



# Little Hands

LEARNING AND PLAYING TOGETHER



## Little Hands Parent Handbook 2022-2023

PART II:

Responsibilities, Policies, and Safety

## Little Hands Contacts

### Staff

Executive Director and Teacher	Carol Cross-Phillips	<a href="mailto:director@littlehands.org">director@littlehands.org</a>
Teacher	Lalaine Frankel	<a href="mailto:teacherlalaine@littlehands.org">teacherlalaine@littlehands.org</a>
Teacher	Michelle Lewis	<a href="mailto:teachermichelle@littlehands.org">teachermichelle@littlehands.org</a>
Teacher	Julie Uyekubo	<a href="mailto:teacherjulie@littlehands.org">teacherjulie@littlehands.org</a>
Office Manager	Katrina Bornstein	<a href="mailto:admin@littlehands.org">admin@littlehands.org</a>

### Board

President	Malinda Marshall	<a href="mailto:president@littlehands.org">president@littlehands.org</a>
VP Registration	Kayla Andersen	<a href="mailto:registrar@littlehands.org">registrar@littlehands.org</a>
VP Communications	Laura Kramer	<a href="mailto:communications@littlehands.org">communications@littlehands.org</a>
Secretary	Gabby Bateman	<a href="mailto:secretary@littlehands.org">secretary@littlehands.org</a>
Treasurer	Madeline Wu	<a href="mailto:treasurer@littlehands.org">treasurer@littlehands.org</a>
Business Development	Open	<a href="mailto:development@littlehands.org">development@littlehands.org</a>
Donations	Open	<a href="mailto:donations@littlehands.org">donations@littlehands.org</a>
Events	Hannah Tarling	<a href="mailto:events@littlehands.org">events@littlehands.org</a>
Facilities	Jamie Gilfix	<a href="mailto:facilities@littlehands.org">facilities@littlehands.org</a>
Jobs	Corra Novak	<a href="mailto:jobs@littlehands.org">jobs@littlehands.org</a>
Publicity	Christine Ticas	<a href="mailto:publicity@littlehands.org">publicity@littlehands.org</a>
Social Media	Robyn Miyagawa	<a href="mailto:socialmedia@littlehands.org">socialmedia@littlehands.org</a>
Technology	Open	<a href="mailto:tech@littlehands.org">tech@littlehands.org</a>

## 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 email Corra at [jobs@littlehands.org](mailto:jobs@littlehands.org).

**Event Help**

Each family will help with one Little Hands event. Events are easy and fun when we all pitch in to help. From buying supplies to setup and cleanup, there is an easy job for anyone and everyone! Questions? Please email Hannah at [events@littlehands.org](mailto:events@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 come do some basic essential cleaning with a few other families. 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 Days?*

Each Little Hands family will be assigned a maintenance day at the beginning of the school year. If you have a conflict on your assigned date, you may switch with another family.

Questions? Please email Jamie at [facilities@littlehands.org](mailto:facilities@littlehands.org).

## Policies

### **Acts of Nature**

Certain unforeseeable circumstances may make it inadvisable, illegal, or impossible for Little Hands to operate as normal. These include inclement weather, power outages, air quality, earthquake, fire, flooding, pandemic, epidemic, natural disaster, police activity, staff illness, or any other event beyond Little Hands' control. In these instances, Little Hands reserves the right to close or cancel classes without financial obligation to participating families.

### **Air Quality**

During fire season or other smoky days, if, by 8am, the Air Quality Index (as registered on PurpleAir local sensors with current filter guidelines) reads 101 or higher in Belmont, class will be canceled or held virtually that day.

### **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. Using phones as cameras is permitted.

### **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 modeling 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 and Grievance Procedure

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

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, the Director, your class liaison, or a board member to assist in reaching a resolution.

#### **Diapers and Bathroom Use**

These policies are to meet the health standards required by the State of California for daycare centers and preschools and to minimize the spread of colds, flu and other infectious illnesses.

##### *Bathroom Use and Doors*

- All bathroom doors should remain closed or securely gated.
- A children's toilet is located in the backspace LH bathroom.
- Children should only visit the restroom with adult supervision.
- All children and adults must wash hands for the recommended 20 seconds before returning to class.
- 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 safety gate closes behind you when returning to class.

##### *Diaper Changing Tables*

- Diaper changing tables are located in each of the bathrooms.
- After a diaper change, bag your child's soiled diaper (plastic bags are provided) and take it home with you.

- Changing surface must be sprayed with provided solution and wiped clean, even if your own pad was used on the changing table.
- Wash hands for the recommended 20 seconds before returning to class.

## **Health**

The following policies are of the utmost importance to us at Little Hands. We ask that all families understand and follow these policies at all times.

### *COVID Policies*

- All school members are part of the Little Hands parent and child community and play a crucial role in keeping everyone in the program safe. All families should keep their teacher and classmates informed and follow good health guidelines in order to keep everyone healthy and safe.
- While COVID-19 continues to be present in our community, all LH families should limit time spent at Little Hands to class time and necessary activities for the safety of all persons present in the facility and to limit everyone's risk of exposure.
- Every Little Hands participant must sanitize or wash their hands when entering school grounds, as well as any other required times during the school day.
- Before entering the facility all children and adults must be free from COVID-19 symptoms including:
  - fever of 100.4F or higher
  - dry cough
  - shortness of breath
  - chills
  - loss of taste or smell
  - sore throat
  - muscle aches
- If, during the day, any child or adult experiences any of these COVID symptoms, or other symptoms of illness, they must leave school. Children who are at school without their parent and exhibit symptoms of illness must be picked up within 30 minutes of the parent being notified.
- Masks will be optional for adults outside and required anytime an adult enters an inside space.
- For children 2 years and older, masking will be optional outdoors and strongly encouraged inside. Because masking can be challenging and takes practice, adherence may be less than perfect. As such, masks will not be forced on any child.

- All parents and children will be required to wash their hands using CDC recommended hand washing procedures throughout the day using running water and rubbing with soap for at least 20 seconds.
- If any Little Hands participating parent or child has close contact with anyone who has tested positive for COVID-19:
  - Children who are unable to mask must stay home and test on day 5.
  - All adults and children who can mask successfully throughout class, must mask in order to return to class and should test on day 5.
- If anyone in the participating family's household tests positive for COVID-19, both child and parent should stay home, test on day 5, and may return to school after submitting a negative test. Families should notify their teacher of any positive Covid test results as soon as possible.
- If a class member tests positive for COVID-19, families will be notified, but the name of the ill person will not be disclosed. Little Hands will notify the county health department and will follow the guidance of county health officials.
- County or state health guidelines and class size may prohibit classes from having visitors. Any visitors that are allowed on-site must be pre-authorized by the Little Hands teacher. In addition, class makeups will be unavailable until further notice.
- All adults enter the Little Hands campus and environment of their own choosing and shall not hold Little Hands responsible in the event that there is a case of COVID-19 or other illness within their family or the school community.
- Little Hands reserves the right to update these policies at any time based on new information or guidelines released from district, county, state, or CDC officials.

*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 two years) TB clearance on file before attending class. Click [<HERE>](#) to download the form.
- **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. Click [<HERE>](#) to download the form.

Please email your completed forms to [registrar@littlehands.org](mailto:registrar@littlehands.org).

### *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

### **Make-up Classes**

No make-up classes will be offered for Fall 2022 while COVID cautions are in place. Should health regulations allow make-ups later in the school year, you may attend up to 2 make-ups that have been pre-arranged with the teacher of the class. All makeups must be completed by May 1, 2023.

Day/Time	Classroom	Teacher/Email
T/W/Th 2/3s Class 9:15-11:45	Back	Michelle Lewis <a href="mailto:teachermichelle@littlehands.org">teachermichelle@littlehands.org</a>
Tuesday AM Older Toddlers 9:15-11:15	Front	Lalaine Frankel <a href="mailto:teacherlalaine@littlehands.org">teacherlalaine@littlehands.org</a>
Wednesday AM Younger Toddlers 9:15-11:15	Front	Julie Uyekubo <a href="mailto:teacherjulie@littlehands.org">teacherjulie@littlehands.org</a>
Thursday AM Babies 9:15-11:15	Front	Carol Phillips <a href="mailto:director@littlehands.org">director@littlehands.org</a>
Wednesday PM Family Class 5:15-7:15pm	Back	Carol Phillips <a href="mailto:director@littlehands.org">director@littlehands.org</a>

### **Maternity Leave**

Parents are given 6 weeks of maternity leave.

- *One-day classes* - child may continue to attend with parent or grandparent (who has submitted health forms) 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 participating adults need to submit health forms before attending class.
- 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.

### **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.

### **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 social media posts. 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*  
Participating adults should never share any conflict with, or criticism of, any other adult or child within the program on any social media forum. Conflicts should be resolved using our Conflict Resolution policy as outlined above. All posts should be respectful and reflect our LH sense of community and tolerance.
- *Photos and Names*  
The names of children should never be used when posting photos taken during class on social media unless the parent allows it.

## **Tuition and Fees**

### *Registration Fee and May Tuition*

The registration fee and May Tuition are non-refundable. You will pre-pay your May tuition which is non-refundable but will be credited to your account in May 2023.

### *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](mailto:registrar@littlehands.org).

If you have prepaid tuition, the remaining tuition will be refunded as of the 1<sup>st</sup> 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**
- Assist with one school **EVENT**
- Attend Orientation, Fall Night Class, and Spring Night Class or equivalent requirements for your 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](mailto:director@littlehands.org).

### **Visitors**

County or state health guidelines and class size may prohibit classes from having visitors during COVID. Any visitors that are allowed on-site must be pre-authorized by the class teacher.

## Emergency Procedures

**NO PARKING IN ALLEY** – 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.



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1300 Fifth Avenue  
Belmont, CA 94002  
(650) 595-4830  
[www.littlehands.org](http://www.littlehands.org)

*Proud members of:*

