



Little Hands

LEARNING AND PLAYING TOGETHER



Parent Handbook 2019-2020

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Dear Little Hands Families,

Welcome to the 2019-20 school year! This is my family's fourth year at Little Hands, and we get more and more out of it every year.

We found Little Hands after moving here from Wisconsin with no family in the area (a story that I know is familiar to many of you!) This school and these people embraced us and provided an instant community of neighbors and friends who we could turn to to share our questions, challenges, joys, and celebrations. And our children have found a place where they can explore freely, learn in their own way, socialize, and get messy! We hope all of you find the same here at Little Hands, and we look forward to sharing that with you and your families!

The Little Hands experience is a truly collaborative effort between our wonderful teachers and staff, our dedicated board, and you, our amazing families! As a member of our co-op, you'll get so much more than you give - I promise! Just by joining, you make a difference. You instantly claim ownership and become a steward of the school. You join with other friends and families to make things happen. When it comes time to help with your event or maintenance day, you'll be amazed by how inspiring it is to work with others and how invested you've become in the successful outcome!

Our events are golden opportunities to participate in the community we've created here. As new families and families with young children, it can be so hard just to leave the house! Rest assured that at Little Hands events, you will feel welcomed and connected, and you will be met with nothing but support and acceptance! We know how unpredictable life can be at this stage, and it takes A LOT of practice to make it look easy, so please practice with us! We will all learn from each other.

Now, let's go have a great year at this magical place!

Sincerely,
Nicole Mustafa
Little Hands President

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@littlehands.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 help supervise and in class and/or in extra night classes, parents take part in observation and discussion.

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*

AM Classes	M/W/F Three's Class	Wed PM Class	Activity**
9:15	9:00	5:15	Arrival <ul style="list-style-type: none"> ▪ Sign in and get nametags ▪ Three's Class Gathering Circle ▪ D/O 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 ▪ F parents provide and set up food
10:00	10:00	5:50	Hand Washing <ul style="list-style-type: none"> ▪ Bring all children from stations for hand washing ▪ Three's Class Story Time
10:05	10:15	5:55	Snack/Dinner Time <ul style="list-style-type: none"> ▪ Parents and children share snack or dinner ▪ F Parent cleans up and puts away food
10:15	10:30	6:25	Observation Parent Discussion <ul style="list-style-type: none"> ▪ S parents resume station supervision ▪ D/O parents participate in teacher-led discussion
10:55	11:10	6:55	Circle Time Preparation and Transition <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

* Three's Class runs a half hour longer from 9-11:30 and includes a gathering circle time, story-time, and closing circle time.

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

LITTLE HANDS SOCIAL EVENTS!



Ice Cream Social

Sunday, September 22

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 Playdate

Monday, October 28

Time: 4-5:30pm

Little Hands School

Join us for a sweet and simple Halloween parade. Games, snacks and crafts included. A great way for little ones to explore Halloween fun! *(Costumes for children only, please.)*



Little Hands, Big Hearts

Annual Auction Event

Saturday, November 2

6:30 to 10:30pm

A not-to-be-missed night of great company, fun times, amazing food and fabulous auction packages. We are continuing our very successful Hollywood theme which will be a blast! We throw a great party so book your babysitter now!



LITTLE HANDS SOCIAL EVENTS!

Talbot's Toy Night

Monday, December 9

7:00 to 9:00pm

Talbot's Toy Store, San Mateo

Enjoy appetizers, drinks and good cheer as you shop at this adults-only holiday event. Talbot's donates 10% of the evening's sales to Little Hands.



Sweetheart Pancake Breakfast

Saturday, February 8

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!

Walk N' Stroll

Sunday, May 3

10:00am to 12:00 noon

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 CO-OP RESPONSIBILITIES

Class 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

Each family is required to attend three parent-only evening classes:

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

During these individual class meetings, the class and teacher will lead an in-depth discussion on a parent education topic of interest to the class. Night classes must be completed in order to receive your co-op deposit refund.

NOTE: Night classes are required even for families with a job buy-out.

Co-op Job and Event Help

Each family is required to help us host one school event and complete one assigned school job during the year. You are responsible for keeping track of your work on your event and your job. When complete, you will work with the board member to which you report to update your status in our volunteer tracking system. Job descriptions and FAQs can be found in the registration section of our Little Hands website. Questions? Please e-mail Kate 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 2018-2019 school year is:

- **October 5, 2019**
- **November 9, 2019**
- **January 4, 2020**
- **February 1, 2020**
- **February 29, 2020**
- **April 4, 2020**

Questions? Please e-mail us at facilities@littlehands.org.

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 call, find someone to supervise your station, then step outside 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 and 3-day classes, parents are responsible for 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 group is inevitable. We may think of conflict as a negative, but it can provide 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. At Little Hands, we all have the chance 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 and Bathroom Use

This policy is to meet the health standards required by the State of California for day care centers and 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.
- Spray the changing surface with provided solution and wipe clean, even if your own portable pad was used on 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. In the front space, please make certain gate closes behind you.

Health

Requirements Before Starting Class

- **Adults:** A TB test (PPD) or TB risk assessment form is required for all participating adults. All adults who attend more than three classes per year must have a current (within one year) TB clearance on file before attending class.
- **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 (Slap Cheek)
- Had Foot Mouth Disease
- Imeptigo
- Lice
- Measles/German Measles
- Pink Eye
- Ringworm
- Roeola
- Scarlet Fever
- Strep Throat

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 may 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. All makeups must be completed by May 1, 2020. Below is the class schedule.

Birthday	Day / Time	Classroom	Teacher / Email
9/01/15 to 9/01/16	M/W/F Three's 9:00-11:30	Back	Erika Stratz <i>teachererika@littlehands.org</i>
9/01/16 to 9/01/17	Tu/Th Two's 9:15-11:15	Back	Michelle Lewis <i>teachermichelle@littlehands.org</i>
7/01/17 to 2/01/18	Wednesday AM 9:15-11:15	Front	Lalaine Frankel <i>teacherlalaine@littlehands.org</i>
12/01/17 to 6/01/18	Tuesday AM 9:15-11:15	Front	Lalaine Frankel <i>teacherlalaine@littlehands.org</i>
3/01/18 to 10/01/18	Thursday AM 9:15-11:15	Front	Julie Uyekubo <i>teacherjulie@littlehands.org</i>
8/01/18 to 3/01/19	Friday AM 9:15-11:15	Front	Carol Cross-Phillips <i>director@littlehands.org</i>
9/01/15 to 3/01/19	Wed PM Family 5:15-7:15	Back	Carol Cross-Phillips <i>director@littlehands.org</i>

Maternity Leave

Parents are given 6 weeks of maternity leave.

* *One-day classes* - child may continue to attend with parent or grandparent or not attend and have a spot held. If attending adult can not help at stations, and if numbers allow, attending adult may arrange with teacher to be relieved from station duty the first weeks

* *Drop-off classes* - child may continue to participate without parent or grandparent on drop-off days, and may attend with parent, grandparent, or sub/trade on parent work days.

* All - If necessary, the attending adult can work with the teacher to be excused from extra class jobs such as snack, towel washing, and after-class cleanup during leave.

Parent Participation

Parents, grandparents, and legal guardians may be the Participating Parents with the child at Little Hands. Nannies and other caregivers are welcome to visit, but may not serve as the participating parent due to the rich parent education element of our program.

Photographs and Photo Release

Periodically, we photograph the children and parents during classes and other LH events. These pictures may be 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. 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.

For policy exceptions or concerns, please contact director@littlehands.org.

Social Media

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

Conflicts -Parents should never share any conflict with or criticism of any other parent or child within the program on any social media forum. 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 - Please do not name children from LH when posting photos on social media unless you know that the parent allows it.

Tuition and Fees

Registration Fee

The registration fee is non-refundable.

Drop Request and Tuition Refund

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

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. Example: If we are notified on 10/1 that you plan to leave LH on 11/15, you will be refunded or not billed tuition from 12/1 on. No refunds are provided for missed days, vacations, or school closures. Make-up options for absences are available.

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

Volunteering is what makes co-ops so special and your contributions help make Little Hands the amazing place that it is. Upon completion of your volunteer efforts and night class requirements, you will receive a refund of your co-op deposit that you paid at registration. Each Little Hands family has three different volunteer assignments plus required night classes. To receive your deposit you will:

- Complete one volunteer **JOB**
- Help with one social **EVENT**
- Help on one Saturday morning **MAINTENANCE DAY**
- Attend Orientation, Fall Night Class, and Spring Night Class
- Coordinate with your assigned board member to track your hours and submit completion information.

Sibling Tuition Discount

For families enrolling more than one child in classes at Little Hands during the same term, the 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 Philips, at director@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.

PARENT RESOURCES, OFFERINGS & EXTRAS

Class Photos

Professional class photos will be taken in October. Photos will be taken at the beginning of each class. Please arrive on time and wear your Little Hands shirts! Photo orders and payments must be made on or before photo 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 super fun! This year the event is scheduled on Thursday, Nov. 21st from 5-8 pm, right in time for the holidays. Spaces are limited for this popular class so Little Hands families receive first priority. A small materials fee will be collected.

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:

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

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.

Statewide Parenting Convention

On March 6th and 7th, the San Mateo Council of Parent Participation Nursery Schools will host the California Council's statewide annual parenting and early education convention, "2020 Vision", at the San Mateo Marriott. This is an event all parents should plan to attend, and this year it's right in our own backyard! There will be a wealth of professional speakers and interesting topics on both days – something for everyone. 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 should plan to schedule conferences prior to May.

Parenting Together Events

Several times per year, 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 Sibling Relations, Sleep, Wellness and Limit Setting. The series is free to enrolled Little Hands families, and \$10 for guests and community members. Stay tuned for this year's lineup!

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.

Spirit Wear & Merchandise

Show your school spirit and support for Little Hands with fun gear for the whole family. This year we are thrilled to offer a some new styles and colors along with some of our favorites! We hope to have merchandise available for purchase at Orientation and other school events or you can contact us 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

Projects 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 projects@littlehands.org.



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 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 receive instructions to sign up for both programs during orientation. For more information, assistance, or if you have questions, please contact president@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

LEARNING AND PLAYING TOGETHER

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

Proud members of:

