



Parent Handbook

August 2022

Our highest endeavor must be to develop free human beings who are able, of themselves, to impart direction and purpose to their lives.

~ Rudolph Steiner

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Phone: 541-758-4674

Fax: 541-758-5091

www.corvalliswaldorfschool.org

Office Hours

Mon - Wed, Fri: 7:45am to 3:30pm

Thursday: 7:45am to 12:45pm

School Hours

Classroom	Mon	Tues	Wed	Thu	Fri	Extended Day?
Chickadees Preschool	8:15 - 12:30	8:15 - 12:30	8:15 - 12:30	8:15 - 12:30	8:15 - 12:30	No
Willow Wind Kindergarten	8:15 - 12:30	8:15 - 12:30	8:15 - 12:30	8:15 - 12:30	8:15 - 12:30	No
Morning Glory Pre/K Combined	8:15 - 3:15	8:15 - 3:15	8:15 - 3:15	8:15 - 3:15	8:15 - 3:15	Until 5:30pm
Grades 1 to 8	8:15 - 3:15	8:15 - 3:15	8:15 - 3:15	8:15 - 12:30	8:15 - 3:15	Until 5:30pm

CWS Contact Information

Administration

Karim Hafizov, School Administrator: karim_hafizov@corvalliswaldorfschool.org

Pedagogical Administrative Team: pedagogical@corvalliswaldorfschool.org

Diane Martin, Director of Business Operations: business@corvalliswaldorfschool.org

Tim Love, Director of Facilities: facilities@corvalliswaldorfschool.org

Maggie Bahnson, Enrollment Director: enrollment@corvalliswaldorfschool.org

Shawnde Bausch, Communications Coordinator/Volunteers: office@corvalliswaldorfschool.org

Extended Day

Eileen Chanti, Extended Day Coordinator: extendedday@corvalliswaldorfschool.org

Faculty/Staff

All CWS employees have email addresses that begin with their first name, underscore, family name and follow with corvalliswaldorfschool.org.

Example: john_doe@corvalliswaldorfschool.org

Councils/Committees

Parent Council, Chair: Jenn Haunold: parent_council@corvalliswaldorfschool.org

DEI Committee, Chair: Rachel Chodorow-Reich: dei@corvalliswaldorfschool.org

Board of Trustees

Board Chair: board@corvalliswaldorfschool.org

Welcome

History

Our school began as an initiative of several families interested in Waldorf education, opening our first Kindergarten in 1993. It grew to several classes and was hosted in a community church for many years. When a full curriculum and multiple grades were developed, the school moved to the Corvallis School District, Fairplay Elementary building, located Northeast of Corvallis on HWY 20. We rented from the district for years, and when the property was put up for sale by the district we were able to purchase the 12 acres from them.

Since purchasing the property we've worked hard to maintain and upgrade the buildings, and add additional space for our growing school. In 2010 through hard work and dedicated volunteering we built our woodshop. In 2013 we were the first school to place an environmentally designed SAGE building for expanded classroom use, thanks to a generous donation from community members. In 2018 we were able to place our second SAGE building for our Strings/Music program. More information about these award winning buildings can be found here: <https://sageclassroom.com/about1>.

In addition to new buildings, we've developed extensive gardens for use in our expanded agricultural program. These gardens give children the opportunity to see all aspects of farming, from planting, to raising, to harvesting, to seed production and storage. As the children grow through the grades they are involved with every aspect of the agriculture process, giving them a solid foundation of the balance of life.

We continue to enhance our playyards each year. All Early Childhood classrooms have a dedicated playyards with activities to stimulate creativity and imagination. Being outside all year is so beneficial for the children and our location near the Willamette River brings us seasonal geese in migration and beautiful morning sunrises.

One of the gems of our campus is our Forest. With some mature trees and newly planted bamboo, it's filled with hills for running and lots of places for exploration. More recently we've begun to celebrate Advent here in December of each year, setting up a circle and giving each classroom a chance for reflection and meditation. It's an especially magical part of our campus.

Interestingly, two of our founding members are still very much involved with the school. Kristi Hager helps in many capacities at the school each year. This year she will continue with the Extended Day Program and substituting in addition to her volunteer work as our Class Play Costume Designer! Kathy Hall is also a founding member who often helps teach 8th grade math. She's been filling this role for many years! We continue to be grateful for Kristi and Kathy and all that they bring to the school.

Waldorf Education

The school is one of more than 1,090 Waldorf schools in 64 countries, including more than 160 member schools in North America. The Corvallis Waldorf School is a developing school and is working toward becoming a full member of the Association of Waldorf Schools of North America (AWSNA). You can get more information about AWSNA at www.awsna.org. If you would like to learn more about Waldorf education, please go to <https://waldorfeducation.org/>.

Our Community

Ours is a community of lively, creative, and joyous children, and devoted and dedicated teachers, staff, and parents, who see education as comprising much more than just reading, writing, and arithmetic. Coming out of Covid we are all eager for connection on many levels and each has our own comfort with risk. We welcome contributions from all community members in enhancing our school at whatever level you are comfortable. We have many opportunities for volunteering your skills and contributions to the school. Please reach out if you are eager to help but do not see a clear path for how to get involved! We welcome your energy and enthusiasm.

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CWS Vision & Mission

Mission Statement

The mission of Corvallis Waldorf School is to educate independent thinkers who meet life with courage and respond with initiative and creativity to the needs of the world and their fellow human beings.

School Vision

- A school with eight full grades, kindergartens, and early childhood programs, including a preschool and parent-child program.
- A full and enriching curriculum, true to Waldorf school tradition and a philosophy that educates the whole child.
- A community of adults that shares in the celebration of life-long learning and the arts.
- An opportunity for growth in future, stewardship, and service for generations of children to come.

Faculty Vision

We are here to nurture the growth and development of children under our entrusted care, who are the seeds of humanity. And to that end, we strive with utmost care in nurturing all aspects of the child's being, so that abundant and healthy growth may lead to enriched thinking, feeling, and willing, through imagination, creativity, and love.

We are also here to nurture the healthy growth and development of a school, which is like a seed itself. The thinking, feeling, and willing life of this school is also being cultivated. We recognize that each child is a spiritual being, and that the school itself is a spiritual being.

Non-Discrimination Policy

Corvallis Waldorf School does not discriminate based on race, color, national or ethnic origin, religion, family structure, sexual orientation, gender identity or expression, abilities, or other legally protected status in the administration of its educational policies, admissions policies, scholarships, tuition assistance programs, staff hiring, or other school programs.

Partnering together

Communication

Communication is of prime importance at our school. We strive to maintain both formal and informal channels of communication at all levels. In addition to printed documents, emails, and school-wide meetings, informal social interaction is a wonderful strengthening force in our community. Relationships often thrive between parents who work together as volunteers, whose children play together, and who come to know the faculty and staff through regular activity at the school. The Board, Faculty and Administration are committed to communicating in an open manner. The following communication pledge is an affirmation of this commitment. We invite all adults in our community to join us in making this pledge:

Corvallis Waldorf School Communication Pledge

We, the Corvallis Waldorf School community, will strive to communicate well. We will involve and inform all who are affected by a decision.

We will share our own thoughts and feelings, rather than jump to conclusions or placing blame.

We will listen carefully to others and check to make sure we understand, rather than make judgments.

We will work together with each other's suggestions, toward positive solutions and embrace new ideas.

When we feel criticized, we will look for some kernel of truth in the criticism. We will try to understand the critic's perspective and clearly state our own.

We will show our appreciation for others' communication skills. We will seize the opportunity to express gratitude, care, forgiveness, and respect for everyone.

Directory for Inquiries

Communication is vital to the functioning of our school. Please seek out answers to your questions and concerns. At the Corvallis Waldorf School we value direct, open, and respectful communication that builds human relationships, promotes healthy growth of individuals, groups and policies and informs and inspires our children by example. Faculty, Board, Administration and Parent Council serve to practice and to help facilitate and encourage that communication process. We value input and feedback from all community members as we work together to provide the best education and safest environment for our children. Please help to support this endeavor by following the process outlined below and not participating in gossip and hearsay.

As you determine who is best to address your questions, please review the roles and responsibilities of some of our employees below.

- **Classroom related questions:** Your child's teacher is your most valuable resource and connection to our school. Questions about curriculum, classroom procedures, field trips, or classroom dynamics, go to your teacher. Teachers want to stay connected to students and parents; they appreciate your involvement and strive to address your concerns.

- **School office related questions:** Communication Coordinator/Admin Assistant (Ms. Shawnde, office@corvalliswaldorfschool.org): Attendance, office, weekly ASA, volunteer coordinator, newsletters and band-aid distributor.
- **Enrollment related questions:** Enrollment Director (Ms. Maggie, enrollment@corvalliswaldorfschool.org): Student enrollment and database, tours for prospective families, vaccination records and student records. Authorized pickups go here!
- **Business related questions:** Director of Business Operations (Ms. Diane, business@corvalliswaldorfschool.org): Finances, tuition, tuition adjustment, budgeting, health requirements, human resources.
- **Facilities and Maintenance related questions:** Facilities Director (Mr. Love, facilities@corvalliswaldorfschool.org): All campus maintenance and oversight. Requests for facilities use go here. Questions about our buildings or grounds.
- **School oversight:** Our Executive Council is taking over the role previously held by our School Director. When fully staffed, our Executive Council would consist of two people: the School Administrator and the Pedagogical Administrator.
 - **Our Pedagogical Administrator** works with the faculty, administration, and parents for a variety of reasons. Their role includes helping with student support, supporting faculty and classroom staff, looking at larger curriculum trends, supporting faculty training, and the Early Childhood Licensed Programs. In the absence of a Ped Admin, queries can be directed to pedagogical@corvalliswaldorfschool.org. This group is fulfilling the role of a PA until one is hired.
 - **Our School Administrator** (Karim Hafizov, karim_hafizov@corvalliswaldorfschool.org): oversees the school operations such as the office and school logistics, budget, finance, health protocols and safety, and facilities.

If you are unsure about who to contact, start with your classroom teacher or the office and either will be able to help direct you if they cannot answer your questions. If you have questions or concerns regarding an aspect of your child's experience at Waldorf AND you've tried to work with your teacher unsuccessfully, reach out to the Pedagogical Administrator for classroom concerns or the School Administrator for administrative concerns.

Where to find information

We are striving to communicate with you in the way that makes it easiest for you. If you are finding it hard to find what you are looking for in a timely manner, contact the Office for additional help. If we aren't using a communication channel that would be helpful for you - let us know.

All School Announcements

Our school sends weekly All-School Announcements (ASA) to every parent and staff via email on Fridays, using Constant Contact. This is the primary source of up-to-date information about what is going on at the Corvallis Waldorf School. If you would like to include something in the weekly ASA please submit your proposed contribution via e-mail to office@corvalliswaldorfschool.org by Friday at 9am. Every week the ASA will contain:

- General school news
- Calendar of upcoming events
- Updates from Administrators, the Board, Parent Council, or other Committees
- Images and descriptions of daily life on campus

Village Commons

The Village Commons is a virtual community bulletin board. This is a place to advertise local community events, items for sale, and services to offer. The Village Commons is sent as a link within the ASA. To submit an item to be included, email it to office@corvalliswaldorfschool.org by 9am on Fridays.

Google Email Class Groups

Google email groups are established and maintained by the school. These groups are intended for information sharing from the teachers to the parents in the class and to coordinate class activities. Please do not use these groups for personal promotions or to express student and/or teacher concerns.

School Calendar

The school calendar can be found in the weekly ASA and on the school website, in addition to being emailed to all families in the Fall.

We work hard to try to find the best balance of the different needs of our community. There are many factors we consider in creating our school calendar. One of the factors we take into consideration is our desire to be able to honor the variety of religious traditions represented at our school. We do this by attempting to not schedule events on important holidays. If we have created a conflict, please be sure that it was unintentional. We welcome feedback regarding these concerns and will make every reasonable attempt to improve in the future.

Parent Meetings

Attend all parent meetings regularly to discover how your child's day unfolds in the classroom. Parent meetings are important enough to be considered mandatory attendance events. These meetings are relaxed and informal, involving the teacher and all the parents in discussions about the nature of Waldorf education and its ongoing evolution in the classroom. Teachers outline the curriculum, broadly sketch the process, and share a picture of the classroom dynamics. Parents are encouraged to bring their questions and insights. It is essential for teachers and parents to communicate as much as possible, and parent meetings are the basis for their communication. Please make every effort to be there; if you cannot, please inform your child's teacher beforehand.

Parent Teacher Conferences

Conferences are scheduled in late fall and spring, but may also be scheduled at the request of the teacher or parent at any time of the year. We are available for any concerns that parents may have

and are always grateful to hear of significant changes in your child's life. Parents Teacher Conference dates are listed in our annual calendar and signups for times happen two weeks prior to the conferences.

Newsletters

Our PDF version of our CWS Newsletter is emailed out periodically to any families, friends and alumni that might be interested in keeping up with what is happening at the school. Feel free to notify the office if you know someone who would like a copy. Our newsletters are also available on our website.

Ways to Support Your Child(ren)

- Learn about and embrace the principles of Waldorf Education. Throughout the year, the school will sponsor presentations and events covering various aspects of Waldorf education. We grow stronger as a community when the parent body is well represented at these events. The more we know about Waldorf pedagogy - individually and collectively - the better equipped we will be to support the education we have chosen for our children.
- Sleep and Nutrition: Students who have had a good night's sleep and a hearty breakfast containing protein before arriving at school tend to be happier, energetic, and ready for learning.
- Make sure children arrive on time and properly dressed for the weather.
- The children will be outside every day, rain, snow, or shine. Make sure your child is dressed in seasonally appropriate clothing and has a backup change of clothing and rain gear at school.
- Provide a regular time and space for homework and musical instrument practice.
- Students need help to develop good study habits that will serve them into the future. Parents can greatly support both the main lesson instruction and the specialty class instruction by encouraging and monitoring regular homework and musical instrument practice.
- Take an interest in all subjects, not just main lessons. Your interest in the subjects - handwork, movement and games, foreign language, musical instruments, singing, and woodwork, etc. - will communicate their importance to your child. Find out how the stories and activities of the day live in your child by being available for conversation in the quiet moments. Children often will not or cannot provide information on demand. Simply asking "How was your day?" will almost always provoke a monosyllabic response. The quiet time just before sleep - after a nightly story for example - can be an especially fruitful opportunity for parents to hear the real news of the day. Older children may open up while occupied with other tasks - helping prepare dinner, for instance. Share with your child's classroom teacher information about stories or images that seem to strike a chord in your child. Understanding the subjects that take hold of a child's imagination helps the teacher to better know and teach that individual.

