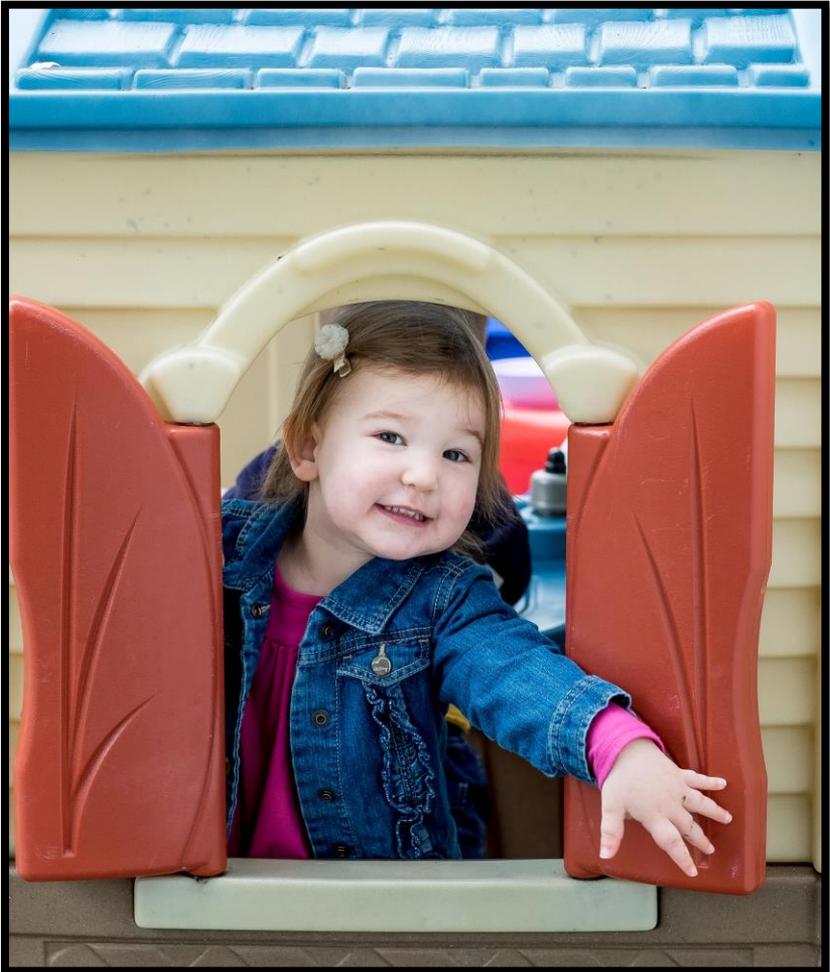




Little Hands

Where Parents and Children
Learn Together



**Parent Handbook
2016-2017**

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LITTLE HANDS CONTACTS

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Teacher	Erika Stratz	teachererika@littlehands.org
Teacher	Julie Uyekubo	teacherjulie@littlehands.org
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Dear Little Hands Families,

Whether you are a returning family or brand new to our community, welcome to Little Hands! The beginning of the year is full of anticipation and excitement. I am about to begin my fourth year at Little Hands with my second child. I still can't wait to wear my Little Hands t-shirt and pose with my son at the front gate with our "First Day of Little Hands" sign. While this photo will be a cherished keepsake of our time here, it is the time we spend at Little Hands that makes the experience so rewarding.

The Little Hands experience begins with the community you, your teacher, and other parents create from the very first day in class. During each class, your teacher will lead you through a day of play, observation, and reflection. Whether you are discussing limit setting after an observation or practicing positive talk while manning a station, each class gives you the opportunity to hone your parenting. Take full advantage of this time--go ahead and share your toughest parenting issues! Your teacher (and fellow classmates) will answer your questions, share their own triumphs and setbacks, or simply provide a shoulder to cry on.

The Little Hands experience is also found through our co-op requirements--your job, maintenance day, event participation, and night classes. They aren't just requirements, they are memory makers. Through a school job, you might fix our school gate and make a new friend. At a Maintenance Day, you might be cleaning baseboards while joking around with classmates. By helping with an event, such as our Pancake Breakfast, you may welcome families back to a Winter Wonderland complete with an all-you-can-eat feast after the hustle and bustle of the holiday season. At night classes, you will laugh and chat with classmates, delve deep into a parenting topic, and get that precious adult-only time that can be so refreshing.

All of this participation adds up and creates a community that is nothing short of wonderful-- a supportive community that allows you to learn and your child to explore, a community that relies on and is strengthened by each other. In short, your participation makes the Little Hands experience.

So, let's start! Let's talk, play, and laugh and have a fantastic year. I can't wait to see the community we are going to build together, the special character each class will take on, and the new friendships that each of you will make. My family and I look forward to sharing a year of wonderful memories with all of you.

Sincerely,
Nicolle Garza-Gesin

LITTLE HANDS PHILOSOPHY AND HISTORY

Little Hands is committed to educating parents and encouraging them to get involved in their children's education. Both are crucial to a child's success. Parents are the students at Little Hands and attend classes with their children. Through observation, teacher-led group discussion, and classroom supervision, parents explore child development and gain confidence in their parenting role.

At Little Hands, we believe that children learn best through play and exploration. We believe that **children** should be free to touch, see and do, discover through sensory experiences, get messy, try new things, and show the adults in their world the magic they see in simple things. We also believe that all **parents** not only deserve the support and friendship of a parenting community, but that they thrive when part of one. We feel that each person - parent and child - is unique and learns in his/her own way and at his/her own pace and that understanding and respecting these differences is key to creating a safe, open and nurturing environment.

Little Hands began in 1975 when a handful of families attending Carlmont Parents Nursery School (CPNS) recognized the need for a preschool for younger siblings. Nancy Forbes, then a CPNS teacher, embraced the idea and founded Little Hands.

Little Hands officially incorporated in 1978 and began operating out of its current location. We rent space from, but are not affiliated with, the Church of the Good Shepherd.

In 1992, Little Hands opened a sister school in San Mateo, which was incorporated independently and renamed Little Wonders. Little Hands also helped create Family Connections, a tuition-free parent participation preschool for low-income families. In 1998, Family Connections became independent; however, Little Hands continues to support the program.

Today, Little Hands serves more than 100 families throughout the Peninsula each year. We are also proud to have many parents in our program who attended Little Hands when they too were babies and toddlers.

PLAY-BASED SCHOOLS

"Play starts at birth and early childhood environments that promote play for all children and allow children to feel motivated, esteemed and appreciated are cause for celebration." — Elspeth Harley

"Each time one prematurely teaches a child something he could have discovered for himself, that child is kept from inventing it and, consequently, from understanding it completely."

— Jean Piaget, Developmental Psychologist

Research shows that it is through creative play that children learn about themselves, their peers and their world. Play-based schools offer meaningful, age-appropriate experiences that encourage children to learn through play. Little Hands emphasizes play-based learning by encouraging children to actively investigate different learning stations (water, gravel, paint, play dough, climbing structures, dress-up, music) in a safe and supportive environment. Children's inborn curiosity guides them to choose activities that interest them. They thus discover things on their own, which enables them to understand their world more completely.

COOPERATIVE SCHOOLS

A co-op is a non-profit organization jointly owned and operated by its members. Parents manage and maintain Little Hands while the directors and credentialed teachers are responsible for the school's curriculum.

Co-ops provide several advantages and, most importantly, build community. For participating parents, a co-op school provides a safe place to examine parenting techniques and learn from others in a non-judgmental way. Parents learn and develop with their child while becoming an integral part of their co-op community. Sharing the joys and challenges of parenting fosters strong friendships that often outlast the preschool years. Co-op schools also give parents an opportunity to regularly observe their child's introduction into a (gently) structured environment and to begin the gradual process of separation. Additionally, co-op programs cost significantly less than drop-off programs because parents contribute their time and talents to help with all aspects of the school.

WHAT DOES A HEALTHY CO-OP LOOK LIKE?

Everyone Is Included

It's never assumed that someone won't be interested; we always extend the invitation to all.

Honesty Prevails

Honesty prevails about feelings, concerns and motivations, which are discussed openly.

Participation Is Universal

Everyone is encouraged to contribute in whatever way they can; there are guidelines but there is also some flexibility. Members are comfortable enough to participate beyond their responsibilities.

Understanding Is Encouraged

Everyone tries to focus on issues, not personalities; to look at the other side; and to be prepared to consider others' priorities and feelings.

Appreciation Is Obvious

Group members, board members and staff recognize each other's contributions. There is tolerance for mistakes and for other methods.

Support Is the Norm

Once a decision is democratically made, regardless of initial disagreement, it is supported. There is support for each other, the board, and the teachers and their program goals.

Resolution Is Key

Conflicts are dealt with; there is a problem-solving process.

Communication Is Effective

Opportunities abound for communication: productive meetings, social occasions, newsletters, social media, bulletin boards and two-way interactions. Strong friendships can form.

Enjoyment Is Crucial

There is time, motivation and opportunity for enjoyment and the establishment of good relationships.

AFFILIATIONS

Sequoia Adult School

Little Hands is affiliated with the Sequoia Adult School, a state-supported organization offering adult education classes, including parenting education. It is fully accredited by the Western Association of Schools and Colleges. Little Hands is a license-exempt program which operates within Sequoia Adult School.

The San Mateo Council of Parent Participation Nursery Schools

The San Mateo Council of Parent Participation Nursery Schools (SMCPPNS) is a regional organization that helps provide information and support to parents and teachers of cooperative nursery schools in San Mateo County. The Council strives to promote the parent participation movement and to provide services and support for the member schools and their families.

As a member of the SMCPPNS, Little Hands enjoys the following benefits:

- Connections with other organizations, agencies or legislative bodies working in the fields of health, education and welfare
- Access for Little Hands families to the Family Consultant Service, a referral service made up of professionals in a variety of areas, including legal services, speech therapy, and family services
- Sponsorship of community events
- Comprehensive insurance coverage designed for parent co-op schools
- Council-wide information sharing

The San Mateo Council is one of 12 regional councils in the state-wide California Council of Parent Participation Nursery Schools. For more information, see <http://sanmateopreschools.org> and www.ccppns.org. To speak with Little Hands' volunteer Council Representative, drop a note to president@littleshands.org.

A TYPICAL CLASS AND SCHEDULE

Parent Education

Parents are the students, learning through observation, supervision, and teacher-led discussions. They gain confidence in their parenting role by exploring child growth and development and related parenting issues. Little Hands provides a stimulating, safe, and nurturing environment for parents to ask questions, reflect, and share with other parents and their teachers.

During the weekly classes, parents will take part in observation, discussion and supervision.

Observation

- Observation gives us a chance to step back and learn first-hand what the child is doing at a given stage of development.
- It helps us to better understand the personality and moods of an individual child and allows us to see their uniqueness.
- It teaches us about ourselves: what we see, how we interpret and how we feel.

Discussion

- In discussions, we have an opportunity to share observations, interpretations and feelings.
- We learn about the specific ages and stages of child development and the how and why of what we observe.
- We share experiences, and learn new ideas and perhaps new ways of handling specific situations.

Supervision

- While encouraging and supervising the children at the many learning stations around the school, we put into practice what we have learned.
- We model appropriate ways of interacting with other parents and children, realizing that each is unique.

A Typical Schedule*

A.M. Class	W/F 2-Day Class	Family Class	Activity**
9:15	9:00	5:15	Arrival <ul style="list-style-type: none"> ▪ Sign in and get nametags ▪ W/F Class Gathering Circle ▪ D parents complete observation form ▪ S parents put on apron and go to station
9:55	9:55	5:45	Snack/Dinner Preparation <ul style="list-style-type: none"> ▪ Let children know hand-washing time is near ▪ Prepare tables for snack time
10:00	10:00	5:50	Hand Washing <ul style="list-style-type: none"> ▪ Bring all children from stations for hand washing ▪ W/F Class Story Time
10:05	10:15	5:55	Snack/Dinner Time <ul style="list-style-type: none"> ▪ S parents take a break & listen to announcements ▪ D parents supervise children
10:15	10:30	6:25	Observation Parent Discussion <ul style="list-style-type: none"> ▪ S parents resume station supervision ▪ D parents participate in teacher-led discussion
10:55	11:10	6:55	Circle Time Preparation <ul style="list-style-type: none"> ▪ S parents put toys away ▪ Bring all children from station to circle ▪ Do not leave children unsupervised
11:00	11:15	7:00	Closing Circle Time
11:15	11:30	7:15	Good-bye <ul style="list-style-type: none"> ▪ Pick up artwork and handouts ▪ Parents clean and set up for next class

* W/F Class runs a half hour longer from 9-11:30 and includes a gathering circle time, story-time, and closing circle time.

** D = Discussion group; S = Supervision team; F = Food/Snack duty.

PARENT CO-OP RESPONSIBILITIES

Participation

A positive experience for parents and their children at Little Hands depends upon parent participation. Regular and on-time class attendance ensures a smooth day and cohesive class. If you are unable to attend, please contact your teacher in advance and make sure to get a substitute for yourself when assigned to snack, a station or clean-up.

After-Class Clean Up

After each class, several parents will stay to clean the school and set it up for the next class. Parents should expect to help out after school for approximately 15-20 minutes on their scheduled clean-up days.

Snack/Dinner

Parents bring snack or dinner on a rotating basis. Please be cognizant of food allergies. Remember ALL snacks (for children and adults) must be nut-free! Please find a substitute if you cannot perform your snack duties on your assigned day.

Required Night Classes

There are three mandatory parent-only evening classes:

- Orientation
- Fall Required Night Class
- Spring Required Night Class

During the individual class meetings, the teacher will focus on the stage of growth and development of the children in your class and related parenting issues.

Co-op Job

Each family is required to help with one school event for approximately 5 hours and take on one assigned school job for at least 15 hours during the year. You are responsible for tracking your job hours and submitting the Job Completion Form signed by your assigned board member by Friday, May 12th. Job descriptions, FAQs and job completion forms can be found in the registration section of our Little Hands website. Questions? Please e-mail Danielle at jobs@littlehands.org.

Maintenance Day

In addition to your co-op job, each Little Hands family is required to perform one Maintenance Day.

What is a Maintenance Day?

A Maintenance Day is a three-and-half-hour block of time set aside approximately once per month to clean Little Hands school. Maintenance Days are actually fun and provide a great opportunity to bond with other parents as you work together to ensure that the school is clean and in good working order for all children, parents and teachers. Completion of your Maintenance Day (in addition to your co-op job) ensures the return of your co-op deposit.

Who attends Maintenance Day?

One parent is required to attend Maintenance Day. It can be you or your parenting partner who attends – we just need one of you. Children are not allowed to attend; please make appropriate childcare arrangements.

What is the policy for participating in a Maintenance Day?

Each Little Hands family is required to attend one Maintenance Day. You will sign up for your preferred date at Orientation (or when you join the school if it is after Orientation.)

When are Maintenance Days?

All Maintenance Days take place on Saturday mornings from 8am until 11:30am. All parents are asked to arrive on time. There will be a coffee and snack break approximately halfway through. The *tentative* Maintenance Day schedule for the 2016-2017 school year is:

- **October 8, 2016**
- **November 12, 2016**
- **February 4, 2017**
- **March 11, 2017**
- **April 22, 2017**

Questions? Please e-mail Nicole or Leah at facilities@littlehands.org.

LITTLE HANDS SOCIAL EVENTS!



Ice Cream Social

Sunday, September 25

3:00 to 4:30pm

Little Hands School

Kick off the school year with ice cream!

Bring your whole family and get to know your classmates and teachers.

Halloween Party

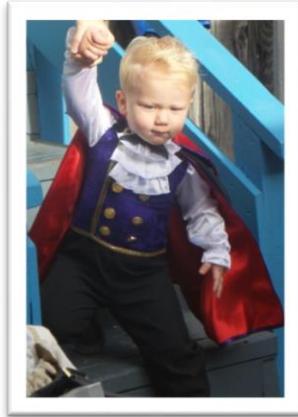
Saturday, October 29

10:00am to Noon

Little Hands School

Join us for games, snacks and crafts amidst haystacks, pumpkins and fabulous "spooky" Fall décor!

(Costumes for children only, please.)



Talbot's Toy Night

Thursday, December 1

7:00 to 9:00pm

Talbot's Toy Store, San Mateo

Holiday shop and enjoy drinks and appetizers at this adults-only event. Talbot's donates 10% of the evening's sales to Little Hands.

LITTLE HANDS SOCIAL EVENTS!

Winter Wonderland Pancake Breakfast

Saturday, January 21
8:30 to 10:30am
Little Hands School

Introduce your friends and family to Little Hands and enjoy a morning of yummy pancakes, fruit and fun!



Little Hands, Big Hearts

Saturday, February 11
6:30 to 11:00pm

A not-to-be-missed night of food, live music, dancing and more. Enjoy grown up time and bid on fabulous auction packages. Book your babysitter now!

Walk N' Stroll

Sunday, April 30
10:00am to 12:30pm
Carlmont High School

An event like no other! Walk, stroll, jog or run and earn money for our school! Picnic, music and fun for the whole family.



PARENT RESOURCES, OFFERINGS & EXTRAS

Class Photos

This year we will be taking professional class photos at the beginning of the year (week of Oct. 3rd) and the end of the year (week of Apr. 24th) Photos will be taken at the beginning of each class. Please arrive on time and wear your Little Hands shirts! Plan to place your photo orders and make payment that day. You will love these keepsakes and your child will love naming his/her classmates!

Creativity Workshop

The Creativity Workshop is a Little Hands tradition that was started by Little Hands founder, Nancy Forbes. It gives parents an opportunity to slow down, tap into their creative side, and appreciate through hands-on learning their ability to create learning materials for their own child. And, it's fun! This year the event is scheduled on Tuesday, November 3rd from 5-8 pm, right in time for the holidays. Spaces are limited for this popular class so Little Hands families receive first priority. There is a \$25 materials fee for all participants. Questions? Please email Michele Redalen, admin@littlehands.org.

Family Consultant Service

Family Consultant Service is a professional referral service sponsored by the San Mateo Council of Parent Participation Nursery Schools. As Little Hands is a member of the Council, all consultants participating in this program offer their services to Little Hands families at a reduced rate. A directory is available at: <http://sanmateopreschools.org/consultants>

Parent Lending Library

The Little Hands Parent Lending Library is located in the Art Room and has a wide selection of books for parents, from one of our staff favourites, *Becoming the Parent You Want To Be*, to *35,000 Baby Names*. You will find books on the following topics and many more:

- Activities
- Divorce
- Motherhood/Fatherhood
- Nutrition
- Psychology
- * Childbirth
- * Eating/Feeding
- * Parenting
- * Siblings
- * Death
- * Money
- * Nursing
- * Positive Discipline
- * Sleep

Your Little Hands teacher will often refer to books in the lending library in the event you want additional information on a discussed topic. Books may be checked out and borrowed for a couple of weeks, and they are marked with red tape across the binding to make it easy to see if you have one at home.

Parent Resource Night

On March 7th, the San Mateo Council of Parent Participation Nursery Schools, in which Little Hands is a member, will host a series of presentations by consultants on parenting topics, for example nutrition, family finances, and language development. The event will be held at Little Hands and RSVPs are required. Stay tuned for more information on signing up!

Parent-Teacher Conference

Each family may arrange a half-hour private parent-teacher conference during the school year by contacting their teacher directly. Families are encouraged to schedule conferences prior to May 2017.

Parenting Together Events

On the first Tuesday evening of each month, Little Hands offers seminars to Little Hands families and the wider community. The events include topics of special interest to parents of young children such as Choosing a Preschool, Sibling Relations, and Limit Setting. The series is free to enrolled Little Hands families, and \$10 for guests and community members. Questions? Please email Michele Redalen, admin@littlehands.org.

Nursery and Sibling Childcare

Little Hands does not offer childcare for siblings while parents participate in class, but we do have a small nursery and can support and facilitate babysitting sharing between those interested. Please contact your teacher and classmates if you are interested in organizing care with other families.

Special Someone Day

Little Hands encourages children to invite a “special someone” (any parent, grandparent, aunt, uncle or other family member who does not regularly attend weekly classes) to a fun Saturday morning class offered twice during the school year. Look for dates and times in the Weekly Announcements.

SPICE Speaker Event

In January of 2017, the Speakers for Parents in Cooperative Education (SPICE) will host a noted author and guest speaker at Sequoia High School in Redwood City. Little Hands families are encouraged to attend. Each family will be given one free ticket. Additional tickets may be available for purchase. (As of the printing of this handbook, SPICE speaker details have not been finalized. Stay tuned for more information on this event.)

Spirit Wear & Merchandise

Show your school spirit and support for Little Hands with fun gear for the whole family. This year we are offering a wide variety of styles and colors and we're bringing back some vintage merchandise in addition to our usual tees, onesies, sweatshirts, and hoodies. We are also now offering Little Hands water bottles, travel mugs, lunch bags, car decals and more! All merchandise will be available for purchase at Orientation and other school events or you can contact Karla at publicity@littlehands.org. All Little Hands parents and children are encouraged to wear Little Hands t-shirts during spirit weeks. Stay tuned and be ready for those special dates!

Project Days

Project Days are scheduled days to get handy and join the Projects Team to maintain and improve the school. From small painting jobs to larger construction efforts, these days are a great way to help the school while building community. If you or a family member has an aptitude for repair work, we hope you will join us for one of the Project Days. Questions? E-mail Kathy at littlehandsprojects@gmail.com.



POLICIES

Cell Phones

Cell phone use is not permitted during class. Cell phones distract from station supervision and inhibit full participation. If you must take a phone call, please find someone to supervise your station and then step outside the school gates.

Child & Dependent Care Expenses

Little Hands is not authorized to sign Child and Dependent Care Expense forms. Our program does not qualify under dependent care benefits because Little Hands is not a childcare/daycare program. Parents participate in class with their children as part of a parent education program. Even when participating in our 2-day classes, parents exchange child supervision once a week. To meet the criteria for dependent care benefits, care of a child must be provided in order for the parent to work, look for work, or be a full-time student. Since parents participate in our program with their child, our program is not qualified to sign FSAFED Dependent Care Forms. Please contact your tax advisor for further information.

Conflict Resolution

Conflict in any relationship is inevitable. Although we usually think of conflict as a negative, it often provides an opportunity to share ideas and learn about others. For the positive to happen, we need to be open to listening to and accepting others' points of view, while at the same time respectfully sharing our own. We may agree to disagree and coexist in a respectful manner.

We all come from different backgrounds, with different values and parenting styles, unique strengths and weaknesses. We all have a chance in our Little Hands classes, as well as on the Board and various committees, to learn so much about and from others and ourselves.

Little Hands strives to provide a safe environment where we can all learn and practice conflict resolution skills, celebrate our individual differences and support one another. Through our modelling of positive conflict resolution, our children will learn the process as well.

Little Hands' conflict resolution/grievance procedure follows. It emphasizes open communication and resolution of issues as opposed to bottling up frustrations or gossiping. Familiarize yourself with the process. It really does work! The ability to confront and successfully resolve differences is a learned skill and key to individual as well as group success.

Little Hands Communication/Grievance Procedure

If you are seriously bothered by something that involves a parent, teacher, or board member at Little Hands, please take the following steps:

1. Talk respectfully to the person involved and see if you can resolve it together.
2. If you cannot do so successfully, write down your grievance and meet again with the person involved.
3. If the problem has not been resolved, talk to your teacher, a Director or a board member to assist in reaching a solution.

Diapers

This policy is to meet the health standards required by the State of California for day care centers/preschools and to minimize the spread of colds, flu and other infectious illnesses.

Diaper Changing Tables

- Diaper changing tables are located in each of the bathrooms.
- After a diaper change, pack up your child's soiled diaper (plastic bags are provided) and take it home with you.
- Give the changing surface a spray with the solution provided and wipe with a paper towel, even if you used your own portable pad on top of the changing table.
- Most importantly, wash your own hands.

Children's Toilet

- A children's toilet is located in the back space LH bathroom.
- After watching your child miraculously use the child's toilet, remind him/her to wash hands.
- Parents, remember to wash your hands, too.

Bathroom Doors

All bathroom doors should remain closed or securely gated. In the backspace, please secure the deadbolt in the door to the hallway when entering the hallway and returning to class.

Health

Requirements Before Starting Class

- **Adults:** A TB test (PPD) is required for all participating adults. All adults who attend more than three classes must have a current (within two years) TB clearance on file before attending class. Nursing and pregnant mothers with no clearance must have a note of explanation from their doctor.
- **Children:** All children must have up-to-date immunizations or a doctor-signed medical exemption per CA state requirements as of the start of school. A Child Medical Form, including an immunization record, along with an Emergency Medical Authorization is required before attending class.

When to Stay Home

To protect all parents, children, and staff, please err on the side of caution! Children and parents should stay home when either is contagious. Please stay home if you or your child:

- Has a fever in the past 24 hours
- Has vomiting or diarrhea in the past 24 hours
- Has a cold that is less than 3 days old
- Has a heavy nasal discharge that is green or yellow
- Has a constant cough
- Is fussy, cranky or generally not his or herself

Communicable Disease and Condition Notification

Please immediately notify your teacher if you or your child has been diagnosed with:

- Chicken Pox
- Fifth Disease (Slapcheek)
- Hand Foot & Mouth
- Impetigo
- Lice
- Measles/German Measles
- Pinkeye (Conjunctivitis)
- Ringworm
- Roseola
- Scarlet Fever
- Strep Throat
- Whooping Cough

Nuts and Allergens

LITTLE HANDS IS A NUT FREE SCHOOL. Nut allergies can be life threatening. Remember all snacks that you provide (for children and adults) must be nut-free. Please make any food allergies known to your teacher and classmates, as parents will provide snack/dinner on a rotating basis.

Make-up Classes

You are welcome (and encouraged) to attend up to 3 make-up classes during the year in another class if you miss days in your regular class. Please contact the teacher to let her know you would like to do a make-up so she can plan accordingly. Attend the make-up class with the participating child only; please no siblings. All makeups must be completed by May 5th 2017. Below is the class schedule.

Birthday	Day / Time	Classroom	Teacher / Email
9-01-13 to 5-01-14	Wed/Fri 2-day 9:00-11:30	Back	Erika Stratz <i>teachererika@littlehands.org</i>
3-01-14 to 9-01-14	Tu/Th 2-day 9:15-11:15	Back	Donna Avanzino <i>teacherdonna@littlehands.org</i>
7-01-14 to 3-01-15	Wednesday-AM 9:15-11:15	Front	Lalaine Frankel <i>teacherlalaine@littlehands.org</i>
1-01-15 to 9-01-15	Tuesday-AM 9:15-11:15	Front	Lalaine Frankel <i>teacherlalaine@littlehands.org</i>
7-01-15 to 3-01-16	Friday-AM 9:15-11:15 OR Thursday-AM 9:15-11:15	Front	Carol Cross-Phillips <i>carolphillips@littlehands.org</i>
9-01-13 to 3-01-16	Wed-PM Family 5:15-7:15	Back	Julie Uyekubo <i>teacherjulie@littlehands.org</i>

Maternity Leave

Parents may take up to six weeks maternity leave. We recommend that the enrolled child continue their Little Hands experience without interruption. The child's other parent or a family member can accompany the child as long as the adult has proof of TB clearance.

Photographs and Photo Release

From time to time, we photograph the children and parents during classes and other Little Hands events. These pictures are used in Little Hands internal publications such as event posters, photo galleries, and yearbooks;

and external publications such as brochures, our website and our Facebook page. Names of children and parents are NEVER included in our material.

In today's age of technology and cell phone usage, we can not guarantee that your child will not be photographed. Parents snap photos on their cell phone and may post on a social media forum. We as a school will only use photos for the purposes mentioned above. We respect the privacy and dignity of all parents and children and never post or print inappropriately.

This year we are asking any family who does not accept this policy to please complete a separate No Photo form. Questions? Please contact carolphillips@littlehands.org.

Social Media

Social media should be used with our Little Hands co-op spirit in mind.

Conflicts on Social Media

Parents should never share any conflict with or criticism of any other parent or child within the program on any social media forums. Conflicts should be resolved using our Conflict Resolution policy. All posts should be respectful and reflect our LH sense of community and tolerance.

Photos and Names on Social Media

Please do not name children when posting photos that you take during class on social media unless you know that the parent allows it.

Tuition and Fees

Registration Fee

The registration fee is non-refundable.

Drop Request

Families who decide to withdraw should notify their teacher and the registrar in written form (email is best) with 30 days advance notice. The registrar can be contacted at registrar@littlehands.org

Grace Period

Little Hands grants a grace period of two weeks following a family's first day of class attendance. During this first two weeks, a family may notify their teacher and registrar in writing to withdraw from the class and receive full reimbursement of the co-op deposit and any prepaid tuition. This does not apply to Summer Camp.

Co-op Deposit Refund

When a Little Hands family has completed Maintenance Day, helped for five hours at their assigned event, completed the required 15 volunteer hours (or prorated hours for those enrolled after January 1), and submitted the Job Completion form by May 12th, the \$300 co-op deposit will be refunded.

Refund of Tuition

If you leave Little Hands and you prepaid tuition, the remaining tuition will be refunded as of the 1st of the month after your planned departure. For those on monthly payment plans, you will no longer be billed beginning the month after you stop attending. For instance, if you notify us on October 1st that you plan to leave Little Hands on November 15th, you will be refunded tuition from December 1st onward or will not be billed from December 1st onward. No refunds are provided for missed days (such as days absent, holidays, illness, vacations or school closure). Make-up options for absences are available.

Sibling Tuition Discount

Little Hands offers a discount for families enrolling more than one child in classes at Little Hands during the same term. *Each family pays full tuition for the first child and will receive a 25% discount for all siblings with tuition of equal or lesser amount.*

Scholarships

Little Hands offers partial scholarships based on need and availability. Requests are kept confidential. Questions? Please email our Director, Carol Phillips, at carolphilips@littlehands.org.

Visitors

Visitors are welcome at Little Hands but please make arrangements with your teacher in advance. Please acquaint adult visitors with our school's philosophy and remind them of the careful attention that must be paid around large groups of very young children. Siblings can visit up to four times per school year. Parents may bring newborns to class as long as the infant is comfortable and content in an infant carrier.

FUNDRAISING

Now more than ever, Little Hands depends on the support of its families, alumni and community. In 2012, all Adult Education programs lost state funding. Little Hands is now growing its business operations to seek sponsorships, donations, corporate matching and grants. In addition, we hope all of our families will join in our various fundraising events like our annual Little Hands, Big Hearts Auction and our end of year Walk 'N Stroll. We also appreciate your much-needed donations of school supplies, special items for our auction, and any other ways you can give.

This year we are also asking every family (and aunts and uncles and grandparents!) to register for eScrip and Amazon Smile. Both are easy and safe and bring extra money to our school every time you shop!

Every family should have received instructions to sign up for both programs during orientation. For more information, assistance, or if you have questions, please contact waysandmeans@littlehands.org.



EMERGENCY PROCEDURES

NO PARKING IN ALLEY – The alley is for pick-up/drop-off only. Emergency vehicles (and residents) need access at all times.

In the event of a fire, gather children in your area and exit.

- **Back classroom:** If the fire is in the alley, exit through the Parish Hall onto Fifth Ave. If the fire is in Parish Hall or its adjoining kitchen, exit through the alley gate, turn right and continue onto O'Neill Ave.
- **Front classroom:** If the fire is in the alley or front space kitchen, exit through the front door and out the fence gate onto Fifth Ave. If the fire is in the front of the school, exit the building through the side door to the back patio area then continue through the alley gate, turn right and continue onto Oneill Ave.
- **Nursery:** If the fire is in the alley or back classroom, exit through the side door and down the walkway onto Fifth Ave. If the fire is in the Parish Hall or its adjoining kitchen, exit through the back classroom and continue through the alley gate, turn right and continue onto Oneill Ave.

In the event of an earthquake:

- **If Inside:** Help the children in your area crawl under the tables or gather along a wall away from the windows. Get them to cover their heads and faces with their arms.
- **If in Backyard:**
 - Front Patio Area: Gather children against the large shed making sure they are away from any electrical wires or falling trees. Duck and cover.
 - Climber Area: Gather children out from under the electrical wires to the front patio by the large shed. Duck and cover.
 - Sandbox or Grassy Area: Gather children into open space away from falling trees or wires.
- **If in Front Yard:** Gather children in lawn area clear of possible falling trees, wires and the chapel steeple. Duck and cover.

In emergencies, the teacher will collect the attendance sheet, the first aid kit and radio and call roll. Teacher and parents will remain with the children until it is safe to move.

NOTES:



Little Hands

Where Parents and Children
Learn Together

**1300 Fifth Avenue
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(650) 595-4830
www.littlehands.org**

Proud members of:

