two changes of clothing in their cubby at all times. It is the parent's responsibility to update this change of clothing as needed.

Other Items from Home

A familiar friend from home such as a bear, doll or blanket is encouraged, and will make your child's first days easier, and keep him/her company at naptime. Please leave all other toys at home. These items may get lost, broken, or worse, may pose a choking hazard. Also children tend not to want



to share toys from home.

When applicable, parents are to bring: breast milk or formula, bottles, pacifiers, diapers, wipes, any other diaper changing items (such as ointment), sun block and sun glasses. Please label items with child's name or initials.

Parents will be asked to donate items periodically. We will keep a wish list on the Parent's Information Board. Participation is greatly appreciated, but not required.

Rates and Fees

Fees are based on the rate schedule - Please contact Naomi for current rates. Also, please speak with us about additional rates for extra hours or days.

Tuition is to be paid in full weekly. Tuition is due each Friday for the following week. If your child does not attend on Fridays, you may pay the last day of the week that your child will be in care. You may also stop by and drop off payment on Friday. We will not accept payments after hours or on weekends. Payments must be made by personal check, bank check or money order payable to Muddy Hands Preschool & Childcare Center. Please leave checks in the payment box - your returned check will be your receipt.

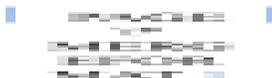
Although, it is not preferred, we will accept cash on occasion. If a cash payment is made, it must be enclosed in an envelope with the parent's name on it. It is the responsibility of the parent to make sure they obtain a receipt for cash payments. is not responsible for cash left in the box unless Naomi signs a receipt.

No childcare will be given without payment.

You will receive tax information in January of each year. Please contact Naomi for current rates.

Fees are based on enrollment, not attendance, therefore, no credit is provided for absences due to illness or other times the child is not in attendance. There is a 10% sibling discount for the oldest child. Please notify us as soon as possible when your child will be taking time off. This will help us to plan activities and staff.

Returned Checks



There is a minimum \$35 fee for any bounced check. An additional amount may be charged if MHPCC accrues more charges. If we receive two bounced checks from the same parent, that parent will be required to pay us with a certified bank check or money order only.

Deposit

A nonrefundable deposit is due prior to enrollment in the center. This deposit will hold your child's spot in the center for up to two weeks. Please see Naomi Salls for current deposit amounts.

Late Payments

Tuition payment is due on Friday by 5:30 P.M. If the tuition payment is late but paid during the week of service, the late fee will be \$10.00 for each day that the payment is late (except if there are extenuating circumstances, which will be determined on a case by case basis).

Hours

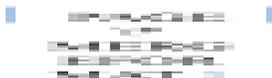
MHPCC is open from 7:30 AM to 5:30 PM Monday through Friday. When you initially enroll your child, you will be asked to provide the hours your child will be in care. We need this information in order to sufficiently staff our center for your child's safety as well as the overall quality of the center.

Early Arrival/Late Pick Up

After the scheduled departure time, parents will be assessed a \$10.00 per child fee for the first 15 minutes (or part of 15 minutes) they are late in picking up their children. After 15 minutes, the late fee is \$1 per minute. Anyone in building after 5:30 will be considered late. The same applies if a child is dropped off before the scheduled arrival time. (Please note that the scheduled arrival and departure times are the hours you have provided in your enrollment form not the center's hours.) We understand that circumstances occasionally prevent a parent from arriving on time to pick up his/her child. In such instances, please notify us as early as possible so both staff and your child will be advised. Extra fees may still apply even if you notify us that you will be late.

Arrival

The center opens at 7:30 a.m. A parent or other responsible adult over 16 years or older should walk with their child into the center for safety purposes. Please also make sure your child is not opening gates and doors. It is essential that parents have dialogue with a teacher at drop-off to ensure that they know your child has arrived. Please make sure that your



child has been signed in before leaving. Accurate attendance sheets are crucial in the event of emergency to ensure all children are accounted for. Make sure to also let a teacher know any special information regarding your child that day, including but not limited to whether another adult will be picking him/her up or a change in address or phone number in the event of an emergency.

Departure

The Center closes at 5:30 p.m. At the end of the day, please check your child's cubby. Please remember to take home lunch boxes, soiled clothes and artwork, which will be placed in his/her cubby. Let a teacher know that your child is going home for the day and ensure that they have been signed out for the day.

Inclement Weather

MHPCC reserves the right to delay opening, close early, or close for the entire day due to poor weather conditions. MHPCC will always be closed if the Colchester schools are closed. There may be times when MHPCC needs to delay opening or close early even when the Colchester schools are open. There are a few ways to find out if MHPCC will be closed for the day:

- Call us as early as 6:00 AM: there will be an announcement on the machine 662-4333

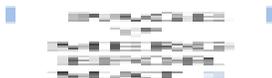
- Check our Facebook page

- Check Brightwheel

MHPCC does expect parents to pick on time during storms so please allow extra commuting time. MHPCC does not charge a late fee during inclement weather. Payment is still due for days MHPCC closes for inclement weather.

Absence/Late Arrival

Please call to inform us of any absence regarding your child. This helps us plan activities. Also if your child will be arriving after his/her scheduled time, s/he may not be able to participate in activities or meals depending on time of arrival. Please plan accordingly (for example if your child arrives at 9:00am please feed him/her breakfast at home.) If your child will be attending MHPCC for the day they must be dropped off by 9:30am. As much



as possible, please plan appointments for the afternoon. If your child does have an appointment in the morning please let his/her teacher know. If your child does not get off the bus for after-school care, we will contact parents and emergency contacts immediately.

In the event your child needs to be absent for an extended period of time (i.e. summer break, maternity leave) your normal weekly rate will continued to be charged, each Friday. This is to hold your child's spot in the childcare program until s/he returns.

Holidays & Vacation

Muddy Hands Preschool & Childcare Center will be closed for the following holidays:

New Year's Day
Memorial Day
4th of July Week
Labor Day
Thanksgiving & the day after Thanksgiving
Christmas Eve (early closing)
Christmas week (from Christmas day until January 2nd)

MHPCC will also be closed for 3 in service days throughout the year to ensure our teachers receive proper training. We also may be closed due to snow. **Please have backup care available.**

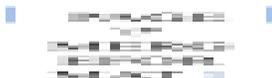
Enrollment

At your initial interview, you will be given an application packet containing the handbook and other information forms. Please be sure to indicate the first date of attendance on the forms.

Please return the contract and deposit as soon as possible. The first week's fees, along with other completed forms and a copy of the child's immunization record (or a letter if you do not immunize) are due on your child's first day at Muddy Hands Preschool & Childcare Center. Vermont registration rules dictate that care cannot be provided without the appropriate paperwork on file. It is the parents' responsibility to update forms as necessary.

Termination of Care

We are committed to working with children and their families so that each



child's experience is positive and rewarding. When circumstances prevent a child's needs from being met at the center or when a child's behavior is having a consistently negative effect on the well being and development of other children, it may be decided to terminate that child's enrollment. Care may also be terminated under the following behaviors relating to the parent:

- Failure to provide the required forms for enrollment
- Non-payment of childcare fees or late fees
- Non-compliance with policies and procedures
- Irreconcilable differences between parent(s) and center regarding philosophy or care
- Consistently bringing sick children to care or failing to notify us when a child is sick
- Unwillingness to work with us on issues relating to the child
- Disrespecting staff members or other parents in the center

Parents must give a two-week written notice when terminating childcare services. If a two-week written notice is not given, the parent will pay for two weeks care in lieu of notice. In the event that small claim's court is needed to be involved, the parent will be responsible for all court costs.

Meals and Snacks

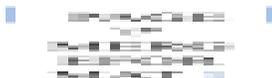
MHPCC does not supply children with a morning or afternoon snack. Parents will need to supply snacks as well as a lunch for children. We do provide milk and/or juice. Morning snack should consist of filling foods (such as yogurt and muffins). Children are never forced or bribed to eat. If a child does not like the food served, he/she can choose not to eat, and simply eat more at the next meal or snack. We provide enough variety throughout the day to ensure that a child will eat. We suggest low sugar foods as possible.

On occasion, we will have holiday parties that include sugary snacks or provide lunch that would coincide with a current interest.

Please pack a lunch box with an ice pack for your child's lunch. Soda and choking hazards (grapes, hot dogs, and popcorn) will not be served to children. Lunches cannot be warmed up, a thermos is recommended for warm foods.

MHPCC is willing to work with children who have food allergies within reason. Please see Naomi for a list of current food allergies.

Toilet Training



Procedures for and expectations of toilet training must be consistent between parents and the provider. When a parent feels that his/her child is ready for toilet training, please begin teaching him/her at home. Teachers at MHPCC will follow through and encourage your child while in our care. Please keep in mind that the activity level at MHPCC can distract your child from the urge to use the potty. Therefore, parents will continue to provide diapers or disposable/cloth pull-ups until the child announces that s/he needs to use the bathroom. Please no one-piece or overall outfits. Elastic waist pants or shorts are best for potty training.

Child Safety

Child Abuse

We are required by law to report any form of physical, sexual or emotional abuse for any children in our care. Many of our teachers have been trained in the recognition of all forms of child abuse. If we notice any signs of abuse at any time, we will document the same information for myself and the proper authorities will be contacted. This includes forms of neglect, such as not using a proper child restraint in a vehicle.

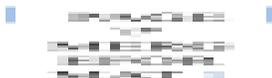
Our team of experienced childcare providers is aware that it is normal for a child to get scrapes, bumps, and bruises. You may get notes about your child having bruises or scrapes without needing to fear that we suspect you of abusing your child. The notes we send home are just to alert you in general of any injuries.

Accident Reports

We will also inform you in writing of any injuries that have occurred in childcare, which could become serious. For example, a child may seem fine after a bump on the head, then starts vomiting later at home. With an accident report you will know immediately that your child may have a serious head injury and to get to the hospital. If there is a health issue with your child, and you or your doctor has questions, please call the center and leave a message on the center's answering machine after hours as well as email us.

Emergencies

In the event of a serious injury, we will call 911 for transportation to the hospital. is located just minutes from Colchester Rescue. An available staff member will accompany your child to the hospital, and meet the parents there.



Fire Safety

Fire safety is a regular thread of the children's curriculum. As required by law, fire drills are held once a month to practice evacuating in less than 2 minutes.

Child Illness Policy

Communicable illnesses are very common in childcare settings. At MHPCC we strive to keep the children safe and healthy; therefore, we must adhere to a strict illness policy. Please notify us at least one-half hour prior to the usual arrival time in the event your child will stay home sick or is going to be late for whatever reason. If we do not receive notice, and this happens more than twice, your contract may be subject to termination. The operating expenses for MHPCC are the same whether your child attends or not.

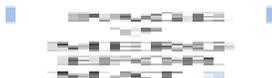
Therefore, no deductions in the weekly fee will be made for sick days. If your child stays home on a day when payment is due, payment must still be made by the end of that day or late fees will be added. Children who are too sick to attend school cannot attend our after school program.

Health Department regulations prohibit the admittance of ill children into a childcare center. A child cannot be brought to childcare if s/he is displaying or has displayed within 24 hours, the following:

- Fever (>99 under arm, >100F orally, or >101F rectally)
- Diarrhea
- Vomiting
- Head Lice
- Symptoms of any communicable disease (rash, sore throat with swollen glands, severe coughing, eye discharge, yellowish skin or eyes, green or yellow or clear and thick runny nose)
- Child is irritable, continuously crying or requires more attention than we can provide without endangering the health and safety of other children in our care.
- Any illness that could otherwise adversely affect the care of the child or any other child in the center.

Children may attend with common cold symptoms (clear, watery runny nose, happy and playful no fever) but if the symptoms persist for more than the usual 7-10 days or are worsening, you may be asked to remove your child and seek medical attention to be sure a secondary infection has not set in.

If your child becomes ill while in MHPCC's care, you will be called to come pick him/her up immediately. You will have a one-hour window to pick up your child before we begin calling the emergency contacts in your child's file. The child may return to childcare when s/he is free of symptoms without the aid of medication for 24 hours, or has been on antibiotics for 24 hours and is no



longer contagious. MHBCC reserves the right to ask for a physician's note. Parents who consistently bring their child to our center while ill will be terminated. Although it may seem inconvenient when your child is sent home, you will appreciate knowing your child's exposure is minimized when other children become ill.

Medication

Medication is to be given only by the Lead Teacher in your child's classroom or Naomi. The medication must be in its original container, clearly labeled, sealed in Ziploc baggies with the child's name on it and given directly to the Lead Teacher or Naomi. ***Please do not leave medication of any kind in a diaper bag or the child's cubby.*** A medication permission form is required by the state for all medications, including prescription, non-prescription, diaper rash cream, bug spray and sunscreen. Please be prepared to fill out this information at or before drop off. We cannot give any medication of any kind without one.

MHPCC will also ask on your paperwork to let us know what type of medications your child takes on a regular basis. This is important information to us, even if we will not be giving him/her the medicine. If there is an emergency we need to be able to give the paramedic or doctor this information.

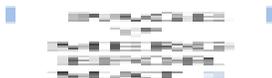
Religious Activities

MHPCC is open to all staff and child religions and will briefly touch base upon different cultured activities and/or religious activities during the holidays. MHPCC will also host Halloween, Christmas and Valentine's Day parties, which parents and all staff members are encouraged to participate but other than these occasions, MHPCC does not host any other religious activities. If your family would like to share about your culture or religion, please feel free to speak with the director and/or owners about the request.

Confidentiality

All information parents share with our staff is strictly confidential. All MHPCC staff members sign forms of confidentiality. Due to the fact that information regarding your child is confidential, please do not expect the staff to share information about another child's behaviors with you. Additionally, it is extremely important that you maintain confidentiality for the families at the Child Care Center. is a very small community and discussions about children and families can travel and be upsetting even when unintentional. Much information may seem harmless but a parent may feel that it is private.

Special Needs



MHPCC will make reasonable accommodations for children with special needs to ensure inclusion in our program. It is essential that parents discuss any special needs their children may have with the owners, directors and your child's teacher. If a staff member feels that a child may benefit from a specialist consultation, it will be suggested to parents with discussion and evidence as to why it is being recommended. If an IEP (Individualized Education Plan) is to be implemented for a child, MHPCC requests that the child's teacher and the director and/or owners be involved in the planning and implementation of such along with parents and specialists. Written instructions from a parent or physician are required for special diet and/or alternative care instructions.

Off-Site Activities

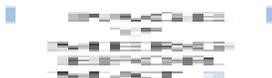
MHPCC occasionally takes field trips. These are usually walking trips to explore the community. These always include an appropriate ratio of adults to children. If car/van field trips are taken, parents will be informed in advance, asked to sign a specific permission slip, and encouraged to participate. Parents are always welcome on field trips and we will ask for parent volunteers to drive their vehicles on field trips when necessary. In these events, we ask for parent chaperones and volunteers. Chaperones and volunteers will never be in charge of supervising children on their own but will help the classroom teacher. Teachers will always carry an attendance sheet, first-aid kits, a cell phone for emergencies and a list of emergency contact information for each child.

No Smoking

Staff members, volunteers or any other individuals, including parents are not permitted to smoke in direct view of the children or on the premises of MHPCC at any time. This is a law put in place by the state of Vermont and every licensed child care facility in Vermont is to follow this regulation.

Licensing Regulations

The Center is licensed by the State of Vermont, Department of Social and Rehabilitation Services,



Child Care Services Division. The Regulations are available to view on the parent bookshelf at the center and online. The address is:
www.state.vt.us/srs/childcare/licensing/license.htm.
The Child Care Consumer Concern Line is 1-800-540-7942.



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