Daily Schedule and Rhythms

Attendance

When you are aware that your child will not be at school for any specific day please notify the office. While we are always concerned about the well-being of your child, we are primarily looking for any contagious illness symptoms that we need to be aware of as school. We'll ask specifically about any COVID symptoms, or recommend that a child stay home for a certain period of time if symptoms tend to be contagious in nature (based on CDC or ODE guidelines). If you will be traveling it is helpful to know the dates as well. The office will communicate absences to your teacher, and are aware of confidentiality and privacy issues as needed.

You may notify the office in any of the following ways:

- Email office@corvalliswaldorfschool.org
- Call the office at 541-758-4674

Dropoff and Pickup Procedure

Logistics for dropoff and pickup will come via email at a later date.

Parking Lot Rules

Please drive carefully and slowly in our parking lot. We want everyone to have a safe and stress-free experience while commuting on campus.

- Be Aware! The parking lot is full of children racing to get to class on time. They aren't always looking for you! Even adults are hard to spot stepping out from behind vehicles.
- Put your cell phone away. When driving your attention should be on safety not calls or texts.
- Drop-off is in the traffic loop along the sidewalk. Do not leave vehicles parked or unattended along the traffic loop sidewalk. If you prefer to park on the (north) side of the building, please pull onto the grassy area or park beyond the woodshop.

Drive slowly and be extra careful throughout the year!

Late Arrivals/Early Pickups for Grades Students

We appreciate advance notice of late arrivals and early pickups as it helps us be prepared and monitor classroom schedules. (If a classroom will be in the Forest at your planned pickup time we need to allow more time to get them!)

Any of the following will work for dropoffs:

- Call the school when you arrive to drop off and we'll see that they get to their classroom, or where their class is at that time. This is important even for 5th through 8th grade students. If their class is away from the classroom we want to ensure that they find their destination in a timely manner.
- Walk your child to the office to sign them in. We'll take them to their class.

- If your child is a middle school student they may check themselves in at the office and we'll make sure they know where they need to be.

The following will work for early pickups:

- Call the school when you arrive to pick up and we'll bring your child to your car.
- Check in at the office when you arrive and we'll get your child from class.

Snacks & Lunch

It's important to notify the school of any allergies or dietary restrictions that your child may have. Early Childhood provides food for their children and the Grades program can occasionally have celebrations with food, sometimes prepared by the class.

Early Childhood

Snacks are served in all of the Early Childhood classrooms. The teachers strive to buy local and organic food whenever possible and whole healthy nutrition is one of the staples of Early Childhood education and in the greater Waldorf movement. We hold a consistent rhythm to what we serve each day so children can know what to expect and look forward to. Soup day is a favorite! Often children help prepare the meal as well as enjoy it together with friends.

This year will be our first year offering the full day preschool/kindergarten program. In this classroom the children will be given a healthy snack and a prepared lunch each day.

Grades

Grades students provide their own snacks and lunch. CWS requests that food sent to the school be wholesome and healthy. Processed foods (including sugary snacks) are discouraged. Gum, candy, and sodas are not allowed. Please do not use commercial or cartoon-bearing lunch boxes or bags as this can be a distraction in class. We support the use of reusable containers for food and beverages. Children can eat in the classroom, or outside in a protected space as a class. For this reason we do not have a refrigerator or microwave available for student use.

Extended Day Program

Our Extended Day Program is an option for our full day classes: the Morning Glory class and all grades classes. Our developmentally appropriate and engaging activities can include arts and crafts, games, and we make time every day to be outside. The program runs from the end of each school day to 5:30pm. For additional information please email our Extended Day coordinator, Eileen Chanti at extendedday@corvalliswaldorfschool.org.

Registration

Registration is required to participate in EDP. Registering for care allows us to adequately schedule providers and maintain our rhythm. We're asking all participants to accurately describe their

expected attendance so that we might allow as many children to participate as we can. If your child will miss an expected day we would appreciate your letting us know in advance. If your child needs to attend on a day that is unexpected please email us by 12pm the business day prior to see if we have availability. Wait for confirmation from us before planning on attendance.

To register, send an email to extendedday@corvalliswaldorfschool.org listing the days/times you will need and for how long. For example, Thursdays, 12:30 to 4:15, until December 12th. As we can have many children interested in attending and limited space available, please wait for a confirmation prior to assuming your child has a spot reserved.

If you have registered and find that you have a last minute need for Extended Day, check with the office to see if there is availability for that day.

Billing

You will be billed at the end of each month for the hours that your child is in attendance. Hours will be totaled based on the time your child is signed in and signed out of EDP. The hourly rate for EDP is \$6.00 per hour. Billing statements are emailed monthly during the last week of each month. If it is not paid by the 10th, a \$25 late fee may be applied. For questions about your account, contact Diane Martin, Director of Business Operations at business@corvalliswaldorfschool.org.

Late Pick Up

Extended Day ends promptly at 5:30 pm. Participants that are picked up at 5:31 or later will be charged a \$10 late pick up fee and will incur an additional charge of \$1 per minute past 5:30. Late pick ups will be documented and may affect the ability to register for or continue EDP services.

School Policies and Guidelines

Expected Student Behaviors and Attitudes

Reverence, Respect & Responsibility: Among the highest goals of Waldorf education is to foster a sense of respect among people. This includes honoring one another's thoughts, feelings, physical bodies, personal space, and possessions. Furthermore, we recognize the importance of protecting children from inappropriate and harmful behavior and influences. We also strive to create a safe environment where the children honor reverence and beauty. We also promote cooperative play, as well as community building and working together.

Discipline in Waldorf schools is achieved through the establishment of admiration and respect between children and their teachers. Close relationships and good communication among parents, children, and teachers help to develop this discipline in children.

Grades Student Behavior Code

1. Be respectful of all students, teachers, adults, and school property always.

2. When a teacher or classmate is talking, be attentive and listen. Raise your hand to share your ideas or comments. Do not shout out or talk over another person.
3. Use kind and respectful words and actions towards others. Cursing, bullying, hitting, teasing, put downs, and other disrespectful language and gestures are not allowed anywhere on campus.
4. Be respectful of the school property, classroom, and its contents. Do not touch anyone's things without their permission. Clean up after yourself and put things back where they belong. No yelling, running, wrestling, or climbing indoors.
5. Respect the work we do at school. Always be punctual for classes. Everyone is expected to participate and do the work to the best of their abilities. Do not disturb others who are working or who have work to complete. Complete and turn in all work within the specified time period. If you need more time with an assignment, ask for an extension in advance. If you need help, ask before the assignment is due.

