



Little Hands

LEARNING AND PLAYING TOGETHER



Little Hands Parent Handbook 2023-2024

PART II:

Responsibilities, Policies, and Safety

Little Hands Contacts

Staff

Executive Director and Teacher	Carol Cross-Phillips	director@littlehands.org
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Teacher	Michelle Lewis	teachermichelle@littlehands.org
Teacher	Julie Uyekubo	teacherjulie@littlehands.org
Office Manager	Katrina Bornstein	admin@littlehands.org

Board

President	Jamie Gilfix West	president@littlehands.org
Secretary	Kathy Cronin	secretary@littlehands.org
Communications	Kayla Andersen	communications@littlehands.org
Treasurer	Adam Cornelius	treasurer@littlehands.org
Community	Caitlin Savage	community@littlehands.org
Facilities	Clay Winterhuddle	facilities@littlehands.org
Registrar	Katrina Bornstein	registrar@littlehands.org

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. All participating 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 10 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.

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 Teams

Little Hands is a parent-child co-operative where everyone has an opportunity to learn and grow together. We understand our families are working hard to recover from a rough few years, so we are pleased to offer newly reduced co-op requirements. We hope you'll find that as you participate and get involved, you not only help the children, your classmates, and your school, but you'll also have a more rewarding experience. Each family that joins Little Hands will be part of a co-op contribution team. Each team works together to help support different aspects of the school. Your team will work as a community, with each member contributing based on their unique skills and interests. We ask that each family contribute as they can, as much as you want, at a minimum of about 8-10 hours throughout the year. Co-op Contribution Teams include:

- Facilities Team - Help with school grounds, including small projects, cleaning, plant maintenance, and other grounds work.
- Spirit Team - Help with on-site events (Ice Cream Social, Halloween Party and Sweetheart Breakfast), help post flyers, take photos, create connections within the classroom.
- Admin Team - Help with office projects, tech and website, support staff and director, create graphics and flyers, make playdough for curriculum, reach out to past donors for support.

Families will work with the board representative for their team to learn about opportunities to help around the school.

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 class, 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 available, but we ask that you bring your own) and take it home with you.
- Changing surfaces 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.

Requirements Before Starting Class

- **Adults:** All adults who attend more than three classes per year will be required to submit the following:
 - Immunization record including proof of MMR and Tdap
 - Current status of Flu and COVID-19 vaccine
 - TB test (PPD) or TB Risk Assessment form completed within the last 4 years. Click [<HERE>](#) to download the form.
- **Children:** A Child Medical Form, signed by a health care provider and including an immunization record, is required before attending class. Click [<HERE>](#) to download the form. All children must have up-to-date immunizations as specified by California state regulations. Any exemptions must meet state guidelines and be signed by a physician.

Please email your completed forms to 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 or has experienced any of the following:

- Fever in the past 24 hours
- Vomiting or diarrhea in the past 24 hours
- A cold that is less than 3 days old
- Heavy nasal discharge that is green or yellow
- A constant cough

- Loss of taste or smell
- Is fussy, cranky or generally not his or herself
- Has any other COVID-19 symptoms or risks

If, during the day, any child or adult experiences any of these symptoms, 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.

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
- Pink Eye
- Ringworm
- Roseola
- Scarlet Fever
- Strep Throat
- Measles/German Measles

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.

Make-up Classes

Make-up classes will be offered starting in January. You may attend up to 2 make-ups that have been pre-arranged with the teacher of the class you wish to attend. All makeups must be completed by May 1, 2024.

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

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 the attending adult can not help at stations, and if numbers allow, the attending adult may arrange with the 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

Follow us on social media and tag us in your posts! This is a great way to let others in our community see the magic of Little Hands. Did your child have a great day at school? Share it and tag Little Hands! Find and follow us!

Facebook: *LittleHandsCoop*

Instagram: *little_hands_belmont*

Please remember that social media should be used with our Little Hands co-op spirit in mind. All posts should be respectful and reflect our LH sense of community and tolerance.

- *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.
- *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, operations 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 2024.

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 which time the family may submit a Drop Request to withdraw from the class. If the last day of class falls within the 4 week grace period, the family will receive full reimbursement of the co-op deposit and the remainder of the prepaid tuition. The registration fee, operations fee and May tuition are non-refundable.

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.

Early withdrawal past the Grace Period from the Little Hands program does not impact the Co-op Deposit Refund policy and the co-op deposit will be forfeited regardless of departure date unless the co-op requirements have been met. If the family has sufficiently contributed to their team and attended all night classes that occurred during their time at Little Hands, the co-op deposit will be refunded.

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

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 class teacher. Visitors need to be mindful of the school's philosophy and should pay careful attention around young children. Siblings may visit with teacher approval and newborns are welcome to attend class as long as they are comfortable and content in an infant carrier.

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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Proud members of:

