



# Little Friends Family Handbook

2022–2023

(updated 8/5/2022)



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Dear Little Friends Families,

Thank you for choosing Little Friends for your child. Our goal is to be your child's home away from home.

Our society is becoming more and more complex, impersonal and fast-paced. Often, care environments for young children take on an “institutionalized” feeling. Inconsistent caregivers that barely know the children in their care, over-stimulating classrooms, and large groups of same-age children all contribute to great stress for the child. While our society changes rapidly, recent studies on child development conclude what the child needs most are nurturing relationships. When a child feels safe and cared for, they can move forward with confidence to learn about the world. The goal of the Little Friends program is to create a haven for children where they are nurtured, loved and respected.

When a child begins the journey of learning from a place of security and warmth, he or she feels safe to explore their world. In the Little Friends program, we know that children learn best from real-life experiences. What is a child learning as he helps care for the classroom or fold the laundry? The child learns to care for the environment, counting, following directions, sorting, color recognition, the process of following a task through to completion, and language skills, to name a few! This is why, as teachers in the Little Friends program, we participate in domestic tasks with the children. Such collaboration allows the teachers and children to feel at home. We believe a home environment is where a child truly thrives.

We strive to form a partnership of care for your child. Please feel free to talk to staff at any time about ideas, questions or concerns you have about your child. Thank you for allowing us to care for your precious little one.

Warmly,  
The Little Friends Staff

*From the ways in which a child plays,  
it's possible to perceive how he will embrace his life's purpose.*  
—Rudolf Steiner

# Mission Statement & Program Description

## **Mission Statement**

The Waldorf School of Pittsburgh's Little Friends program offers nurturing and holistic care to children ages 18 months through 3 years of age. Through this program, teachers strive to provide a warm, safe environment for the young child based on current child development research, the pedagogical teachings of Rudolf Steiner, as well as taking inspiration from [LifeWays](#) and [Sophia's Hearth](#) care programs. We strive to provide a day of consistency, rhythm, plenty of outdoor play and exploration and nurturing care. Most importantly, we strive to develop a genuine bond between your child's teacher and your family.

## **Program Description**

The Waldorf School of Pittsburgh's Little Friends program is held in the Yellow House. The Yellow House, located directly next to the Waldorf School of Pittsburgh, is composed of two rooms. The two classrooms, Clover Meadow and Apple Blossom, hold no more than 12 children combined. There are 6 children in each class, with 2 teachers (one lead teacher and one assistant). The Little Friends Program Coordinator teaches and operates out of the Yellow House. The Program Coordinator also is a member of the Faculty of the Waldorf School of Pittsburgh. The Yellow House provides care for children Monday–Friday, from the start of school through June each school year (excluding certain holidays, closings and seasonal breaks- see school calendar) from 8:00am–4:00pm for enrolled children.

*\*Children enrolled in Little Friends are not eligible for the Extended Care Program.*

*\*Children must be 18 months old by their start in the program to be accepted.*

For information regarding enrollment in the Little Friends program please contact Director of Admissions and Marketing, Devon Wood: [dwood@waldorfpittsburgh.org](mailto:dwood@waldorfpittsburgh.org).

# Application Process

## **Applying to the Program**

Parent(s)/Guardian who wish to enroll their child(ren) in the Little Friends program must first submit an application to the Enrollment Coordinator via TADs online enrollment. A \$50 non-refundable application fee is due when the enrollment application is submitted (applications cannot be processed until the application fee is received.) The application process includes a formal parent/guardian interview, prior to determination. We strongly encourage all applications by no later than February 1.

*Currently enrolled students in Morning Garden, siblings of enrolled children for the coming school year, faculty/staff's children, and children from other Waldorf Schools receive a preference for admission.*

Application fees are not refundable, even when the enrollment of a child into the program does not occur. Application fees are honored for two (2) years from the receipt of application. After two years on the waiting list, a new application fee and application will need to be submitted.

## **Acceptance and Waitlist**

There are limited spots available in the Little Friends program, and there are often more interested applicants than spaces available. If the program is full, and there is no space available, a family's application may be placed on the accepted waitlist.

Most spots in the Little Friends program are determined by end of February for the following Fall Semester. Families will be notified of their acceptance into the Little Friends program via the Enrollment Office the first week in March.

Parent(s)/Guardian will have three (3) business days to decline or accept a spot. If a spot is accepted, a family must enroll via TADs online enrollment. If the family does not respond to this notification of availability, the Enrollment Office will assume that the family is not interested in the spot and will remove that child's application from the waitlist. If the child is accepted into the program for the Fall Semester, then the child and family are expected to attend the Parent/Guardian Orientation.

Should the child be accepted into the program at any other point throughout the year, a time will be agreed upon for the child and family to visit the program outside within a week of their start date. A start date will be agreed upon by the teacher and family and communicated with the Director of Business Operations.

## **Enrollment/Deposit**

In order to reserve a space in the Little Friends program, a deposit of \$400 is required for each child at the time of acceptance of the available spot. If the deposit is not received at the end of the 3-day waiting period, then the spot will be offered to the next child on the waitlist. Once enrolled, the deposit will remain on the child's account for the entire school year (start of school through June) and can be rolled over to the next year or refunded if not returning to WSP, if there are no outstanding tuition charges on the child's account.

If a family reserves a space in the Little Friends program with a \$400 deposit, but then decides to not attend the program, the deposit will not be refunded. It may be possible for the deposit to be transferable to another Waldorf School of Pittsburgh program at the discretion of the Director of Business Operations.

For tuition and billing information, please see our section on [invoicing and billing policies](#).

# Education & Child Development Practices

Our developmental practices are based upon the care of the senses; nurturing and development of mind and body; and the nurturing of a healthy social life based upon contemporary research, the insights of educators, Waldorf education principles and the wisdom of experience.

## **Developmentally appropriate programming for ages 18 months–3 years**

Our focus will be on healthy development of movement, language and physical growth. Movement development will happen through the child's own natural process. In a mixed age environment, toddlers and preschoolers will also have the advantage of being around children who have already mastered some gross and fine motor skills.

Children will be sung to and spoken to throughout the day. Young children learn by imitating adults in their environment, therefore teachers are required to do ongoing work to deepen their understanding of self, movement, anti bias education practices, speech and music development.

## **Clothing**

Little Friends is a place of active work and play, where at least 2 hours or more is spent outdoors, in all weather. To ensure an enjoyable experience for your child we ask parent(s)/guardians to provide practical, sensible clothing. Make sure your young child is wearing layers and is protected from wind, dampness, mud, rain, ice, and snow. If a child's body doesn't need to concern itself with keeping warm and dry, it can concentrate on growing big and strong! Teachers will supply a list of items needed before each school year and summer session. If you need support in obtaining outdoor clothing, please let your teacher know. We often have gently used outdoor clothing available.

We strive to create an atmosphere free of media/commercial influence in which children can explore their innate creativity, rather than focusing on external images designed specifically to sell them something. We have found that even one cartoon character on a t-shirt in the classroom can distract the whole group. We ask that you please avoid having your child wear and/or sending shirts and other items depicting media figures, strong imagery or media related themes.

## **Indoor Shoes**

Indoor shoes need to fit well and be comfortable. Soft, close to the ground shoes work best: no open-backed shoes, please. Open-backed shoes fly off, flop off, and can interfere with movement. No light up shoes, please. Recommended shoes: Soft-stars, Moccasins, Robeez, socks with leather footing.

## **Outdoor Shoes**

Outdoor shoes should protect the foot. Rugged treads help children keep a firm footing on hills and wet surfaces. Slip-on shoes do not stand up to children's play. In keeping with our attempt to focus on the natural world and the children themselves (rather than their possessions), please do not let children wear shoes with characters or that flash and beep/squeek to school. In the winter, shoes must be warm even if there is no snow.



## **Outdoor Curriculum**

In Little Friends, an essential part of our curriculum is expanded nature exploration. Studies show that children who regularly spend time in nature are healthier – physically and emotionally – and exhibit longer attention spans, heightened creativity and better developed social skills (Last Child in the Woods, Richard Louv.)

Children in Little Friends will spend at least 2 hours outside every day, except on days when the temperature is below 10 degrees or there's a thunderstorm. Children will have the opportunity to experience mud, puddles, snow, sandbox-play, and other activities that will likely cause their clothes to become dirty. Please be prepared that your child's clothes at pickup may be dirtier than they were at drop off. In the warmer months, we might take children on weekly buggy rides around the neighborhood. Teachers will have cell-phones and Emergency Contact information, if an issue should arise.

## **Celebrations and Festivals**

There is no religion connected with Little Friends. The faith backgrounds of the children will be honored through the celebration of festivals that the parent(s)/guardian may wish to bring to the Yellow House in a simple way. The Yellow House will also celebrate seasonal festivals, honoring the universal qualities of the seasons (for example, a festival of light in dark November, and a festival celebrating new life in Spring). The Yellow House, along with the Waldorf School of Pittsburgh, will also celebrate some holidays during the day with the children, and will celebrate each child and teacher's birthday.

We encourage you to please make your teacher aware of any holidays that your family celebrates. We would love to explore the idea of bringing those celebrations to the Yellow House.

## **Birthdays**

The Little Friends program will celebrate birthdays by lighting a birthday candle and singing the birthday song. We will ask the parent(s)/guardian to share the birth story of their child through a letter that the teacher will read during the celebration. We will also ask the parent(s)/guardian to bring their child's favorite fruit to share with both classes. In order to respect the child's need for simplicity, parent(s)/guardian will not be asked to attend the celebration.

## **Toys and Children's Play**

Some of the first things many people notice about Little Friends are the beautiful and creative toys. They notice that the toys tend to be simple and open-ended. We believe the toys are 90% child and 10% toy. In other words, we try to find toys that will invoke the child's natural creativity and imagination. We also strive to provide playthings that are from natural materials, as they provide a wider range of sensory experiences, are non-toxic, and are created from living substances.

## **Toys From Home**

Some children have a "beloved" blanket or sleeping companion that brings them comfort. We welcome this item for naptime. We also ask that the resting item live at school for the school year. The simpler the item the better, nothing that makes noise. We ask that all other toys are left at home. Toys from home are more difficult for children to share. They often create unnecessary conflicts. If they want to

show the item to their teacher, the child may show it, and the parent/guardian may take it home. We thank you for your support.

### **Media**

The young child's world is filled with wonder and discovery. Their imagination is filled with creativity and unique ideas. Media (television, computer use) can not only constrict this innate creativity by giving children's ideas and images instead of having them create their own, but it can also over stimulate them with concepts they are not ready to process developmentally. We ask all families in our program to limit children's media exposure as much as possible during these imprintable years of life. We ask that children not wear media embellished outfits to Little Friends, and encourage families to explore the idea of reducing media exposure in daily life (we do, however, recognize the reality of the world we live in!). Ideally, children will refrain from screen time on the days of the week they attend Little Friends. We are here to offer support to all families interested in reducing media exposure for their children.

Helpful resources: *Simplicity Parenting* by Kim John Payne

# Nutrition & Wellness

## **Meal Time Routines**

Meal time in Little Friends is a reverent experience. We cook and bake our meals daily, so the little ones can see and smell the food they eat. We serve our Little Friends healthy nutritious items such as homemade granola, rice, fruit and vegetables. If a child has special food restrictions, please discuss these requirements with your child's teacher.

Teachers eat with the children in their classrooms. After a blessing and thanks, teachers pass out the meal items to the children at their individual tables. When children are finished, they will be excused one or two at a time to take their dishes to the wash bin and clear their table.

*Please Note: If a child in the Little Friends program has a nut allergy, the Yellow House will become a nut free environment.*

## **Rest Periods**

All children in our care will have at least one nap or rest period each school day. Each child will have their own cot with a cotton sheet, blanket and pillow from home. These items live at the yellow house for the school year and are freshly laundered weekly (or sooner if necessary).

## **Potty Learning**

Teachers will work with parent(s)/guardians to follow their potty learning rhythm as closely as possible. Children who are not potty learning will be taken to the toilet on a regularly scheduled basis with those who are learning. The social context and imitative nature will sometimes encourage readiness. Parent(s)/Guardian are asked to continue the regularly scheduled routine when the child is at home in order to create continuity between home and school. Diapers and diapering items are brought to school from home. We do accept cloth diapers.

## **Nurturing Care**

Nurturing care is provided to children on a regular basis. Such care allows children to learn healthy self-care habits from an early age. This can include face washing and lotion time. Lotion is supplied by the parent/guardian. If you do not wish for your child to participate in a particular aspect of nurturing care, please speak with your child's teacher.

# Pick-up and Drop-off Information

In Little Friends, we strive to make the transition from home to school as smooth as possible for each child. However, sometimes transitions can be difficult for children. If you feel your child may have some separation anxiety when beginning our program, please contact the Little Friends Program Coordinator, or speak to your child's teacher to establish a drop off plan to ease your child's transition.

If a child remains inconsolable for up to one hour, the parent(s)/guardian will be contacted and arrangements will be made to remedy the situation.

## Drop-Off

Drop-off for Little Friends takes place at 8am in the small play yard in front of the Yellow House. Parent(s)/Guardians are asked to drop children off no later than 8:15 am. Please contact your teacher the night before, if you will be running late. Arriving at school in time for an outdoor start allows time for your child to settle in for the day. Some children may welcome the transition and run happily to play, whereas others may need time to adjust. If your child has difficulty making this transition, we offer the following suggestions for working with your teacher to ease this time:

- Make sure you feel fully confident, knowing your child will have a wonderful time. Children can pick up on parental/guardianship hesitations.
- If your child runs after you, or has a hard time with you leaving, you may want to establish a "hand off" with your child's teacher. Holding your child and handing him/her to the teacher provides a feeling of routine and safety, instead of having to be pulled away, which is hard for everyone involved!
- Establish good communication with your child's teacher, and develop a plan together if your child is distressed. In many situations, the first few weeks are the most difficult, until your child learns he is in the best of hands and will have a wonderful time.

We want parent(s)/guardians to spend quality time at Little Friends, however drop-off time may not be the best time. Often, drop offs need to be short so the young child can transition fluidly from home to school.

## Pick-Up

Please arrive a little before 4pm to collect your child's belongings, as well as to speak to your child's teacher about their day. The late charges for arriving after 4:00 pm are as follows:

- 4:10pm: \$10
- 4:30pm: \$20
- 4:45pm: \$30
- After 4:45pm you will be charged an additional \$10 for every 15 minutes that you are late.

# Child Guidance Policy

The young child is constantly learning about their world, and it is our job to help guide children through this process. Young children are just learning how to express themselves, whether with words or with actions. We strive to help children work through conflicts with one another through patience, understanding, and listening.

Children work through their understanding of joy, sorrow, anger, sharing and all other emotions in a myriad of ways. As in any care setting with young children, we occasionally see hitting, tantruming, biting and crying. Our work as teachers is to help children nurture one another, and to learn alternate ways of expressing their feelings.

## Behavior Policy

We recognize young children are learning to communicate their feelings and needs. Sometimes young children act out to express a variety of feelings. For example, young children might hit, throw items, push, pinch, bite and/or scratch. While some amount of these behaviors are typical, if the above mentioned behaviors become chronic and affect the well-being of the class as a whole, the following steps will be followed:

1. Teacher will communicate with the parent/guardian and Little Friends Program Coordinator about the behavior(s).
2. Teacher, parent/guardian, and Program Coordinator will meet to discuss the behavior(s) and work together to develop a plan of action to support the child (examples: sleep, nutrition, healthy home-life, rhythm, more outside playtime). The teacher and Program Coordinator will observe the child closely for approximately 1–2 weeks.
3. If the behavior persists, the Early-Childhood Faculty Chair will observe the child and offer recommendations. Teacher will communicate recommendations to the parent(s)/guardian, and both will implement recommendations.
4. If the behavior persists, the Teacher, Program Coordinator, Early Childhood Faculty Chair and Parent(s)/Guardian will meet to determine if the child should remain in the Little Friends program.

A teacher reserves the right to send a child home if a behavior is deemed to put the other children and/or staff in an unsafe situation. In the best case scenario, we aim to follow all steps of this policy, however, the school reserves the right to expedite this process. A child who has shown repeated unsafe behavior may be asked to stay home until a meeting can take place between the teacher and parent(s)/guardian, in order to create a support plan and discuss next steps.

## Incident Policy

Should an incident occur between two children, resulting from one child hurting the other or a child having an accident that requires first aid and/or emergency attention, an incident report will be completed, and a copy of the report will be given to the parent(s)/guardian of the injured child. In cases of the former, the parent(s)/guardian will be contacted concerning the incident.

The relationship between parent(s)/guardian and teacher is critical to working through issues involving hitting and biting. Both teacher and parent(s)/guardian want the same thing (for the young child to

thrive), so working together on these issues is crucial. If you have questions, thoughts or concerns about guidance and discipline for your child, please arrange a time to meet with the teacher\*.

*\* If a family and teacher are unable to find common ground on an issue, the family may contact the Little Friends Program Coordinator (akenney@waldorfpittsburgh.org).*

### **Prohibited Punishments**

Any teacher or staff member, even at the request of parent(s)/guardian, will not engage in and/or tolerate the following in any form: hitting, shaking, pinching, screaming, or threatening.

### **Dismissal Policy**

If the parent(s)/guardian and the teachers mutually agree that placement in the Little Friends program is inappropriate, enrollment will be terminated. If parent(s)/guardian and staff are unable to come to a mutually agreeable plan, Little Friends reserves the right to cancel the enrollment of a child for one or more of the following reasons:

1. If a child has special needs our program is unable to meet.
2. If a non-payment or repeated late payment of fees occurs.
3. If a parent(s)/guardian fails to observe policies of the Little Friends program.
4. If physical or verbal abuse of children or staff by a parent(s)/guardian occurs.

# Communication with Parent(s)/Guardian

We regard communication between parent(s)/guardian, teachers, and the Program Coordinator to be one of the most important aspects of our program. With strong communication, parent(s)/guardians and teachers can work together to create a healthy environment for the young child. To facilitate such communication we strive to offer:

- Daily Sheets
- Open communication between teacher, parent(s)/guardian and coordinator
- Three parent(s)/guardian evenings where we discuss a child development topic
- Articles of interest in regard to parenting/child development and the work of the teacher
- New information from time to time, posted on the bulletin board and/or emailed handout
- Fall and Spring Parent/Guardian-Teacher Conferences
- Child Service Report (outlining mid year progress)
- End of the Year Report

Teachers are always working on creating and maintaining a balance between home and work life. We ask for your support in helping to maintain this balance by refraining from emailing/contacting teachers on the weekends and during scheduled time off, unless there's an emergency. Teachers are available during the weekdays for all communications and will return any communication sent during weekdays within 24 hours of receiving the communication. If you email your teacher on the weekend about a non-emergency issue, the teacher will respond on the next business day. Thank you for your support.

If you have an emergency during school hours that needs to be communicated with the teacher immediately, please contact the front office manager (8am-4pm) at 412-441-5792 to reach us quickly. Teachers check their cell phones only at designated times during the school day, so please do not contact our cell phones if there's an emergency.

## Emergency Plan

WSP's Emergency Plan is available upon request by a parent/guardian. Please contact the Program Coordinator to review WSP's Emergency Plan procedures.

## Open Door Policy

We welcome parent(s)/guardians who wish to spend time in their child's "home away from home". If you would like to stop by to spend some time with your child, we ask that you speak with your child's teacher to establish what time would be best in the children's rhythm to do so. It is our preference that if you are interested in visiting or observing your child that you make plans with the teacher ahead of time. Since we know that children often have a difficult time separating from parent(s)/guardian and rejoining parent(s)/guardian, it is important that we can plan for visits ahead of time.

## For Time Spent in Your Child's Classroom

If you want to see how your child is interacting with the other children, please observe quietly or take up whatever work activity the teacher may ask of you. Outside time can often be the best space to observe your child as it allows more distance for other children in the class who might be nervous about visitors.

Children thrive when adults are engaged in meaningful activity, such as sewing, cleaning, etc. Visitation time is not a good time to chat with your child's teacher, as it can be distracting.

### **Parent/Guardian-Teacher Concerns**

Parent/Guardian-Teacher communication is of paramount importance in our program. If you are concerned about your child or a classroom situation, it is crucial you share concerns with your child's teacher. The most effective way to deal with a situation is to discuss it directly with the teacher involved as soon as possible. Teachers want open communication with parent(s)/guardian; they appreciate your involvement, and strive to address your concerns.

Should you be unable to alleviate your concerns by speaking with your child's teacher, please bring your concerns to the Little Friends Program Coordinator. If the concern continues to persist, the Early Childhood Faculty Chair will be available to mediate. The current Early Childhood Faculty Chair is Jill Zihar and she can be reached at [jzihar@waldorfpittsburgh.org](mailto:jzihar@waldorfpittsburgh.org). At WSP faculty works collaboratively to address conflicts between families and teachers. The Faculty Chair will work in collaboration with the teachers and family to find a solution.



# Health Care Policy

Childhood illness is a natural part of early childhood whether the child stays at home or is in childcare. It is common for young children to have fevers or colds. Some physicians feel such illnesses help to build the natural immune system. Many pediatricians also recognize the importance of fevers to help fight infections. For this reason, we ask that a parent(s)/guardian stay home with the ill child so they can recover in the comforts of home. A full recovery at home can prevent relapse and further spreading of the illness to others.

*\*See Little Friends COVID-19 Addendum page and WSP's Health and Safety Plan for more details regarding COVID-19.*

## Communicable Diseases

A child with a reportable communicable disease will be sent home and asked to remain home during the period when the disease is communicable. Parent(s)/Guardian of other children will be notified, as will the appropriate public health officials. The child will be allowed to resume school when the child's condition is no longer contagious and the child is well enough to return.

Communicable diseases that must keep a child or teacher home include:

- chickenpox
- COVID-19
- Flu
- cold sores with drooling or fever
- Coxsackievirus
- diarrhea
- fifth disease with fever
- head lice
- Hepatitis A
- Hob
- impetigo
- measles
- mumps
- meningococcal disease
- pink eye
- ringworm
- RSV
- scabies
- strep throat
- TB
- whooping cough

We also require that teachers and children stay home who have

- fever
- influenza
- sore throats

- vomiting
- bad cough
- loss of taste and smell
- lethargy/exhaustion related to illness

If a child develops any of these symptoms while in care, the parent(s)/guardian will be notified and the child picked up immediately.

Please establish a back-up person for your child's care if they are ill. Ideally, when a child is ill a desirable place for the child to be is at home. Healing takes time and home is the optimal environment. More important is the sense of well-being that comes from being with a parent(s)/guardian and in one's own surroundings. If that is impossible, please do not ask the program to make an exception to our policy as this is against state regulations. Thank you, in advance, for your cooperation.

Signs and Symptoms for keeping your child at home:

- Chronic discolored discharge of mucus from nose, eyes, and/or ears
- Cough
- Diarrhea or vomiting, including the night before
- Loss of taste and smell
- Feeling cold/shivering
- Fever (pale or flushed face, glazed eyes, warm forehead and temperature above 99.6)
- Sore throat
- Unusual lethargy, grouchiness, or weepiness

### **Dispensing Medications**

Teachers may give prescription or non-prescription medication to a child or apply skin creams or sunscreens to a child only under the following conditions:

1. A written authorization dated and signed by the parent/guardian is on file.
2. The medication is in the original container and labeled with the child's name, and the label includes the dosage and directions for administration. Tylenol or other fever-reducing drugs will not be dispensed to any child for fever, because children with fever need to be at home.

### **24 Hour Policy**

Children who are sent home with a fever must remain at home for 24 hours after the fever has passed. Fevers (99.6) can often re-occur when the child is brought back to care too early. Similarly, children who vomit or have excessive diarrhea (2 times or more) will be asked to remain at home until 24 hours after the symptoms have passed.

### **Medical Responsibilities**

A written record, including type of medication given, dosage, time, date and the name of the person administering the medication, shall be made in the program medications and injury logbook on the same day that the medication is administered.

### **Food Allergies**

All teachers (and Program Coordinator) and substitutes having direct contact with the children shall be informed about food allergies and other allergies of specific children, and it will be posted in the kitchen, as well in your child's room. Parent(s)/Guardian will be expected to supply the food for children requiring highly specialized diets.

### **Hand Washing Procedure for Staff and Children**

Hand-washing is an important practice to learn, and can help keep children healthy. Therefore, hands are washed in the sink with soap and warm water throughout the day, particularly before meal time, after coming inside from playing outside and after diapering/toileting. If you have a scheduled late drop-off, please wash your child's hands upon arrival at the Yellow House.

### **Minor Injuries, Handling and Parent/Guardian Notification**

When a child receives a minor injury, the teacher will spend a brief time soothing the child with a warm cloth, hugs and kisses, and a band aid if needed, then encourage the child to return to what he or she was doing. Parent(s)/Guardian will be notified of the nature of the injury.

### **First Aid**

All staff are required to learn Pediatric CPR and First Aid procedures. Pediatric First Aid and CPR training is required every two years.

### **Emergency Medical Facility and Procedure**

In the case of a serious accident or injury, after following First Aid procedures, the child will be transported to Children's Hospital of Pittsburgh UPMC, either by ambulance OR transported by the parent(s)/guardian, if it is determined that an ambulance is not needed. The address and phone number of Children's Hospital of Pittsburgh UPMC is:

One Children's Hospital Drive  
4401 Penn Avenue  
Pittsburgh, PA 15224  
412-692-5325

# Little Friends Billing and Payment Policy

## **Tuition and Invoicing:**

To make the monthly payments more consistent and predictable, invoicing is based on a 20-day month, regardless of the number of days of school offered that month. Invoices are based on the number of days of school offered by the school (at 20/days per month), not on the number of days actually used by the family. If a child is absent because they are ill or on vacation, the charges are not reduced to reflect decreased attendance. Only if a child is enrolled into the program in the middle of the month will the monthly charges be prorated to reflect the child's total attendance for that month.

Monthly charges for the school year 2022-23:

- 8:00 am–4:00 pm \$1130/month

The late charges for arriving after 4:00 pm are as follows:

- 4:10pm: \$10
- 4:30pm: \$20
- 4:45pm: \$30
- After 4:45pm you will be charged an additional \$10 for every 15 minutes that you are late.

Little Friends charges are invoiced through the school's external billing company, TADs. Payment is due according to the billing cycle a family chooses when they sign their online agreement.

A financial agreement must be on file for each child and must be signed by the parent(s)/guardian of that child and the Little Friends Program Coordinator. This paperwork identifies the number of days and hours the child is enrolled in the program and the monthly cost of the program. This agreement will be updated every 6 months.

Questions about invoices and payments should be directed to the Business Office during office hours (8–4pm). Please contact Bob Roberson, Director of Business Operations, with any questions at [broberson@waldorfpittsburgh.org](mailto:broberson@waldorfpittsburgh.org) or at 412-441-5792 x225.

Questions about TADs please contact them directly at 1-800-477-8237.

Late fees and additional care beyond what is contracted will be invoiced directly from TADs and are due upon receipt of the invoice. Unpaid invoices after 15 days will be assessed a \$29 late fee.

A fee will be assessed when a check is returned due to non-sufficient funds as outlined in the TADs agreement.

## **Attendance/Enrollment Changes**

Contract changes, including termination of the contract, must be made in writing to the Little Friends Program Coordinator 60 days prior to the start of the program semester. Little Friends runs on a Fall and Spring semester schedule.

### **Termination of Enrollment**

If the child's account remains unpaid after 30 days, the parent(s)/guardian will be contacted and a payment plan will be created to pay any past-due amounts. If the child's account remains unpaid after 60 days, the child will not be allowed to participate in the program, and their spot will be given to the next child on the waiting list.

Parent(s)/Guardian are free to terminate enrollment in the Little Friends program, but must do so by providing a sixty (60) day advance notification of the start of the semester to the Program Coordinator in writing. Failure to provide sufficient advance notification or a written communication to do so will result in the loss of the \$200 deposit. Failure to provide sufficient advance notification or a written communication to do so will NOT excuse parent(s)/guardian from being responsible for the remaining semester charges.

# School Closings and Delays

During extreme weather conditions or unforeseen outside variables the Little Friends program may close or have a delay. An automatic notification will be sent to parents'/guardian cell phones or emails as a text message, e-mail or recorded message through the Campus Wire automatic notification system. Parent(s)/Guardian in all programs must sign up for this service using the form given to them in their school packets. Information about changes to the school's schedule is also available through the [WSP website](#).

## School Delays

School delays apply to the entire school, Little Friends included. In the event of a two-hour delay, all school programs will begin outdoors at 10:00am (weather permitting). Snack is not provided on delay days, but lunch will be served.

## Early Closing

Very rarely, inclement weather or other outside variables may cause WSP to close early. In this instance, parent(s)/guardians will be contacted via phone to come and pick up their children.

# **Nondiscrimination Policies**

## **Waldorf School of Pittsburgh Policy**

Applicants and students shall not be discriminated against because of race, color, religious creed, handicap, national or ethical origin or ancestry. All admissions, referrals, services and employment actions are provided without regard to race, sex, color, national origin, ancestry, religious creed, disability, handicap or age. Reasonable physical accommodations and program accessibility shall be afforded, where practicable, to staff or clients with physical disabilities. All discrimination complaints may be filed with the Office of Civil Rights, US Department of Health and Human Services, Bureau of Civil Rights Compliance, Department of Public Welfare and/or PA Human Relations Commission.

## **State of Pennsylvania Policy**

Admissions, the provisions of services and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age or sex.

Program Services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual/client/patient/student (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

Waldorf School of Pittsburgh—Little Friends Program  
215 South Winebiddle Street Pittsburgh, PA 15224

Commonwealth of Pennsylvania Department of Human Services Bureau  
of Equal Opportunity  
Room 225, Health & Welfare Building P.O. Box 2675 , Harrisburg, PA 17110

Commonwealth of Pennsylvania Department of Human Services Bureau  
of Equal Opportunity  
Western Regional Office  
301 Fifth Avenue, Suite 410, Piatt Place, Pittsburgh, PA 15222

PA Human Relation Commission  
Pittsburgh Regional Office  
301 Fifth Avenue, Suite 390, Piatt Place, Pittsburgh, PA 15222

U.S. Department of Health and Human Services Office for Civil Rights  
Suite 372, Public Ledger Building, 150 South Independence Mall West Philadelphia, PA  
19106-91

# Parental/Guardian Contract of Understanding

I have read and reviewed the Waldorf School of Pittsburgh Little Friends Family Handbook Handbook and understand/agree to uphold my responsibilities and rights as well as the policies and procedures of the program.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please return this form to the Little Friends Program Coordinator before your child's start date.*