



Welcome New and Returning Little Hands Parents,

We look forward to an exciting year ahead, filled with play and learning for you and your child!

**In order for you and your child to be eligible to attend class in the FALL, your completed forms must be received at or before our mandatory Fall Orientation, which will be held on Tuesday, September 5th from 6:30-9:00 PM.**

Forms are due prior to orientation via one of the following options:

- Email completed forms to our office manager at [admin@littlehands.org](mailto:admin@littlehands.org)
- Log into your Little Hands account in Active and upload forms
- Mail to: Little Hands, P.O. Box 675, Belmont, CA 94002 (Attn: Office Manager)

**Required Forms:**

- Child Medical Form: To be completed by your healthcare provider.
- Child Immunization Record: you may attach a separate immunization record, but your child's healthcare provider must also sign our form indicating your child is able to fully participate.
- Adult Immunization Record: Proof of MMR and Tdap, and status of Flu and COVID-19 vaccinations for each participating parent.
- Adult TB Assessment Form: Submit one form for EACH participating parent; completed by your healthcare provider within the past 4 years.

**Please keep a copy of your medical forms for your records. The Parent Responsibilities Form, signed online during the registration process, is also included in this document for your records. Please review the responsibilities before attending Orientation.**

We look forward to meeting the participating parent(s) at Orientation. These sessions are a vital part of entering our program and are wonderful opportunities for you to learn more about Little Hands, ask questions, meet other parents, and become acquainted with the details of your specific class and tour the school.



\_\_\_\_\_  
Class Day and Time

\_\_\_\_\_  
Parent Last Name

### CHILD MEDICAL FORM

The California School Immunization Law requires that **children must be up-to-date on their immunizations (shots) to attend** school or childcare.

Your child will not be able to attend class unless the immunization record is presented and up-to-date\* (You may attach a separate immunization record, but your child's physician must also sign this form.)

\*If your child is not immunized or on a different immunization schedule for medical reasons, please have your doctor indicate so on the form below or on the attached immunization record.

**Note:** Any child under the age of 18 months or with a temporary medical reason for not being fully vaccinated is considered conditionally admitted to Little Hands, under California State Law. Little Hands will follow-up to receive information from parents when new vaccinations are due. It is, however, the parent's responsibility to continue to make sure their child remains current on their vaccinations and inform the Little Hands Registrar when your child receives new vaccinations. If your child does not stay current on vaccinations and does not have a valid medical exemption, you will no longer be able to attend Little Hands under California State Law. For more information about vaccine schedules and California's immunization laws, please go to [shotsforschool.org](http://shotsforschool.org).

\_\_\_\_\_  
Child's Full Name

\_\_\_\_\_  
Child's Birthdate

**Date each dose was administered.**

Vaccine	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Polio (OPV or IPV)					
DTP/DTaP/DT/Td					
MMR					
HIB Meningitis					
Varicella (Chickenpox)					
Hepatitis B					

**The above child IS / IS NOT physically and emotionally able to participate.**

**Comments (physical or emotional conditions requiring special attention, medication, etc.):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Physician/Nurse Signature:**

**Date:**

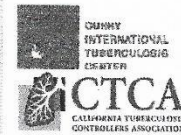
\_\_\_\_\_

Class Day and Time

Parent Last Name



## California Adult Tuberculosis Risk Assessment



- Use this tool to identify asymptomatic **adults** for latent TB infection (LTBI) testing.
- **Do not repeat testing** unless there are **new risk factors** since the last test.
- Do not treat for LTBI until active TB disease has been excluded:  
*For patients with TB symptoms or an abnormal chest x-ray consistent with active TB disease, evaluate for active TB disease with a chest x-ray, symptom screen, and if indicated, sputum AFB smears, cultures and nucleic acid amplification testing. A negative tuberculin skin test or interferon gamma release assay does not rule out active TB disease.*

LTBI testing is recommended if any of the boxes below are checked.

- Birth, travel, or residence** in a country with an elevated TB rate for at least 1 month
  - Includes any country other than the United States, Canada, Australia, New Zealand, or a country in western or northern Europe
  - If resources require prioritization within this group, prioritize patients with at least one medical risk for progression (see the California Adult Tuberculosis Risk Assessment User Guide for this list).
  - Interferon Gamma Release Assay is preferred over Tuberculin Skin Test for non-U.S.-born persons  $\geq 2$  years old
- Immunosuppression, current or planned**  
HIV infection, organ transplant recipient, treated with TNF-alpha antagonist (e.g., infliximab, etanercept, others), steroids (equivalent of prednisone  $\geq 15$  mg/day for  $\geq 1$  month) or other immunosuppressive medication
- Close contact** to someone with infectious TB disease during lifetime

Treat for LTBI if LTBI test result is positive and active TB disease is ruled out.

- None**; no TB testing is indicated at this time.

Provider Name: \_\_\_\_\_

Assessment Date: \_\_\_\_\_

Patient Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

See the California Adult Tuberculosis Risk Assessment User Guide for more information about using this tool. To ensure you have the most current version, go to the **TB RISK ASSESSMENT** page (<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/TB-Risk-Assessment.aspx>)





## **PARENT RESPONSIBILITIES for the 2023-2024 SCHOOL YEAR**

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 your classmates and your school, but you'll also have a more rewarding experience. Our current structure for parent involvement and responsibilities is outlined here:

- Parent-Child Class Attendance:
  - Regular attendance at day classes
  - Active participation in observations, supervisions, and discussions
  - After-class cleanup
- Parent-Only Night Class Attendance:
  - Orientation
  - 2 Class Meetings (1 Fall and 1 Spring)
  - Make-ups are expected for each missed night class
- Co-op Contribution:
  - Join and contribute to one Co-op Contribution Team  
(Families that begin in January or later will have prorated co-op requirements.)
- Fundraising:
  - Participate actively in school fundraisers
  - Your participation helps keep tuition reasonable, funds new equipment purchases and site improvements, and supports a high-quality staff.
- Health forms:
  - All forms **MUST** be uploaded to your member account **PRIOR** to attending class
  - TB Risk Assessment Questionnaire for each participating adult
  - Child Medical Form with Physician signature

***IMPORTANT: KEEP COPIES OF COMPLETED FORMS FOR YOUR FILE***



## **CO-OP DEPOSIT REQUIREMENT**

Little Hands is a parent-child co-operative and we operate best when we all learn, play, and work together. We hope you'll find it easy to get involved, and that as you do, you not only help your classmates and your school, but you'll also have a more rewarding experience. A \$275 Co-op Deposit is collected at the beginning of the school year and is reimbursed at the end of the school year once your family has completed the following:

1. Coordinated with your board representative to complete your efforts on your Co-op Contribution Team.
2. Completed 3 night classes, including Fall Orientation and two evening parent education classes (Fall and Spring).

If a family is unable to complete the items above by June 15th, the Co-op Deposit will be forfeited. Families who would like to opt-out of the Co-op Contribution Team can request a Job Buyout for the school year by contacting the jobs board member ([jobs@littlehands.org](mailto:jobs@littlehands.org)). If a class is dropped, the Co-op Deposit may or may not be refunded based on the Refund Policy outlined below.

*\*Note: Families that begin in January or later will have prorated co-op requirements.*

## **REFUND POLICY for 2023-2024 SCHOOL YEAR**

The following is the Little Hands tuition reimbursement policy. Please read it carefully:

### **Registration Fee**

There is a \$100 non-refundable registration fee per child for the 2023-2024 school year.

### **Operations Fee**

There is a \$200 non-refundable operations fee which will be collected prior to the start of classes. This covers a portion of the supplies and services needed to maintain the school.

### **Drop Request**

Families who decide to withdraw MUST submit a Drop Request by emailing your teacher, as well as the Registrar ([registrar@littlehands.org](mailto:registrar@littlehands.org)) with notice of your plans.

### **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 and receive full reimbursement of the Co-op Deposit and the remainder of the prepaid tuition.



### **Co-op Deposit Refund for Dropped Families**

If a family has sufficiently contributed to their Co-op Contribution Team and attended all night classes that occurred during their time at Little Hands, their \$275 co-op deposit will be refunded. If a family withdraws early from classes, the Co-op Deposit Refund policy remains in effect. Early withdrawal past the Grace Period from the Little Hands program does not impact this policy, and the co-op deposit will be forfeited regardless of departure date.

### **Refund of Paid Tuition**

If you decide to leave Little Hands and you prepaid tuition, the remaining tuition will be refunded as of the 1st of month after your planned departure. For those on monthly payment plans, you will no longer be billed beginning the month after you stop attending. For instance, if you notify us on October 1st that you plan to leave Little Hands on November 15th, you will be refunded tuition from December 1st onward or will not be billed from December 1st onward. No refunds are provided for missed days (such as days absent, holidays, illness, vacations or school closure) or for the summer session once classes have started. Make-up options for absences are available and should be discussed with the teacher.

### **ACCEPTANCE OF TERMS**

I have read and understand the above Parent Responsibilities, Co-op Deposit requirement, Refund Policy, and Photo Release Agreement and acknowledge that as a co-op parent, I will play an active role in the school.

### **YOUR ONLINE REGISTRATION CONSTITUTES ACCEPTANCE OF THESE TERMS**