



Waldorf
School of Pittsburgh



Little Friends Parent Handbook 2021 – 2022

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

-Rudolf Steiner

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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, he 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 his teacher bake muffins or fold the laundry? The child learns measuring, counting, following directions, nutrition, 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

Mission Statement

The Waldorf School of Pittsburgh's Little Friends program offers nurturing and holistic care to children ages 18 months – 4 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 Director teaches and operates out of the Yellow House. The Director also is a member of the Faculty of the Waldorf School of Pittsburgh. The Yellow House provides care for children Monday –Friday, year round (excluding certain holidays, closings and seasonal breaks) from 8:00 am – 4:00 pm for enrolled children.

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 the Director of Admissions, Devon Wood: dwood@waldorfpittsburgh.org.

* LifeWays North America: www.lifewaysnorthamerica.org

* Sophia's Hearth: www.sophiashearth.org/early-childhood-professionals/programs

Application Process

Applying to the Program:

Parents 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 is rolling and includes with a formal interview, prior to determination. Currently enrolled students in Morning Garden, siblings of enrolled children for the coming school year, and faculty/staff's children 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.

Waitlist and Deposit:

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 will be placed on the waitlist.

Most spots in the Little Friends program are determined by end of February for the following Fall Semester. Summer session start may be possible, pending space available. If the program is a good fit for the family, families will be notified of their acceptance into the Little Friends program via the Enrollment Office. Parents 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 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 within a week of their start date.

In order to reserve a space in the Little Friends program, a deposit of \$200 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 (September through June) and can be applied to the last month's tuition or refunded 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 \$200 deposit, but then decides to not attend the program prior to the start of the program, the deposit will not be refunded. It may be possible for the deposit to be transferable as payment 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 and 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-4 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 the adults in the environment, therefore teachers are required to do ongoing work on their speech and music development.

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Clothing

Little Friends is a place of active work and play, where at least 1 hour or more is spent outdoors, in all weather. To ensure an enjoyable experience for your child we ask parents 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! Lead teachers will supply a list of items needed before each school year and summer session.

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 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 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 1 hour outside every day, except on days when the temperature is below 10 degrees. 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 take children on weekly walks 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 parents may wish to bring to the Yellow House in a simple way. The Yellow House will also celebrate seasonal festivals for families, honoring the universal qualities of the season (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 Yellow House.

Birthdays

The Little Friends program will celebrate birthdays by preparing a special snack, lighting a birthday candle and singing the birthday song. We will ask parents to share the birth story of their child through a letter that the teacher will read during the celebration. We will also ask parents to bring their child's favorite fruit to share. In order to respect the child's need for simplicity, parents 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 these toys for naptime.

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 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 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 do 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 websites: tvturnoff.org, MediaFamily.org and lesstube.com
Book: *Simplicity Parenting*, Kim John Payne

Nutrition

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 organic items such as home-baked bread, rice, millet, fruit and vegetables. If a child has special food restrictions, please discuss these requirements with your child’s teacher.

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

Meal Time Routines

Teachers will eat family-style with the children at both snack and lunchtime. After children wash their hands, they will help to set the table. After a blessing and thanks, food is passed around the table. When children are finished, they will be excused one or two at a time, take their dishes to the sinks and help clean up.

Rest Periods

All children in our care will have at least one nap or rest period each school day. Each child shall have his own cot with cotton sheet. These items are freshly laundered weekly (or sooner if necessary). All bedding is brought from home.

Potty Learning

Teachers will work with parents 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. Parents are asked to continue the regularly scheduled routine when the child is at home in order to create continuity between home and school.

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 lavender (or other essential oil) hand-baths, hair brushing, foot-baths, face oiling, and positive physical touch through soothing backrubs for over stimulated or stressed children. If a child is allergic to any essential oils, or you would 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 daycare 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 Director, 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) will be contacted and arrangements will be made to remedy the situation.

Drop-Off

Drop-off for Little Friends takes place at 8 am in the small play yard in front of the yellow house. Parents 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.* 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:

Starting care can be difficult for both children and parents. Make sure you feel fully confident, knowing your child will have a wonderful time. Children can pick up on parental 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! 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. It is a process, so make sure that you establish good communication with your child's teacher, and develop a plan together if your child is too distressed.

We want parents to spend quality time at Little Friends, however drop-off time may not be the time – sometimes drop offs need to be short and sweet so the young child can transition fluidly from home to daycare.

Pick-Up

Please arrive promptly at 4:00 pm (or a bit before) 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:

4:10 pm: \$10

4:30 pm: \$20

4:45 pm: \$30

After 4:45 pm 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, biting and crying. Our work as teachers is to help children nurture one another, and to learn alternate ways of expressing their feelings.

Aggressive Behavior Policy:

We recognize young children are learning to communicate their feelings and needs. Sometimes young children act aggressively to express a variety of feelings. For example, young children might hit, push, pinch, bite and/or scratch. While some amounts of these behaviors are typical, if the abovementioned 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 parent and Director about the behavior(s).
2. Teacher, parent, and Director 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 Director 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 parent, and both will implement recommendations.
4. If the behavior persists, the Teacher, Director, Early Childhood Faculty Chair and parent 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 environment.

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 teacher reserves the right to send a child home if a behavior is deemed to put the other children in an unsafe environment. A child who has shown repeated or an unsafe aggressive behavior may be asked to stay home until a meeting can take place between the teacher and parents, in

Incident Policy

Should an incident occur between two children, resulting from one child hurting the other or, a child having an accident that requires medical attention, an incident report will be completed, and a copy of the report will be given to the parent of the injured. In cases of the former, both parents will be contacted concerning the incident.

The relationship between parent and teacher is critical to working through issues involving hitting and biting. Both teacher and parent want the same thing (for the young child to thrive), so working together on these issues is of the utmost importance. If you have questions, thoughts or concerns about guidance and discipline for your child, please arrange a time to meet with the teacher*.

* If you are unable to see common ground on an issue, please contact the Little Friends Director.

Prohibited Punishments

Any teacher or staff member, even at the request of parents, will not tolerate the following activities in any form: hitting, shaking, pinching, screaming, or threatening.

Dismissal Policy

If the parent and the teachers mutually agree that placement is inappropriate, enrollment will be terminated. If parents 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 occur.
3. If a parent fails to observe policies of the Little Friends program.
4. If physical or verbal abuse of children or staff by a parent occurs.

Communication with Parents

We regard communication between parents, teachers, and the Director to be one of the most important aspects of our program. With strong communication, parents and teachers can work together to create a healthy daily environment for the young child. To facilitate such communication we strive to offer:

- Daily Physical Activity Forms
- Open communication between teacher, parent and Director
- Three Saturday morning parent/teacher discussion workshops
- 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 information will be found in the children's cubbies. Please check the board and cubbies regularly.
- *Fall and Spring Parent-Teacher Conferences

Open Door Policy

We welcome parents 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 parents and rejoining parents, it is important that we can plan for these special events 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. Children thrive when adults are engaged in meaningful activity, such as sewing, cleaning, etc. This visitation time is not a good time to chat with your child's teacher, as it can be distracting.

Parent-Teacher Concerns

Parent-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 parents; 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 Director. If the concern continues to persist, the Early Childhood Faculty Chair will be available to mediate.

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 urge a parent to stay home with their 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.

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. Parents of other children will be notified, as will the appropriate public health officials. The child will be allowed to resume daycare 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: pink eye, Coxsackie's virus, cold sores with drooling or fever, impetigo, head lice, ringworm, scabies, Hob, measles, mumps, meningococcal disease, fifth disease with fever, whooping cough, RSV, strep throat, TB, chickenpox, diarrhea, Hepatitis A. We also require that teachers and children stay home who have influenza, painful sore throats, and high fever or have been vomiting. If a child develops any of these symptoms while in care, the parent(s) 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 the most important 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 ones loving parent 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:

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

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 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 Director) 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. Parents 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. 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 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. Parents will be notified the nature of the injury.

First Aid

All teachers will be required to learn first aid procedures, and at least two staff members know CPR techniques.

Emergency Medical Facility and Procedure

In 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 parents, 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 care offered that month. Invoices are based on the number of days of care 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 pro-rated to reflect the child's total attendance for that month. Monthly charges for the school year 2018-19:

8:00 am–4:00 pm \$1080/month

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

4:10 pm: \$10

4:30 pm: \$20

4:45 pm: \$30

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

Childcare 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) or guardian(s) of that child and the Little Friends Program Director. 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 (8-4 pm). Please contact Bob Roberson, Director of Business Operations, with any questions at broberson@waldorfpittsburgh.org or at 412-441-5792 x225.

Questions about TADs please contact them directly: 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 Director 60 days prior to the start of program semester. Little Friends runs on a Fall, Spring, and Summer semester schedule.

Termination of Enrollment:

If the child's account remains unpaid after 30 days, the parents 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.

Parents 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 Director 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 from being responsible for the remaining semester charges.

Fall Enrollment Retention: Families who do not enroll their children over the summer, but expect to have a place in the fall, will pay a \$200 per child holding deposit, which can be the \$200 deposit on file from the previous school year.

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' cell phones or emails as a text message, e-mail or recorded message through the Campus Wire automatic notification system. Parents 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 school website (www.waldorfpittsburgh.org).

School Delays:

School delays may apply to the entire school, Little Friends included. In the event of a two-hour delay, all school programs will begin at 10:00 am.

Early Closing:

Very rarely, inclement weather or other outside variables may cause the Little Friends program to close early. In this instance, parents will be contacted via phone to come and pick up their children.

Nondiscrimination Policy

Applicants and students shall not be discriminated against because of race, color, religious creed, handicap, national or ethnic 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.

PARENTAL CONTRACT OF UNDERSTANDING

I have read and reviewed this Parent Handbook and understand/agree to uphold my responsibilities and rights as well as the policies and procedures of the program.

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

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