Grades Discipline policy

Teachers honor and respect the emotional and physical safety of all children. Students are expected to treat their teachers, other adults, other children, and themselves with respect. School property and classroom materials are also to be valued.

The teachers will determine if a student has violated any of the behavior code and if a consequence is needed. Consequences will be determined on a case-by-case basis. Teachers will not take class time to discuss an individual violation of these rules. If a student disagrees with a teacher or has a question or comment about any of these rules and/or the consequences for the violation, they may discuss their concerns with the teacher at mealtimes, recess or after school. If a student does not feel comfortable speaking directly to the teacher, s/he is encouraged to speak with another teacher, their parents or an adult who can help her/him to communicate their concerns to the teacher.

Teachers at CWS are committed to working with parents as a team by communicating often about individual student's experiences at school. Similarly, parents are asked to communicate major and minor changes that might influence their child's experience and to support teachers' and administration's decisions. When informed, teachers can proactively adjust expectations and situations to accommodate the changing needs of the students. The faculty is committed to striving to meet the needs of every child at CWS, with the resources we have available. Each child's situation is considered individually. The need of each classroom is carefully balanced with the individual needs of students. Teachers will use a variety of appropriate discipline techniques to help all students achieve appropriate behavior and academic success.

Early Childhood Discipline Policy

The Corvallis Waldorf School's Early Childhood teachers strive to understand the true nature of the young child. Because the child at this age is still learning to have an inner rhythm regarding appropriate behavior, we work strongly with creating a healthy outer rhythm for the child that allows an appropriate balance between "breathing in" and "breathing out." activities. In the Pre-school as well as the kindergartens, there are long periods each day of open-ended and free play both inside the classroom and out on the playground. As well, on any given day there are certain

activities that are the same each day of the week. For instance, Monday may be painting day. Therefore, every Monday the child comes to know that we will paint.

Young children often struggle with transition times throughout their day, resulting in acting out because they are feeling insecure about what may be happening next. The same daily rhythm in the classroom (and at home) helps reassure the child and helps eliminate some difficulties which can be found in early childhood settings.

Teachers strive to be worthy of the young child's imitative nature. Therefore, we work with modeling appropriate behavior for the child. At times, however, the teacher may use a "time in" (instead of a time out) and have the child work with one of the teachers doing a meaningful task, such as setting the table or sweeping until the teacher feels the child is ready to re-join their classmates. As well, the teacher may have the child who is struggling sit in front of their cubby to come to stillness, or the teacher may speak with the child one on one.

If challenges are ongoing, the teacher will request a conference with the parents. The adults in the child's life can assess the situation and work together to find ways to help the child express him or herself in a healthy way. As well, parents can assist the work that the teacher does in the classroom by sharing with the teacher any changes in the child's home life that could result in unusual behavior.

There are certain serious behaviors that compromise the health and safety of all the children in the class. These include:

- Biting
- Aggressive behavior that results in injury of a child and/or intentionally injuring a child
- Running away
- Repeated bullying or teasing
- Threatening
- Repeated refusal of teacher's guidance
- Uncontrollable disruptive behavior
- Aggressiveness and/or repeated misuse of toys and/or classroom materials

Any of these behaviors may result in a child being sent home from school. Teachers will use discretion and respond appropriately to the age and temperament of the child.

For on-going discipline issues:

- A Student Success Plan can be implemented by the faculty members involved and the Student Support Committee. There will be scheduled, periodic discussions with the parents that cover the on-going behavior modification approaches, and process; this may require action, time, and energy on the parent's part.
- Teachers may discuss the situation with the faculty, mentors, or administration for support and recommendations. Other teachers, mentors, or administrators may visit the classroom to observe the class.

Most important is an emphasis on open and direct communication between all the adults in the child's life, which is greatly helpful in their formative years.

Use of School Building

The school building is for school business only. Phones, copier, computers, internet access, and printers are used by faculty, board members, administrative staff, and trained volunteers for school business. Personal use of these items, services, and spaces is not permitted.

Use of School Grounds

The school is liable for activities that occur on school grounds during school hours. Approval must be granted from the administration prior to using school grounds for non-school sanctioned functions or events. You may be asked to sign a waiver or provide proof of insurance coverage. The school assumes no responsibility or liability for activities that are non-school sanctioned or occur outside of school hours. In general, animals are not allowed on school grounds unless specifically approved. Dogs are welcome in accordance with our dog policy, below.

To use the school grounds for a school event, such as a class picnic or Parent Council event, please complete the Facilities Use Agreement and coordinate with our Facilities Director. Your proposal will be reviewed and we will respond to your request for use in a timely manner.

School Closure or Delays

We follow Corvallis 509J School District school closure recommendations. If the public schools are closed or delayed, so is Corvallis Waldorf School. For the most current and timely notifications of school closures/delays, please sign up for email notification through FlashAlert. This is the best way to get information on school closures. To subscribe, go to www.flashalert.net and enter your information. When you subscribe, you will enter your email address and then be asked to make some choices about which notifications you want to receive. Choose the following: 1) Willamette Valley 2) Benton County Schools 3) Corvallis. Click the subscribe button and then to make sure it is working, click the button to send yourself a test message. You will also receive emails notifying you of closures and delays as soon as those decisions are made, our school phone messages will be updated, and our website will have messages regarding school closures. In the case of a two-hour delay, classes will begin for grades and Early Childhood at 10:15 AM.

Dog Policy

To ensure a safe and healthy experience on campus for all community members, including those who would choose not to interact with a dog, and remain compliant with state laws regarding licensed spaces, Corvallis Waldorf School has adopted the following dog policy. All State and local laws pertaining to dogs precede this policy and remain in effect. Please review Benton County Code 9.0 (Animal Code) for more information.

1. All dogs on campus must be on a leash under the control of an adult handler or remain in your vehicle.
2. Dogs will not be brought into the building(s), onto the playgrounds, or within 25 feet of building entrances.

3. All dog waste must be bagged and disposed of in an outdoor garbage can or dumpster.
4. Corvallis Waldorf School reserves the right to prohibit a specific dog from campus.

If you have any reason to believe that your dog is not fully trustworthy in a school environment where other dogs may be present, please do not bring your dog on campus. Please help us maintain a safe environment for all community members by respecting these policies.

Clothing & Appearance Guidelines

In establishing appearance guidelines, Corvallis Waldorf School seeks a balance between allowing healthy freedom of self-expression and ensuring that material appearances do not become the focal point of our students' experience at any age. As children grow from early childhood to adolescence, their inner life awakens, and they become increasingly self-conscious as they relate to their peers and the world around them. Commercial and material influences can create an imbalance in self-consciousness by overemphasizing the importance of physical appearances, brand loyalty, and popular trends in your child(ren)'s young lives. Please partner with the school by limiting the influence of media and commercialism in your child's development and clothing choices. If your child has clothing with media images, corporate logos, or other attention-grabbing details, please consider saving them for non-school days and choose simple clothing to the degree possible. Students who arrive at school with scary, derogatory, or mature content on their clothing will be asked to remove, replace, or cover the affected items.

The faculty will continue to work in conversation with students and make decisions if dress and appearance choices constitute a distraction in the school environment. A parent-teacher conversation may be needed to address instances where appearance choices continue to be a distraction.

Early Childhood

Warmth is very important for young children, as is experiencing the natural world and the seasons. We intend to go outside everyday; therefore it is very important that your child come to school prepared for quick weather changes. Please make sure your child comes to school each day with a short sleeve shirt, a long sleeve shirt and a sweater. We can take layers off if the day warms up, however it is taxing on your child's wellbeing if they are using their energies trying to stay warm. It is best if your child wears comfortable, breathable, natural fibered layers.

Your child will also need to keep at school in their cubby:

1. A pair of indoor shoes- light and supportive, in a plain style that the child can put on by themselves and will stay on their feet. (Soft Star Shoes in Philomath makes a great shoe for young and old alike!)
2. A raincoat and rain pants (or poncho) which should fit over a winter coat, so your child can stay warm and dry on winter days.
3. A hat, even if your child's jacket does have a hood, and a pair of waterproof mittens or gloves.
4. A pair of waterproof boots that the child can put on by themselves.
5. A complete change of clothing with your child's name on each article.

*Please clearly label all of your child's shoes, boots, and clothing. Please keep tabs on your child's clothing supply at school, especially during wet wintery months.

Grades

All Clothing

As you and your child choose clothing for school, please be guided by your best judgment and the following reminders.

- Clothing should allow freedom of movement and assurance for safety for both classroom and outdoor play; students should be able to bend over and touch their toes with complete freedom of movement.
- Shirts should be long enough to cover the torso.
- Clothing should be functional, providing warmth when necessary.
- Grades 1 through grade 3 should keep an extra set of clothes at school, both for added warmth and for dry changes.

Outdoor Clothing

Our students play outside daily, rain or shine. All students need to be prepared for inclement weather so that they can enjoy this time.

- Clothing needs to be warm enough (i.e. long pants, long sleeve shirts, socks and appropriate shoes). Layers of clothing are encouraged.
- Students need adequate gear for cold and rainy weather; raincoats, rain pants, warm hats, rubber boots for water and mud, and mittens/gloves.
- Students who are not adequately prepared for field trips may have to remain at school.

Shoes

- All students need flexible, well-fitting indoor game shoes that stay at the school. These should have a rubber type sole that will provide traction on the classroom or gym floor.
- Children can choose to bring softer slipper-type shoes for the classroom for their comfort.

Watches, Cell Phones and Electronics

Digital watches with calculators and activated beeping functions are disruptive and therefore the use of those functions is prohibited at school. If this rule is not respected, these watches will be held by the teacher and returned after school, and the individual may not be permitted to bring them back to school. Watches with analog faces are appropriate for those in grade 3 and above.

Cell phones may be brought to school, switched off and kept in backpacks or lockers while on campus. If students must use their cell phones during school hours or on campus, they may ask permission from their class teacher or at the school office and do so while in the presence of that person. It is expected that this use will be brief, seldom, and only when necessary. If you need to get in touch with your child during the day you may call the office and leave a message for him or her. If

it is an emergency, an employee will interrupt class and personally deliver the message to the teacher or student.

Texting, internet access, game playing, playing music, taking, or showing photographs, and the use of all other applications available on cell phones or iphones (or the equivalent) is not permitted at school. These same rules apply during field trips. Cell phones may be held by faculty or staff and returned to the parent after school if these rules are not respected and cell phone privileges may be revoked.

All other electronic devices including computers and handheld video games must be turned off completely and stored in backpacks during the school day and while on campus (or better still not brought to school). They may not be brought on field trips or be used in vehicles transporting students on field trips.

Bringing things from home

It is natural for children to wish to show their friends things which are precious to them. We have found, however, that bringing toys from home can create situations involving possessiveness, competition, and other difficulties. It works well when children bring beautiful natural things they have found outdoors, or handcrafted things, but please leave toys at home.

Check with your class teacher about bringing sports equipment to share at recess. Books, graphic novels, or comic books with violent, scary, sexual, or otherwise inappropriate images or material are not permitted. For questions about the appropriateness of a particular item, please ask the class teacher. Items may be held by the teacher and returned to parents at the end of the day if they are inappropriate or causing problems and distractions.

Playground Rules

General expectations include:

- To remember that everyone's personal safety and well-being comes foremost;
- To treat all teachers, staff, parents, and students with the same courtesy and respect you would wish to receive yourself;
- To help keep the classroom and school grounds clean and tidy;
- To treat all property, not only your own, with care
- To remain within the playground boundaries on recess; and
- To follow playground safety rules

Faculty members supervise the playground during recess on a rotational basis. Faculty members have stations on the playground and field which they patrol. Any faculty member may temporarily change the agreed boundaries or playground rules for a student or students, in the interest of safety and adequate supervision, at their discretion. Students are expected to abide respectfully by the decision of any faculty member on recess duty.

Media use

The Corvallis Waldorf School curriculum works to heighten and develop the imagination of children, through storytelling, seeing and creating imaginative artistic work, practical activities and dramatic play to name only a few pedagogical approaches. The children take these experiences into their sleep and are then further developed by the teacher the next morning. Television programs, computers, electronic games, and movies can interfere with this process. They place a fixed and abstract image into the mind of the child and prevent the imagination from remaining full of life and creativity. If excessive use of media occurs, the task of the teacher becomes a therapeutic and remedial one, rather than one of cultivating the development of the child.

It is the parent's responsibility to determine the amount of contact the child has with electronic devices and the appropriate age for the introduction of this contact. This decision should be as informed as possible. We urge you to consider the points listed below. Please agree with other parents about acceptable media use during play dates. You may also wish to consult your child's teacher about this complex topic.

Media and the Young Child

The effects of television, movies, computer, ipad and video game usage, commonly referred to as "screen time", in a child's life is often clearly seen in the kindergarten. The strong influence it has on young children is visible in many ways. The child may speak in the tone of a certain character, or seem "stuck" in creative play, unable to play anything but a superhero, or favorite character. Other children seem to lose their imagination and can't think of anything to play, not even "house." More subtle changes may be noted such as a child who cannot sit still during story time, or snacktime, being unduly restless, unknowingly creating a distressing experience for themselves, and perhaps others, instead of a time of wonderment and delight.

There are many well documented effects of media on children, for example, hyperactivity, short attention spans, or inability to complete tasks. Perhaps the greatest loss is the dimming effect it has on the child's wonderful imagination. It is the imagination which provides the foundation for learning and growth. We fully recognize that screen time is in the domain of the family life and that it is up to you to decide for your child. The school recommends no screen time for kindergarten children. At minimum, we request that there be no screen time on school days.

We encourage you to explore alternatives to screen time. Many engaging alternative activities may be found in domestic work. Big favorites are cooking, washing dishes, yard work, gardening, caring for a pet, carpentry or shoe polishing (with a natural oil). Additionally, it is recommended to parents to be out in nature with your child as much as possible. The kindergarten teacher would be happy to share ideas or suggest other alternatives.

Television, Films and Computer or Video Games

Far from being confined to R-rated films, violence, sex, and profanity have slipped into daytime television and commercials, impacting children's behavior, group play and language at school. Please refrain from exposing younger children to television and films and monitor the amount and content

of television and films older children watch. Visual images on television and in films can interfere with the development of a child's imaginative capacities and contribute to disruptive behavior; eliminating television, on the other hand, produces no known adverse effects. If your child is especially fond of television, talk to your classroom teacher for practical suggestions on encouraging other forms of play.

Children who remain sedentary for long periods in front of screens are not exercising their minds and bodies sufficiently for healthy development and are also not engaging in direct contact with their environment or direct social contact with others. Robust and unstructured play is essential for the developing mind and body.

Music

Children's hearing can be damaged by listening to music that is too loud, especially with headphones. Children may not be fully engaging with the world around them while they are wearing headphones. Parents should take note of the lyrics that their children are listening to and question if they echo the values they wish to instill.

Taking up an interest in a musical instrument or choir or practicing the instrument the child is learning at school, is highly recommended as a healthy interactive experience of music. Listening to live music from many genres is also a wonderful way to explore the world of music.

Internet Use

We encourage parents to carefully monitor this use and choose an appropriate age for this privilege. In general, we encourage parents to help organize social opportunities for their children so that their social contact is more direct and better supervised. Children in lower grade classes who are assigned reports are asked to do their research at the local library and not on the internet. Students will have opportunities to use the internet as a research tool in middle school after appropriate training and orientation.

Health and Safety

When to stay home

Children who are tired or ill do not do well in the classroom. Ask yourself whether your child will be able to participate fully in the school day. If you are unsure, it probably means your child is not well enough to attend school and needs to rest at home. The Corvallis Waldorf School has limited facilities for caring for a sick child. If your child becomes ill while at school, you will be called to come take your child home.

Please keep your child home if he or she:

- Complains of a stomach ache or headache
- Has vomited or had diarrhea within the last **48** hours
- Has a fever or has had a fever in the past 24 hours
- Has pink eye or discharge from the eye

- Has any contagious disease.

Immunizations

The Corvallis Waldorf School follows the Oregon School Immunization Law for grades K-8 located at: <http://alturl.com/y4en4>

This law mandates that all students be immunized before attending school. It also requires that schools submit immunization records to the county for tracking. The state also provides an opportunity for parents to file a religious or medical exemption. When students are partially immunized, or are not immunized by the beginning of the school year, parents must provide exemption documentation to the school.

All newly enrolled students provide immunization records as part of their enrollment process. If you have any questions about the immunization requirements for the state of Oregon please contact your child's doctor.

Medications

If a child needs prescription medication while at school, the parent must complete a medication administration permission form which is kept in the office. Medications and administration instructions are kept in a locked box located in the office. All medications will be administered by a teacher or office personnel. Students may not self-administer medication while at school.

Head Lice

Lice is a problem at all schools. Once present, lice can be very challenging to eliminate. This policy is to help prevent the spread of lice if they show up. If a child is discovered to have lice, the parent will be informed. The child may return to school after he/she is lice free. It is recommended that all family members be treated at the same time and that bedding and other bed items, such as stuffed animals, be washed and dried in a hot dryer cycle, bagged or frozen. All hats and other items that have come in contact with the child's head should be washed and dried on a hot dryer cycle. Car seats, mattresses and couches should be vacuumed thoroughly. If a child has a confirmed case of lice, please notify your child's teacher so that precautions and awareness can be implemented. The school will take appropriate steps to control the spread of lice, should it come to school, by limiting use of play hats, clothes, and by helping children to not share clothing and other headgear.

Medical information

To help us maintain the health of your child, please keep the school office and the class teacher informed:

- If your child develops allergies or another continuing condition
- If your child has or develops dietary restrictions.
- Please notify the office:
 - If your emergency contact phone number changes; or

- If your email or mailing address changes
- If you change physicians
- If you change your emergency contacts

Covid-19 Precautions

CWS continues to follow guidance from the CDC, Oregon Dept of Education, Oregon Health Authority and the Benton County Health Department. Because changes in operations can happen quickly depending on levels of spread within our community, please watch for updates and changes to school policy in emails from the school and in our weekly ASA.

Masking

All students, staff, parents and guests are welcome to wear masks on campus and in the classrooms at any time. Masks are available at the office and in classrooms. Additional information will be provided in the event that masks are required.

Ventilation

All CWS classrooms have doors and windows that open to fresh outdoor air. Opening doors (when classes are inside) and windows will be the means of ventilation.

Hygiene

CWS will provide opportunities throughout the day for students and employees to wash their hands and use alcohol-based hand sanitizer. Cleaning and sanitizing will be done in accordance with ODE requirements whenever applicable.

Testing

Last year CWS was able to offer both diagnostic testing (for individuals with symptoms) and screening testing (for individuals without symptoms). We are still determining what is the best strategy to offer our families incorporating guidance from OHA/ODE. More information on these options will be available soon.

Business Matters

Billing Statements for Tuition

Billing statements are emailed monthly during the last week of each month. Tuition is due on the first of the following month. If it is not paid by the 15th, a \$30 late fee may be applied. Extended Day Program charges will also be billed monthly with your tuition statement. For questions about your account, contact the Business Office (business@corvalliswaldorfscholl.org).

Ways to Pay Tuition

For your convenience we offer many different ways to pay your tuition:

- Via check. Checks can be mailed, delivered to the office, or dropped off in the black box outside of the kitchen/Tim's office.
- Via ACH, automatic withdrawal from your bank account on the date of your choosing.
- Via cash. Please bring cash directly to Ms. Diane.
- In one lump sum at the beginning of the year, for a 3% discount.

Tuition Adjustment Program

Corvallis Waldorf School accepts tuition adjustment applications from families who desire a Waldorf education for their children and who have a demonstrated need for an adjusted rate of tuition. More information can be obtained from the Business Office or on our website.

Our CWS Community

We are currently benefiting from years of labor that went into creating the space we have today for our school and community. As you think about your time here at the school, think about how you can contribute to the betterment of our school. It takes many volunteers in addition to our full staff to make this community work!

Volunteering to work with children

We strive to make CWS a safe environment for children and parents at all times. Because of this we require all volunteers working with children to complete the following prior to their time on campus:

1. Completed Volunteer Application, including permission to run a criminal background check.
2. Successful criminal background check, annually (this is paid for by the school).
3. Proof of Covid vaccine, or medical/religious exception.

Volunteering to chaperone/driver on a field trip

1. We need all of the above information and
2. A copy of your current and valid driver's license
3. A copy of current car insurance for the car you'll be driving

Volunteering from home

This is one of the easiest ways to volunteer as we often have projects, one-time or ongoing, that can be completed from home. Please let the office, or your teacher, know if you are interested in home projects.

Logging Hours

Historically our school has requested that each family pledge between 10 and 30 hours of volunteer time each year. While we aren't asking that of families this year, we would love your help on campus! This also means we would like to return to logging volunteer hours. This information is helpful for us to see what needs are being filled by our community and what needs might require other school resources to fulfill. We are also able to show widespread community involvement when applying for grants from outside organizations if we have available data.

To log your hours:

- Our Visitor sign in forms will have a box to check if you are volunteering on campus. We will log your hours based on your time at the school, just don't forget to sign out!
- Email volunteer@corvalliswaldorfschool.org with your time and what you worked on.
- Use our database: <https://helpcounterweb.com/ci/volunteer/logIn> Parents who have completed their Service Agreement (part of enrollment) are set up in the database under the interests they've selected. You can update your selected interests in the database as well.

We appreciate your shared commitment to making this school the best it can be for our students and community!

Fundraising

Another way to support the school is through our many fundraising activities. Proceeds generally go towards the Parent Council, unless otherwise noted.

- **CWS School Store:** <https://corvallis-waldorf-school-store.square.site/> Check out items available on our school store website including beeswax, logo wear, crayons, pencils, silks, and gnomes!
- **Amazon Smile:** Go to smile.amazon.com, Sign-in to your Amazon account, Search and select "Corvallis Waldorf Association" as your charity. Remember to shop using smile.amazon.com, or your "smile" activated app.
- **First Alternative Co-op:** If you are a co-op owner, simply fill out the "School Designation Form" and turn it in the next time you shop at the co-op. OR, at check-out you can simply say "Corvallis Waldorf School" when asked for your member number.
- **Fred Meyer Community Rewards:** Create a digital account linked to your Fred Meyer rewards card. Go to <https://www.fredmeyer.com/i/community/community-rewards>. Search and select "Corvallis Waldorf Association" as your community organization. Shop as usual using your Rewards card!
- **Bottle Drop!** Grab a blue bag from the basket under the office window, or have your child pick one up while at school. Fill it with Oregon redemption eligible cans & bottles. Somewhere on the bottle/can will have "OR 10¢" listed. Drop the bag off at any BottleDrop location, using the barcode on the bag to open the exterior bag drop door. BottleDrop will scan and process the bags, automatically crediting our account with the funds. Depending on how full the bag is we net between \$5 and \$10 per bag! [Last year all funds helped purchase yearbooks for all families!]
- **SCRIP via the RaiseRight app!** RaiseRight is a new app that allows you to purchase Scrip cards and use them directly from your phone! Each merchant on the list will donate a

percentage to the charity of your choice. Simply choose Corvallis Waldorf School by using the Enrollment Code: D7D53CED46L19 when you create your account, and start shopping! If you still want physical cards to give as gifts, you can have them mailed directly to you. Sign up at www.raiseright.com.

Annual Giving Campaign

Each Fall the Board of Trustees holds an Annual Giving Campaign to help raise additional funds to be used that same year. This fund drive provides resources for the school's operating budget and is generously supported by current and past parents and grandparents. It flows directly into the operating budget to cover such items as tuition assistance, student programs, and services.

The Annual Giving Campaign allows our Board of Trustees to set tuition at a level that encourages financial diversity. Gifts directly impact the experience of our children now. Every gift is significant. Gifts may be tax-deductible and matched by your employer. We encourage you to make a contribution to the campaign, no matter how small.

Board of Trustees

The Board of Trustees is responsible for the legal and financial health of Corvallis Waldorf School. Members of the Board come from the parent body, the faculty, and the Corvallis community. Board meetings occur monthly and are open to parents, employees and other interested members of our community. Decisions are made with the philosophies of Waldorf education firmly in mind.

Board meetings and minutes

Board meetings are held on the third Wednesday of each month from 6:30 to 8pm. All meetings are announced as upcoming events in our weekly ASA. Check the ASA for the most current location in order to attend the meeting. Meeting minutes, once approved, are sent out via the ASA and also printed and put in the binder under the office window for community members to access.

Policy Governance: two employees

Our school uses Policy Governance as its governance model. This delegates oversight of all school operations to the Executive Council (School Administrator & Pedagogical Administrator). The Executive Council (ExC) and board speak primarily via the Board Policies, which you are welcome to review in the Board Binder at the front office. These policies contain a goal - called an Ends Statement - that is the focus for the Executive Council. The Ends Statement currently reads:

The families and interested individuals of the Mid-Willamette Valley will have access to the education based on the indications of Rudolf Steiner pedagogy and emerging anthroposophical insights through the sustainable operation of the Corvallis Waldorf School.

All other policies are the ways in which the Board and ExC communicate, including giving direction and guidelines to the Board. Policy Governance allows for a separation of responsibilities between Board and ExC, ensuring that the trustees have adequate time to focus on their role at the school.

Communicating with the Board of Trustees

Under Policy Governance, the Board is not involved in the day to day decision making or operations of the school. If your concern relates to an operational aspect of the school the Board will refer you to the appropriate Administrator that oversees the area of concern.

When to communicate with the Board

- The Board will be reaching out directly to the community to seek feedback on the state of the school and interests for long term planning at the school. More information will come.
- If you are interested in Board service, or might be of help to a Board Committee.
- If you would like to file a grievance with the board.

How to communicate with the Board

- You can email the board chair if you are interested in board service or additional information about board work. (board@corvalliswaldorfschool.org)
- You can file a grievance under the following circumstances:
 - If you believe that the School Administrator or the Pedagogical Administrator has behaved in a negligent manner with respect to your legal or financial rights under the law **and** you've already attempted to work through your concerns with him or her directly.
 - If you believe that the School Administrator or the Pedagogical Administrator has operated in a manner inconsistent with Board policies **and** you've already attempted to work through your concerns with him or her directly.

To file a grievance with the board, you request a copy of the grievance form from the office.

Parent Council

The Parent Council (PC) is open to all interested parents, and it includes all Class Representatives, the PC committee leads, and the PC Officers. All parents are invited and encouraged to attend the PC meetings and support the vitally important work of the Parent Council.

The Parent Council strives to support and celebrate the Corvallis Waldorf School community by:

- Providing educational opportunities for parents that deepen their understanding and appreciation of Waldorf education
- Hosting social opportunities for parents that nourish the community and strengthen the bonds that we share
- Planning and hosting events throughout the school year made possible by our talented and engaged parent body
- Fundraising to support the work of the Parent Council and the school

The Parent Council meets at CWS on the first Wednesday of every month from 6 – 7:30 pm. Watch the ASA for the location.

DEI Committee

The DEI Committee is made up of parents and faculty/staff. They meet monthly with committee work in between meetings. The DEI Committee is responsible for recommending staff training and parent enrichment opportunities, and developing processes that lead the community in a review of CWS curriculum, festivals, school policies, practices, and communications. Members should have a strong interest in deepening their understanding of both the DEI movement and of Waldorf education, so that both the movement for social justice and the Waldorf education movement can communicate effectively until they merge seamlessly into one. If you are interested in more information, please email dei@corvalliswaldorfschool.org.

Early Childhood (Preschool & Kindergarten) Addendum to the Parent Handbook

Welcome

This addendum was created as a supplement to the Corvallis Waldorf School Parent Handbook, being that there are some aspects of Waldorf Education that are different in early childhood. We hope you will take the time to read both handbooks thoroughly. This handbook was written to help parents gain insight on the work in the classroom and to build a healthy bridge between Early Childhood classrooms and home for the children. It is our hope that by working together, we can grow and learn in a true spirit of community.

Waldorf Schools throughout the world are based on the pedagogy developed by the Austrian philosopher and scientist, Rudolf Steiner. Steiner understood long ago the developmental stages and needs of the young child. He realized that for early childhood aged children, rich imaginative play is of central importance and key to academic development in later years.

Steiner also saw how children are adept imitators by nature and how they cannot help but imitate the actions of those around them. He understood that love, warmth and joy form the necessary environment for healthy growth and maturation. Through movement and nourishment the young child actively develops their senses, organs, and brain: the foundations for a healthy, loving and intellectually-spiritually free life.

Guidelines for Acceptance to Preschool and Kindergarten

The preschool and kindergartens at Corvallis Waldorf School offer three mixed aged programs. The preschool serves children who are three to four years old. Kindergarten serves children ages four to six years old. This year we are also offering a combined preschool/kindergarten full day program that will hold ages 3 to 6.

The school asks that the child be three years old by June 1st for preschool and four years old by June 1st for entry into the kindergarten for the following September. The children may attend three or five days a week for preschool and four or five days a week for kindergarten.

In the Waldorf school, we look at each child as an individual who is developing at his or her own pace. If you feel your child is an exception to this guideline, we encourage you to call us so that we can talk it over with you and help you to determine the ideal situation for them.

The Work of the Early Childhood Teacher

The task of education in the first seven years is to help the child develop physically in a healthy way, especially to protect and stimulate the developing senses. This provides the proper foundation for the future development of the child's social, academic and spiritual life. The kindergarten teacher

strives to create an environment in which the young child feels secure, loved, and recognized as a spiritual being.

The child's security arises out of being surrounded by warmth and beauty and by experiencing the certainty of a rhythmic life. Daily, weekly, and yearly rhythms also help to bring harmony between the children in their class. The child feels loved when warmth permeates the atmosphere and joy is the mood with which work is done in the kindergarten. The child also feels the important sense of recognition when he or she is met with an earnest attempt by the teacher (along with parents) to understand the uniqueness of him or herself. This work is done through meditation, insights and conversations with parents and colleagues, as well as observation and study.

The Early Childhood teacher recognizes the social element of his or her work in the school as a whole and that in this social realm, the parents are equal partners. Parent teacher communications must be clear, honest, and supportive in the sense that the teacher tries to listen and hear the parents' concerns and views. The attitude which pervades the relationship between the Teacher, the Assistant Teacher, and the other co-workers is a respect for the destiny which brought them together. This creates the space for courageous communication in both speaking and listening, out of which the teacher can further develop and grow.

The need for continued inner work of the teacher is implied by all of the above. The teacher must strive in thought, word and deed to be worthy of imitation by the young child.

Rhythms - Daily

Children are carried along by the rhythms of the world in which they live, from the cadence of breathing in their bodies to the daily patterns of sleeping and waking. The rhythmic procession of stars across the heavens and the yearly cycle of the seasons are part of life's experience for children and adults. Children flourish when their daily activities are arranged rhythmically to reflect the natural order of life.

The Early Childhood activities flow with a sense of "breathing in" and "breathing out", from the quiet moments of story, and rest time to the active moments of vigorous work and play. For example, the children are involved in open-ended, creative play during part of their morning. This could be followed by circle activities which require concentration and group participation. After snack, the children play outside for an hour and then return to the classroom for the magic of listening to a story. All transitions between activities are graced with a song or finger play. As stated above, each day has with it a special activity that the children come to know is happening on that day every week. For instance, each early childhood class has a "soup day". The children may know this day of the week as such!

Just as the children are carried along by the regular rhythms of the school day, so too are they nourished by a regular rhythm at home. As difficult as it can be to establish set mealtimes and bedtimes, we encourage you to do so. It is very important for young children to have a regular

bedtime and we recommend that this be no later than 8pm. Please begin settling your child into an early bedtime routine well before school starts.

A wonderful book that can support healthy evening and bedtime rituals, as well as daily rhythm is called “Beyond the Rainbow Bridge” by Barbara Patterson and Pamela Bradley. Please don’t hesitate to contact your child’s teacher if you need any ideas or support creating a bedtime rhythm that works for your family. We are here to help.

Morning Arrival

The teachers are in the classroom preparing for the day before 8:00. We are happy to receive your children between 8-8:15 each morning. Being on time to school everyday is a healthy habit to instill in our children and will enable them to receive the most out of the program. Once you see your child safely into our care, we ask that you save any lengthy, non-urgent questions for us until after 12:30. We are always available for scheduling a time to meet for a longer conversation. As well, we are available by phone or email.

Signing in and out

If your child arrives after 8:30, please check in at the office. Attendance is taken at that time and the office will call to check in if they haven’t heard that your child has arrived. If they are going to be leaving early, please sign them out at the office as well. Your child will benefit if you share any schedule changes or appointments your child may have with their teacher.

Dismissal and the Extended Day Program

The Willow Wind classroom (half-day K) program ends at 12:30 . Please be available outside the classroom door to pick up your child up promptly at 12:30. The half-day program is not eligible for the Extended Day Program.

The Morning Glory classroom runs to 3:15pm and children are available at the external classroom door for pickup at that time. The Extended Day Program is available to students in this classroom. For more information, please see the Extended Day section of our Parent Handbook.

Rhythms - Seasonal

Festivals

Our school marks the rhythms of the year through the changing seasons and the annual festivals. As the year weaves from one festival to another we are provided with a true reason for preparation and celebration. For the young child, the preparation for the festival is as much of the joy as the actual celebration itself. They love decorating the room, baking special treats, and learning songs and verses chosen for that particular festival. The stories that are told give the children a pictorial understanding of the festival and speak very deeply to them without an adult oriented explanation.

To celebrate the seasons the kindergarten room has a nature table which changes with each season, bringing into the room another way for children to note these changes. Children love the nature table. You might let your child have a small table or windowsill at home to create his or her own nature table with objects retrieved on walks or outings.

We will bring a more detailed description of these festivals as they approach, for they can be a deeply fulfilling experience for both young and old. We may also add celebrations that honor the cultural or religious traditions of our kindergarten families in any given year.

Assemblies

As we travel round the seasons of the year, our school marks many special times with an assembly. This is a time for the grades students to share with the school what special songs, poems, dances, and academic achievements they have mastered. On these days, the Early Childhood teachers may take their classes to the assembly, when appropriate.

Birthdays

Our teachers regard your child's presence in the kindergarten as a blessing and are grateful for the opportunity to express their appreciation on their birthday. Each teacher has a slightly different way of honoring your child at this time. Sometimes the birthday story is told for an individual child and sometimes in a group setting. (With all Autumn birthdays in one group, for example) Most often, a birthday story is told which, through imagination, describes an understandable picture of the human birth experience. This is followed by singing and the sharing of a special gift made by the teacher, for the child. The unique birthday ceremony given by each teacher is a memorable occasion for your child and you. Children who have summer birthdays will have a birthday celebration before the end of the school year, or in some cases, when the child is returning to the kindergarten in the fall, we may celebrate at the beginning of the new school year. Each teacher will let parents know the details of the day prior to the celebration.