



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
- 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 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.

Child's Full Name

Child's Birthdate

Date each dose was administered.

Vaccine	1 st	2 nd	3 rd	4 th	5 th
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:



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 ≥ 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 ≥ 15 mg/day for ≥ 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>)



_____ Class Day and Time

_____ Parent Last Name



PARENT RESPONSIBILITIES for the 2023-2024 SCHOOL YEAR

Little Hands is a parent-child cooperative where everyone has an opportunity to learn and grow together. Your active participation ensures the smooth operation of the school, the overall success of the program, and a positive experience for your family. Parents learn first-hand that while being part of a co-op is work, it is also fun AND the rewards are many! Hopefully this is just the beginning of your active participation in your child's education.

Please review the following responsibilities of the Little Hands program:

- **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
- **Job and Event Hours:**
 - Complete one volunteer job
 - Help with one community social or fundraising event
 - Families that begin in January or later will have prorated co-op requirements
- **Maintenance:**
 - Help on one Saturday morning maintenance day
 - These days are scheduled throughout the year, allowing families to select a day that works for them
- **Fundraising**
 - Participate in eScript Fundraising Program (Little Hands ID #:125298634)
 - Participate in AmazonSmile
 - 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 submitted to Little Hands **PRIOR** to attending class
 - TB Risk Assessment and Immunization Record for each participating parent
 - Child Medical Form with healthcare provider signature and immunization record

IMPORTANT: KEEP COPIES OF COMPLETED FORMS FOR YOUR FILE



CO-OP DEPOSIT REQUIREMENT

Little Hands is a volunteer-driven organization and your active participation ensures the smooth operation of the school, the overall success of the program, and a positive experience for your family. A \$475 Co-op Deposit is required at the beginning of the school year and is reimbursed once the family has completed the following by June 15:

1. Completed one school **JOB**
2. Helped with one social **EVENT**
3. Participated in one Saturday morning **MAINTENANCE DAY**
4. Completed 3 night classes, including Fall Orientation and two evening parent education classes (Fall and Spring)
5. Coordinated with your assigned board member and received sign-off that your job has been completed

Should this not be completed by June 15th, the Co-op Deposit will be forfeited. If a class is dropped, the Co-op Deposit will be refunded per the Class Refund Policy outlined on this page.

** 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.

Drop Request

Families who decide to withdraw **MUST** submit a Drop Request by emailing your teacher, as well as the Registrar (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. If the last day of attendance 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 and May tuition are non-refundable.



Co-op Deposit Refund for Dropped Families

If the family has completed a Maintenance Day, completed their job, helped with an event and attended orientation and the fall and spring night classes by June 15, the \$475 Co-op Deposit will be refunded. 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. Please note there is no Co-op deposit for the summer session.

Refund of Paid Tuition

If you decide to leave Little Hands and 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. 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, and Refund Policy, 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

Updated 01/11/2023