



Little Hands

LEARNING AND PLAYING TOGETHER



**Parent Handbook
2020-2021**

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LITTLE HANDS CONTACTS

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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 director 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.

In class, parents help supervise and engage the children. Additionally, parents take part in teacher-led discussions about child development and parenting. (During COVID, parent discussions will take place virtually.)

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 3/4'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 ▪ Parents go to station
9:55	9:55	5:45	Snack 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 Time <ul style="list-style-type: none"> ▪ Parents and children share snack ▪ F Parent cleans up and puts away food
10:15	10:30	6:25	Continued Play <ul style="list-style-type: none"> ▪ Parents resume station supervision
10:55	11:10	6:55	Circle Time Preparation and Transition <ul style="list-style-type: none"> ▪ Parents clean up and set toys for sterilization ▪ 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 (Lunch time for 3/4s) <ul style="list-style-type: none"> ▪ Pick up artwork and handouts ▪ Parents clean and set up for next class

*Wed PM will not be held Fall of 2020 but may return when able.

F = Food/Snack duty.

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. This year, all parents will be helping in class, so if you will be late or absent, please contact your teacher in advance and follow class protocol.

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

Parents bring snack 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. During COVID, specific regulations will be set for snack.

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, and Board members.*

Co-op Job

Each family will help Little Hands by completing one assigned school job during the year. You are responsible for keeping track of your job hours and work. 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 will help in a small-group Maintenance Day. During COVID, these groups will remain small with safe distancing.

What is a Maintenance Day?

Our COVID Maintenance Days will be a bit different. Each family will pick a timeslot to come do some basic essential cleaning with another family or two, safely distanced. These Maintenance Days should prove to be an easy and fun way to regularly help us keep the school safe and clean and in good working order. 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.

When are Maintenance Day?

Each Little Hands family will sign up for their preferred date just before or at the beginning of the school year. COVID Maintenance Days will be set at various times in agreement with our church landlords.

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 the gate closes behind you.

Health

COVID

Please see our separate 2020-2021 COVID Health Policy for detailed policies regarding the coronavirus pandemic.

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
- Has any other COVID-19 symptoms or risks

Communicable Disease and Condition Notification

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

- Chicken Pox
- COVID-19
- Fifth Disease (Slap Cheek)

- Hand Foot Mouth Disease
- Impetigo
- Lice
- Measles/German Measles
- Pink Eye
- Ringworm
- Roseola
- 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

No make-up classes will be offered during COVID. Should we be allowed to return to normal schooldays, you may attend up to 2 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, 2021.

Day / Time	Classroom	Teacher / Email
M/W/F Three's 9:00-11:30	Back	Erika Stratz <i>teachererika@littlehands.org</i>
Tu/Th Two's 9:15-11:15	Back	Michelle Lewis <i>michellelewis@littlehands.org</i>
Wednesday AM Toddlers 9:15-11:15	Front	Julie Uyekubo <i>teacherjulie@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 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.

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 and COVID deposit

The registration fee and COVID deposit are non-refundable. You will also pre-pay your May tuition which is non-refundable but will be credited to your account in May 2021.

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 have 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.

Grace Period

Little Hands grants a grace period of four weeks following a family's first day of class attendance. During this first four 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. Non-refundable fees will not be refunded.

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 two volunteer assignments plus required night classes. To receive your deposit you will:

- Complete one volunteer **JOB**
- Help on one **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 will not be allowed at school during COVID.

PARENT RESOURCES, OFFERINGS & EXTRAS

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

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-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!

Spirit Wear & Merchandise

Show your school spirit and support for Little Hands with fun gear for the whole family. We hope to have merchandise available for purchase as our school year gets started. Stay tuned for exciting offerings or contact us at publicity@littlehands.org to learn more.

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. During COVID, projects will be managed by single individuals or very small, distanced groups. If you or a family member has an aptitude for repair work, please let us know by emailing jobs@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 whatever COVID-safe fundraising events we arrange for this year. We also appreciate your much-needed donations of school supplies, special items for raffles or events, 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 O'Neill 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.



Little Hands

LEARNING AND PLAYING TOGETHER

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Proud members of:

