

2023-2024 HANDBOOK

225 Tilton Avenue San Mateo, California 94401 (650) 348-0736 www.littlewonders.org

"Come start your parenting journey with Little Wonders."

Little Wonders Handbook ~ Table of Contents

PROGRAM OVERVIEW INTRODUCTION PHILOSOPHY AND GOALS STAFF (DIRECTOR & TEACHERS) BOARD OF DIRECTORS BY-LAWS SAN MATEO COUNCIL (SMCPPNS) CONSULTANT SERVICES	3 3 3 4 4 4 4
CLASSROOM PROGRAM CLASS DESCRIPTION * BABY PLAY / PARENT SUPPORT CLASS * VIRTUAL PARENT SUPPORT CLASSES (PRESCHOOL & ELEMENTARY) CLASS TIME TEACHING PARENT DISCUSSION PARENT CLEAN UP	4 4 5 5 5 5 5 6 6
CO-OPING RESPONSIBILITIES PARTICIPATION HANDBOOK ACKNOWLEDGEMENT ANNUAL SCHOOL JOB SCHOOL WASH MANDATORY NIGHT CLASSES OPTIONAL NIGHT CLASSES FAMILY PAJAMA NIGHT PARENT-TEACHER CONFERENCES FUNDRAISING EFFORTS	6 6 6 7 7 7 7 7 8
POLICIES AND GUIDELINES ATTENDANCE HEALTH FORMS ILLNESS VACCINATIONS HANDWASHING SAFETY EMERGENCY PLANS STUDENT ACCIDENT INSURANCE REGISTRATION AND FEES Payment Plans Scholarships / Financial Assistance MULTIPLE CLASS REGISTRATION ADDING OR DROPPING A CLASS MATERNITY LEAVE CLOTHING VISITORS MAKEUP PHOTOGRAPHS/ VIDEO GRIEVANCES MEMBER IN GOOD STANDING	8 8 8 9 9 9 9 9 9 9 9 10 10 10 10 10 11 11 11 11 11 11 11 2 12

PROGRAM OVERVIEW

INTRODUCTION

Little Wonders, a Parent-Child Center, is a non-profit, non-sectarian, parent-child cooperative school located in the Congregational Church at 225 Tilton Avenue, San Mateo, California 94401. Little Wonders is a magical place where toddlers can grow and explore, and parents can learn from and support each other. Parents also have the opportunity to learn about child growth and development.

Co-oping is a wonderful opportunity to grow and participate with your child, to support the school and be supported by it. We encourage your ideas and suggestions so we can continue to improve the program. While your child is developing skills and socialization, you are increasing your parenting skills and sharing your child's preschool world! Though it takes time and effort, the rewards are great. We hope you will enjoy the experience!

PHILOSOPHY AND GOALS

Each parent and child is unique. Our goal is to help you develop a parenting style appropriate for your family. We hope to enhance communication within the family, support you in your role as a parent, and meet specific needs of both children and parents. Our program provides the environment, resources, and information to allow you and your child to learn and develop together. The program is structured to encourage educational, social, emotional, physical, and creative development for parent and child.

Adults learn best in a safe environment where they can acquire new skills, refine them through trial and error, and teach them to others. At Little Wonders, we emphasize the importance of understanding ourselves along with our partners and children. With an understanding of temperament and personality styles, we can practice effective communication and realistic expectations and appreciate the uniqueness of each individual, which improves our family relationships and life.

Children learn and develop in their own way and on their own timeline. They demonstrate their individual developmental process to us by showing us what they are interested in learning. Pursuing their interests at their own pace and exploring their environment fully with all five senses is important for children to develop intellectually, emotionally, physically, and socially.

Even with the virtual component rather than in person, parents are supported and enjoy the opportunity to connect with others and learn more about their children.

STAFF

Our school employs a Director and a staff of well-qualified teachers. They hold either California Credentials issued by the State Department of Education, a degree in a related field, comparable Early Childhood Education (E.C.E.) units, and/or relevant teaching or co-oping experience. The Director has office hours at Little Wonders and is available for telephone consultation and personal appointments with parents.

Maggie Ball – Director & Teacher

Our Director, Maggie Ball, is excited to continue her journey with Little Wonders as the Director. Teacher Maggie has three children; all three graduates of Little Wonders. She completed her degree in Childhood and Adolescent Development and is excited to begin her eleventh year with Little Wonders. As Director, Maggie serves as a reference in matters of planning and organization for the Board, and also serves as a liaison with the Board, the Staff, and the Little Wonders community.

Suzanne Zaino – Teacher

Teacher Suzanne has been a Little Wonders teacher for 19 years. Prior to Little Wonders, she taught for 10 years in secondary education and is also a former Little Wonders parent and board member. We are grateful she continues to teach and support our families.

BOARD OF DIRECTORS

The Board of Directors consists of the following officers: President, VP Registration, VP Liaison, Secretary, Treasurer, San Mateo Council Representative, Jobs Chair, Facilities Chair, Publicity Chair, Technology Chair, Events Chair, and Development Chair. Board members are elected in March and hold office from June 1st through May 31st of the following year. Board meetings are held once a month and interested parents are welcome to attend. Board meeting agendas and minutes are posted at the school and on Konstella.

BY-LAWS

The school by-laws are posted on our website and can be accessed on our website at www.littlewonders.org.

SAN MATEO COUNCIL (SMCPPNS)

Little Wonders is an active member of the San Mateo Council of Parent Participation Nursery Schools (SMCPPNS), a non-profit organization of 12 cooperative preschools on the Peninsula. Together, we organize events benefiting our nearly 1,300 families, including a Networking Night for all Directors, Board Presidents and teachers of member schools, and a Parent Resource Night open to all our families. The SMCPPNS is a regional arm of the California Council of Parent Participation Nursery Schools (CCPPNS https://www.ccppns.org), which hosts an annual, statewide convention for parents, teachers and directors of cooperative preschools. For more information about the San Mateo Council, including events, member schools, and discounted consultant services offered to member families, please contact our San Mateo Council representative at <u>council@littlewonders.org</u>.

CONSULTANT SERVICES

All Little Wonders parents, staff and alumni are eligible to use the professional services of a network of consultants coordinated by the SMCPPNS. The consultants include psychiatrists, psychologists, social workers, marriage counselors, family and child counselors, speech therapists, and attorneys. Their services are available to the Little Wonders community at a reduced rate. If you are interested in any of these services, please check online via http://sanmateopreschools.org/consultants/

CLASSROOM PROGRAM

CLASS DESCRIPTION

We offer classes for parents of children from 3 to 36+ months old as of September 1st of each year. All classes (except noted* below) meet once a week for two hours. Both semesters have 15 weeks of classes offering our families 30 weeks of fun and learning. We also offer classes during summer; typically two 6 week sessions.

Class sizes are limited depending upon the age of the children and classes are structured to be developmentally appropriate. A wide variety of age-appropriate materials are available, and children are free to move inside and outside, as their curiosity dictates. The teacher moves throughout the school, interacting and initiating activities. The children gather twice during each class, for a snack and for music and movement. The 9- to 20-month-olds (babies and younger toddlers) meet in the mornings (9-11am), The older toddlers and 2-year-olds meet in the afternoon (11:30am-1:30pm.)

*BABY PLAY/PARENT SUPPORT CLASS

We will continue to offer a 15 week -week Baby Play/Parent Support class each semester for very young babies, ages 3-10 months, as of September 1st (for Fall Semester class), and as of January 1st (for Spring Semester class.) The Baby Play/Parent Support class will be held Tuesday afternoons from 12:30-2:00 PM. This class features parent discussions of relevant topics to new

parents, floor time play, song-time and a chance to build new friendships in a supportive environment. Families enrolled in this class are exempt from the School Wash and Annual School Job requirements. Baby Play Parents will be expected to contribute a "Half-Job" per Semester of registration, as well as participate in a hour one facilities commitment.

***VIRTUAL PARENT SUPPORT CLASS - Preschool Support**

We also offer a class to parents who have children that have attended and aged out of our program. This class will be held 8 times per school year. Families enrolled in this class are exempt from the School Wash and Annual School Job requirements.

*VIRTUAL PARENT SUPPORT CLASS - Elementary Support

Elementary Support class will be for parents of children aged 5 years through 10 years and held 8 times a year. Families enrolled in this class are exempt from the School Wash and Annual School Job requirements.

CLASS TIME

The first week of the semester is an open format where each parent is responsible for his or her own child. If you are a parent attending with multiple children, we ask that you bring another adult for that first week to help with supervision. We allow this time together so that both parents and children will feel comfortable with the surroundings before starting our station/discussion rotation. After the first week, in all but Baby Play, Tuesday and Wednesday ONES classes (for the first semester ONLY), you will serve as either a Teaching Parent or a Discussion Parent during each class meeting.

TEACHING PARENT

As a Teaching Parent, you are on station, assisting the children in an assigned area, such as the climber, sand play and/or water play, wheels and rainbow tire, playdough table, dress-up (dolls, dress up clothes), manipulative toys (puzzles, pegboards, blocks), food, art, and/or sensory experience. As a Teaching Parent, you have the opportunity to put the skills that are shared during discussion into practice. You also demonstrate ways to use materials, intervene, engage, and model appropriate behavior when necessary, and make sure that all safety standards are observed. One area involves home preparation:

FOOD: The Food parent provides a nutritious snack for the class (AM classes) or lunch (PM classes). Snack time is an opportunity for children to experience different foods, with an emphasis on safe and healthy food. Please provide snacks that minimize the use of sugar, processed foods, and food additives. Due to potential allergies, **we are a NUT- FREE school**. In addition, foods—especially round foods such as grapes—must be cut into pieces of an appropriate size.

***Due to the pandemic, we have paused the communal class snacks for now. At this time, we instead have each family bring their child a snack from home (*nut free*) and participate in snack-time outside.

ART : Teachers provide and set up Art during the first semester, while the parent supervises the activity. In the second semester, the Art parent plans the art experience as well as supervises the art table. The teacher will advise the class on appropriate ideas, stressing the process rather than product oriented experiences.

DISCUSSION PARENT

When you are in discussion, the first part of the class is time for you. You might spend the time playing with your child or checking in with other parents. Discussion parents meet with the teacher after snack time. You may share your observations, discuss items of concern, or solicit guidance and knowledge from the teacher. The discussion group provides a supportive atmosphere and parents often learn from one another, as well as the teacher. The discussion sheets may also be used for communication with the teacher (questions, comments, special concerns.) Parents share their experiences and the teacher provides comments and feedback.

CLEAN UP

Four or five parents stay 15--20 minutes after each class on a rotating basis to clean up and replace equipment for the next class, while their children are watched. Each parent participates in this clean-up 6-8 times per year. Parents are asked to help each other so everyone leaves together. Parents are responsible for finding their own substitutes should they be absent for their clean up.

CO-OPING RESPONSIBILITIES

PARTICIPATION

A positive experience for both parents and their children at Little Wonders depends upon parent participation, whether in person or virtually. Your willingness to participate ensures the successful operation and growth of the school. We rely on parents to do much of the work for which other non-co-operative schools must pay, including: registration, administration, finances, fundraising, maintenance, technology and other projects as needed. With the pandemic we have tried to reduce some of the requirements.

These are the required commitments for the parents. In addition to classroom participation, outlined above, we require that families sign up for an Annual School Job, involving roughly 15-20 hours of volunteer time per year, participate in one Saturday cleaning day per year (School Wash), and attend 3 meetings. The first will be a class specific orientation in August, the second a class specific bonding and parent evening in November, and the third is an All School Meeting in February. We also ask that all families participate in fundraising and publicity whenever possible.

HANDBOOK ACKNOWLEDGEMENT

Every family is required to acknowledge via an online form their agreement to adhere to the school guidelines and co-oping requirements as detailed in this handbook. This form is required to be completed by September 1, or the first day of class, if joining Little Wonders after the start of the School Year.

ANNUAL SCHOOL JOB

Every family is assigned an Annual School Job, based on the job preferences they provided on their registration form and the needs of the school. Each job consists of approximately 15-20 hours of work during the school year. These jobs have been adjusted to the needs of this coming year. Examples of jobs are class liaisons, development and publicity teams. Pre-registration (pre-reg) positions have a greater time commitment, and parents who sign up for these positions will receive priority when registering for classes. Examples of pre-reg positions are event chairs and director's assistants. Partial buyout jobs and a limited number of Full Job Buyouts are also available to families. Partial Buyout jobs have a smaller time commitment along with a monetary commitment. Full Job Buyouts have no time commitment and a monetary commitment of \$550 and partial buyouts are XXXXX. Jobs (and buyouts) are assigned on a first come, first serve basis when a family registers. We hope your job is a good fit for your time and talents. As a co-op, it is of great importance that you perform your Annual School Job (or buyout) commitment. If you anticipate leaving the school before the year ends, please contact the Jobs chair (jobs@littlewonders.org) with ample time to make alternate arrangements for completing your job. If you fail to complete your job or leave the school prior to completing your job, you will be charged a prorated job buyout fee for each semester or partial semester spent at Little Wonders.

SCHOOL WASH

One time during the year, your class is responsible for a two-hour classroom clean-up. These School Washes will be held every 6-8 weeks on weekends in either AM or PM slots.. All families who spend 6 weeks or more at Little Wonders are responsible for completing this requirement. The School Wash is a great opportunity to get to know your fellow class parents without the children around. Wash Days are assigned through a first-come, first-serve basis with the Facilities Chair. Each family must have one person represented at the designated school wash day or make arrangements within 30 days to reschedule for the following scheduled wash (if available). If you are unable to attend another school

wash after the one you have registered for, you will be invoiced a \$250 buyout fee.

If you join the program mid-year, you are still required to complete a School Wash. Contact the Facilities Chair by email at <u>facilities@littlewonders.org</u> to arrange to attend one of the future washes.

MANDATORY NIGHT CLASSES

There are three mandatory night meetings for parents. These three meetings will be an orientation in August, a class bonding and parent education evening in November and the ASM in February. Orientation will be held in-person (outside). Information from these meetings provides the basis for the parent education program that continues throughout the year.

Parent education is a primary focus of our program. As such, parent attendance at these meetings (or the available make-up options) is mandatory. All families have been informed of this requirement and are expected to comply to remain a member in good standing.

OPTIONAL NIGHT CLASSES

Teachers present optional night classes throughout the year. Past topics for these classes have been:

"The Preschool Decision," "Nutritious Cooking For and With Children," and "Sibling Relationships." We also utilize the expertise of our parents who may be able to lead classes, such as "Speech and Language Acquisition" or "Kindergarten Readiness." All optional classes are offered to current families for free and to alumni if space is available and the topic is relevant. CPR classes may also be offered throughout the year for a small fee.

FAMILY PAJAMA PARTY

Each class has a designated Pajama Night for the entire family. Pajama Night is held on a Saturday Mornings. We encourage siblings and non cooping parents to attend so they have an opportunity to experience a Little Wonders class, including a parent discussion.

PARENT-TEACHER CONFERENCES

Each family in the school is entitled to one half-hour private conference with their teacher during the year.

Please contact your teacher to arrange a time and place.

FUNDRAISING EFFORTS

We support the high quality of educational materials, personnel, and extended services at Little Wonders through various fundraising activities. Our fundraising efforts have included Keepsake Tiles, Photo Sittings & Portraits, Dining Out Nights, and Auctions. We encourage you to participate in the initiatives that best fit your family's lifestyle. Now more than ever we look forward to families doing their best to help support this program.

Little Wonders relies on the financial support and contributions of our families to continue offering educational, inclusive programming. Little Wonders strongly encourages families to contribute \$250+ towards Little Wonders either through direct donation, through the fundraising initiatives, or through different in Person events.

POLICIES AND GUIDELINES

ATTENDANCE

Regular attendance is necessary. It allows you and your child to benefit from the school and helps our program run smoothly. If you have to miss a class on a day when you are on station, you must find another parent to cover your station. With the teacher's permission, you may attend another class of the same age range during

the week. Three make-up sessions are allowed for each parent per semester during the school year. If you miss more than six classes, you will meet with the Director and VP Registrar to evaluate your commitment to the school and co--oping.

HEALTH FORMS

Health forms are required to be completed by August 29th, or the first day of class, if joining Little Wonders after the start of the School Year. All forms may be filled out online. These forms include Emergency Medical Authorization, Child Vaccine Record, Proof of COVID Vaccination (Adults Only), Health Policy Form, Handbook Acknowledgement form, and Parent's TB Clearance Forms. California law requires the adult attending class have a current PPD tuberculosis test (or equivalent doctor's note) on file before school begins. **TB clearance is required for any additional parent or family member who participates more than three times during the year and any caregiver who attends without you up to three times per semester.**

YOU WILL NOT BE ALLOWED TO ATTEND CLASS WITHOUT A COMPLETED TB FORM ON FILE.

ILLNESS

A sick child or parent belongs at home. Below are guidelines to follow regarding illness:

- 1. A child must be fever- free for 4 days prior to class, without the use of medication (i.e. Motrin / Tylenol.)
- 2. A cold should be at least four days along, with no new symptoms appearing for 4 days prior to class. Doctors say that at this point, the cold, runny noses, and coughs are no longer contagious.
- 3. Please report the outbreak of any communicable disease such as measles, lice, chicken pox, etc., to the school. Teachers will alert the classes via email and post at school.
- 4. Vomiting and diarrhea are also indicators of potential viral infection, requiring 4 days since the last occurrence before returning to school.
- 5. The CDC recommends flu vaccinations for all children older than 6 months and for their caregivers,
- in order to reduce the spread of illness. Please discuss with your physician.
- 6. If your child has allergies or other conditions which produce symptoms that could be mistaken for an illness, please let your class members know it may reduce worrying.
- 7. Parents should always use their own good judgment as to whether their child is ready to return to class once these guidelines have been met.
- 8. Please refer to our COVID Healthy Policy on our website for specific policies related to COVID.

VACCINATIONS

Little Wonders will collect vaccine records for each child who participates in our program. These records are kept by the school to be available if requested by the County or State. It is the recommendation of Little Wonders that each child be up to date on their vaccine schedule, including a flu vaccine; however it is the choice of each family to implement the vaccine schedule of their choosing for their children.

HAND WASHING

All parents and children must wash their hands with soap and water upon entering the school. You may wash hands with soap and water at either the outside or inside sinks. We also require hand washing prior to snack and encourage hand washing upon leaving class in order to reduce the spread of germs. Hand sanitizer is available in the classroom as an alternative.

SAFETY

Please be safety -conscious while at school. All parents, whether teaching or in discussion, are asked to remain watchful and helpful. When you are teaching, please make sure you are responsible for your specified area. If you need to leave your area, ask another person to watch it for you. Parents in class are also expected to not be on cell phones regularly and ask for coverage in case of emergency calls. Pay special attention to higher risk areas such as the climber or slide, and intervene whenever safety is in jeopardy. Prevent sand throwing, throwing of hard objects, biting, kicking, hitting, or pushing of children (the latter especially when in high places). Accidents are rare; however, if an accident occurs, the teacher should be made aware of the situation.

EMERGENCY PLANS

Little Wonders has a detailed emergency plan. There are evacuation routes located in each of the classrooms. All parents are asked to check -in on the attendance sheet each week so we have a record of who is present should there be an emergency.

Each teaching parent has a specific responsibility in an emergency. Located in each teaching parent apron pocket is a card that contains specific instructions for that station. Please familiarize yourself with yours by reading the back of the apron station card each week.

We may have a practice "fire drill" in your class early in the school year. We try to have a "practice" fire drill each year, but with such small children this can be a challenge as we do not want to scare them. Each parent needs to know that in case of an emergency the teaching parents are those responsible for specific tasks. Each parent in the school needs to take the child/children closest to them and exit appropriately. We all need to trust that everyone does their job and all children will be taken out. We gather out front on the lawn. The teacher is the last person out with the emergency backpack with needed supplies and all emergency forms.

STUDENT ACCIDENT INSURANCE

Little Wonders carries accident insurance for both the children and parents who attend class. Part of your non-refundable registration fee covers this cost. This insurance covers medical expenses of an enrolled person for any injury which occurs while the person is attending or participating in any authorized school activity. This program is used primarily to repay parents for any co insurance or deductibles on their personal medical insurance plans.

The covered expenses include:

- 1. Treatment by a physician or surgeon
- 2. In or out-patient care in a hospital
- 3. Nursing care by a registered nurse
- 4. Emergency ambulance service

REGISTRATION AND FEES

Registration for the new school year began in June. A **non-refundable** registration fee is required for each family per class in order to reserve a space in a fall (School Year) class, including the Baby Play and Alumni classes. The balance of the tuition for the Standard weekly classes and the full tuition for the Alumni Class is due before August 1st. If you would like to request a receipt for your registration fee and/or tuition payment, please send a request to the treasurer at <u>treasurer@littlewonders.org</u>. Please include the enrolled class, child's name, parent's name, and email address.

Refer to the Fees table on our website, <u>www.littlewonders.org/registration/fees.html</u>, for details on registration fees and tuition amounts for all classes at Little Wonders.

ASSISTANCE FOR FAMILIES IN NEED

Payment Plans

Families currently enrolled in Little Wonders are able to pay tuition via a payment plan. Please email <u>treasurer@littlewonders.org</u> to request a payment plan. All payment plans granted prior to the start of school should be paid off by the end of this calendar year. Other payment plans granted after the start of school need to be paid in full by March 1st of the enrolled school year.

Scholarships/Financial Assistance

Little Wonders has established **Wonderworks**, a need-based scholarship fund, to assist families experiencing financial hardship while their children are in school. Through this fund, Little Wonders provides a limited number of partial and full tuition scholarships annually. Scholarship applications are reviewed and processed confidentially by the Scholarship Committee in the order in which they are

received. Priority is given to current and returning Little Wonders families until **May 1**, and to new applicants until **June 1**, prior to the applicable school year. It is advisable to apply early for scholarship consideration. Eligibility and the amount of scholarship will be determined based on the available funds, number of applicants, and the family's financial needs. Due to the limited funds available, we may not be able to meet all scholarship requests.

Families currently enrolled at Little Wonders, who experience job loss, or other hardships - such as illness, special needs, or emergency crisis - may request assistance at any time.

All requests will be kept confidential and will not impact your application and/or class preferences. Regardless of the scholarship award, families are responsible for paying applicable registration fees. Requests for special assistance, or scholarships should be directed to the President at president@littlewonders.org

MULTIPLE CLASS REGISTRATION

Families who wish to register two children (non-multiples) in two separate classes will register each child separately and will pay a separate registration fee for each child. The family will receive a 10% discount on the second child's tuition (the discount does not apply to Baby Play or Alumni classes). The family will be assigned one Annual School Job, and will need to complete one School Wash during the year.

Families interested in registering one child in more than one class, may sign up for one class during the registration period in April, then submit a separate application for the additional class after May 1st. The second application will place the family on the wait-list for the second class. If there are still openings in the class as of August 31st, the family may be enrolled in the additional class. Each family that registers a child for more than one class will pay a registration fee for each class. The family is required to perform one School Wash, and is requested to take on a Pre-Registration Job, or take a Standard Job plus volunteer some extra hours at the school throughout the year. Tuition for the second class will be discounted by 10%.

ADDING OR DROPPING A CLASS

If there is space in class, a new child may enter at any time, prior to March 1st. Tuition will be prorated according to the date of entry into the program. To drop a class, please contact the Registrar (registrar@littlewonders.org) and your teacher as soon as possible. You will be required to ensure that your commitment to the school has been fulfilled. Prorated refunds of the refundable portion of the tuition may be made for drops prior to March 1st, based on the date the notice is given to the Registrar, the level of completion of your Annual School Job, and the full completion of your School Wash. Please note that your registration fee, late fee (if assessed) and a portion of your tuition is non-refundable. Refer to the Fees page at www.littlewonders.org/registration/fees.html for details on the non-refundable and refundable tuition amounts for each class.

MATERNITY LEAVE

Parents with newborns may take three weeks maternity leave. This means the staff will cover your responsibilities for those three weeks. Usually your older child can continue at Little Wonders without interruption. Grandparents or family members may bring your child for a few weeks. In other instances, parents have brought new babies in front packs and carried on as usual in class. For the well being of the class, it is important that babies are **not** brought to class once they reach an age where they are more demanding of your attention, usually around three months.

CLOTHING — WEAR OLD CLOTHES!

Parents and children are most comfortable wearing clothes and shoes that may get wet, sandy, painted, glued, and spilled upon. Bring extra diapers and a change of clothes. Please label all of your children's clothing and personal items.

VISITORS

Visitors are welcome at Little Wonders. Siblings may visit three times per year. Please check with your teacher before bringing visitors to class.

MAKE-UP CLASSES

Families are entitled to three make--ups per school year semester in another class. Parents are asked to email their teacher with make--up requests. The teacher of the class you plan to attend will respond as to availability. Siblings may not attend make--up classes.

PHOTOGRAPHS / VIDEO

From time to time, pictures or video of you and your child may be taken in class or at other Little Wonders' events. These images may be used internally for the benefit of the Little Wonders community, in such forms as a yearbook, placemat, newsletter/ blog, or posted on the bulletin boards in the classroom. In addition, images of you or your child may be used to promote Little Wonders to potential new families or to the community at large, in such forms as flyers, promotional videos, on the Little Wonders website or the Little Wonders Facebook page. Last names will be omitted from materials intended for public use. If you have any objection to Little Wonders' use of any such images, you must notify the Publicity Chair at <u>publicity@littlewonders.org</u>, **by the first day of class.** All reasonable efforts will be used to accommodate your concerns. If you have any questions or concerns about this policy, please contact the Publicity Chair or Director (<u>director@littlewonders.org</u>). Parents may not post photos of other children on social media without the consent of their parents. We appreciate this consideration and courtesy.

GRIEVANCES

If you are seriously bothered by something that involves a parent, teacher or board member at Little Wonders, please talk to the person involved and see if you are able to resolve it together. If you cannot do so successfully, write down your grievance and meet again with the person involved. If the problem has not been resolved, talk to your teacher, the Director, or a board member for assistance in reaching a resolution. The ability to confront and successfully resolve differences is a learned skill. This skill is important in your success as a parent and should be modeled for your children.

Member in Good Standing

You must fulfill all of your co-oping obligations within the timeframe identified to remain in good standing. These obligations include:

- Completing Annual School Job
- Attending their class orientation, their parent education/ bonding class and the All School Meeting (all three of which will be on Zoom)
- Regular attendance in class
- Completing School Wash
- Submitting Emergency Medical Authorization
- Submitting Parent's TB Clearance Form for any participating parent, family member or other adult attending more than three classes during the year
- Making tuition payment

Failure to meet one or more of these co-oping obligations will result in the loss of your co-oping benefits. These benefits include class attendance, all optional night classes, social events, teacher-parent conferences, and priority enrollment for future classes.

Any termination of a family by the school shall be first discussed with our insurance agent Bob Hadzor, and the CCPPNS board, followed up by notification to Little Wonders Board of Directors and letter to family.

Little Wonders is a non-profit, non-sectarian, non-discriminatory education center. We welcome families from all cultures, races, religions, socio-economic backgrounds, and physically challenged walks of life.

"Learning together, supporting one another"

www.littlewonders.org