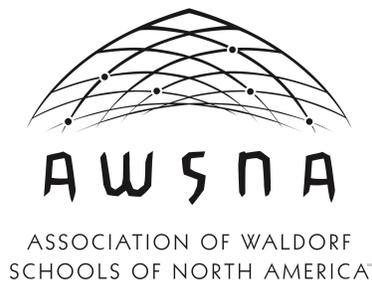
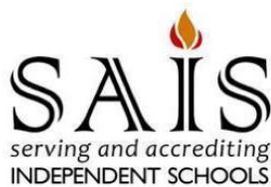
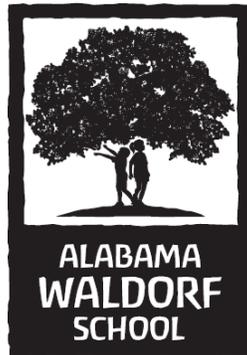


AWS 2022-2023 Handbook

V 7/22/2022



**AWS HANDBOOK
2022-2023**



*By signing the school contract, all enrolled families agree to abide by AWS policies and procedures, as well as **the community pledge**.*

The mission of Alabama Waldorf School is to cultivate healthy, confident, compassionate learners who excel academically, socially, and civically.

The vision of Alabama Waldorf School is to strengthen and nurture human connection, and transform the community by advancing Waldorf principles.

Alabama Waldorf School Office Hours

Monday – Friday, 8 am – 3 pm
205-592-0541
Phones answered after morning drop-off.

Luke Lucas, Administrator – admin@alabamawaldorf.org
Kristin Nunnelley, Admissions – enrollment@alabamawaldorf.org
Annie Damsky, Advancement – advancement@alabamawaldorf.org
Terri Reece, Finance – finance@alabamawaldorf.org

COMMUNITY PLEDGE

Rudolf Steiner, founder of Waldorf Education, recognized that the young child learns primarily through imitation and example. Alabama Waldorf School (AWS) Faculty members make a conscious effort to provide AWS students with healthy influences. To this end, the Family Association, Faculty, Administration, and Board of Trustees ask the community to make a pledge to each other and to Alabama Waldorf School to strive toward these ideals and abide by the policies and procedures in the Alabama Waldorf School's Handbook which necessarily involves making a commitment to:

- **Monitor and limit students' screen and media exposure, including television, computer, phone, tablet, and video games.**
- **Encourage nutritious food choices to support healthy child development.**
- **Protect students' environment from commercial influences and violent images.**
- **Encourage environmentally responsible use of resources to support a healthy planet.**
- **Embody an ethic of non-violence.**
- **Stay informed through the weekly newsletter and other AWS communication.**
- **Take part in opportunities for consensus and/or mandated decision-making.**
- **Be involved in community service projects.**
- **Contribute to fundraisers and giving campaigns.**
- **Attend parent/guardian support nights, back-to-school night, Family Association meetings, and other school-related functions.**
- **Respect Alabama Waldorf School as a campus free of drugs, alcohol, tobacco, and vapes.**
- **Limit the use of cellphones while on school grounds and off-campus school events.**
- **Honor and respect human rights and the diversity of humankind.**

You can learn more about the Community Pledge from your child's teacher. Parents/Guardians who value these principles in their hearts and live out of them in their daily lives show the most satisfaction and longevity with the school.

TABLE OF CONTENTS

HOW TO GET INVOLVED	5
Leadership Roles	5
AWS Organizational Chart	6
Ongoing Events	6
Education Events for Parents/Guardians	6
Fundraising and Community Events	7
Ongoing Fundraisers	7
Special Events	8
Volunteer Opportunities	9
HOW TO STAY INFORMED	10
School Communication	10
Conferences and School Reports	11
HOME LIFE RECOMMENDATIONS	12
Building Responsible Citizenship at Home	12
Extracurricular Activities	13
Rest and Sleep at Home	13
Rhythm	13
Television, Media, and Screen Time	14
GENERAL POLICIES & PROCEDURES	15
Alcohol, Tobacco, Drugs – Policy Prohibiting	15
Birthday Celebrations at School	15
Bringing Things from Home	15
Child Abuse and Neglect Policy	15
Discipline	16
Grades Student Code of Conduct	17
Emergency Action Plan	18
Facility Usage	19
Field Trip Drivers	19
Health Policies	19
Home Visits	21
Inclement Weather and School Closing	22
Parent/Guardian Code of Conduct	22
Sexual Harassment Policy	22
Student Information	22
Student Supervision	23
Tuition and Financial Policies	23
Visitors and Former Students	26
Weapons – Policy Prohibiting	26
Withdrawing from School	26
Attendance	27

ENROLLMENT	30
Placement in Nursery and Kindergarten	30
First-Grade Readiness	30
Teacher Looping	31
Morning Garden	31
EXTENDED CARE POLICIES AND INFORMATION	32
Drop-ins	31
Naps and Rest	31
DRESS CODE	32
Nursery and Kindergarten Dress Code	32
Grades Dress Code	33
Food Policy	33
Nursery and Kindergarten Food Policy for Snacks and Lunches	34
Grades Food Policy for Snacks and Lunches	34
VIRTUAL LEARNING POLICIES	34
Remote Learning Code of Conduct	37

HOW TO GET INVOLVED

Waldorf Schools are composed of three, interrelated governing bodies: Faculty (College of Teachers), Board of Trustees, and the Family Association. As the Family Association, **parents/guardians support the life of the school with their time and talents.** Volunteers enrich the school in many ways: supporting community and classroom activities; tending the physical space of the school and campus; serving on committees; planning and attending fundraising and cultural events; participating in study groups; providing expertise in practical areas; and helping to spread a positive message about the school in order to increase enrollment.

LEADERSHIP ROLES

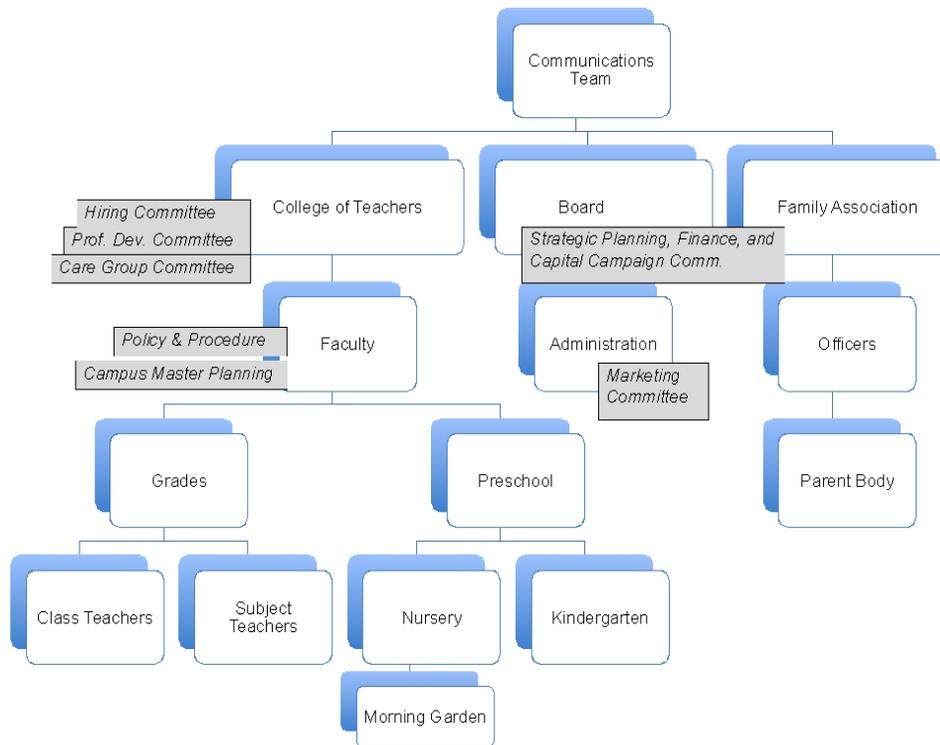
Family Association (F.A.) Officers

The leadership positions of the Family Association include President, Vice President, Secretary, Treasurer, Family Support Coordinator, and Groundskeeper. These positions are voted on each spring for the coming year. Each fall after the start of school, Room Parents are selected for each class. Please see the President or any member of the Family Association to learn more about officer roles, and other volunteer opportunities. Volunteers from the F.A. also act as event committee chairs for our Spring Gala Fundraiser, Holiday Faire, and AWS Fest Benefit Concert.

Parent/Guardian Members on the Board of Trustees

The Board of Trustees is composed of parents/guardians, alumni, members of the Faculty, and the larger school community. The Board regularly seeks new members with knowledge, skills, interests, and motivation to help ensure the long-term health of the school. See any member of the Administrative staff for more information.

AWS GOVERNANCE ORGANIZATION



ONGOING EVENTS

Assemblies

Grades classes present performances based on current classroom work at assemblies, which occur monthly. All preschool and grades parents/guardians, and friends from the broader community are welcome to attend.

Education Events for Parents/Guardians

Educational opportunities are offered to the community as part of Family Association meetings, or as special seminars/events. Typical topics include parenting, anthroposophy, and the Waldorf educational method and curriculum, and the Administrative Team considers feedback from parents/guardians on topics about which they would like to learn more. Faculty/staff receive training throughout the year, and have many informative seminars and presentations ready to bring to our community.

Parent/Guardian Support Evenings are informational as well as social gatherings offered each semester. Faculty members give updates on the progress of their classes and how the Waldorf curriculum is addressing the developmental needs of the students. Parents/guardians may even participate in Waldorf-style learning. Please see your child's teacher or the website calendar for dates of these important events.

FUNDRAISING AND COMMUNITY EVENTS

Holiday Faire

Alabama Waldorf School's wonderful winter festival, Holiday Faire, combines Waldorf philosophy with traditional school fair activities, food, music, and fun for the entire family. An annual tradition since 1987, Holiday Faire features an international luncheon and bake sale, local art vendors, and children's activities. The Family Association puts on this event with the help of faculty and staff. It is held on the first Saturday of December.

AWS Fest

This annual spring benefit concert is an all-ages outdoor event featuring local musicians and vendors, and is hosted at an off-campus neighborhood venue.

Under the Stars Spring Gala & Auction

The Spring Gala Fundraiser generates the highest support for the operational budget of the school, helping towards financial aid, teacher salaries, classroom supplies, and more. The event includes a silent auction of over 100 prizes, and features collaborative art projects made with each class.

ONGOING FUNDRAISERS

Publix Partners

Register online and input your phone number before you pay at Publix. At no cost to you, the school receives a percentage of the total of your grocery bill. Recommend this fundraiser to friends and family who are willing to support our school while shopping.

Smile.Amazon.Com

Go to [Smile.Amazon.com](https://www.smile.amazon.com) and choose Alabama Waldorf School from among the charities listed. Proceeds from your regular Amazon order then benefit AWS.

Boxtops for Education

No more clipping or sending Box Tops to school. All you need is your phone. Download the Box Tops app, shop as you normally would, then simply scan your store receipts to find participating products. The app will automatically credit your school's Box Tops earnings online.

Class Fundraisers

Class fundraisers benefit class trips or field trips. Parents/guardians are welcome to participate in coming up with ideas and implementation; the best way to get involved in these is to discuss with your Room Parent or class teacher.

AWS School Store

The school store is located in the Admissions Office. It offers unique toys, books, art/handwork supplies, and gifts for sale. The items are specially selected to

encourage imaginative play, artistic development, and appreciation for the natural world. The selection may reflect the changing seasons and festivals of the year.

Hand-made items are often crafted by parents, guardians, and teachers. Artists in the AWS community may also have items available through the store on consignment. See a member of the Office Staff to discuss your own consignment offerings.

Mighty Nest

Mighty Nest is an online merchant offering environmentally sustainable school supplies, as well as goods for the home and work. Register and designate Alabama Waldorf School (AWS) as the beneficiary, and AWS will receive a portion of the proceeds from your purchase.

Newsletter Advertisements

To further develop a community of skilled and involved people, Alabama Waldorf School's newsletters feature promotional space for parents/guardians who are interested in supporting the school through their business, raising awareness for their favorite charity, etc. The cost depends on how often the advertisement will run. Email marketing@alabamawaldorf.org for more information.

SPECIAL EVENTS

Festivals

Every season reveals its own picture of process and change. In the Preschool, we create a living calendar through our circle time and craft projects, and these are brought to fruition by our festivals. The Grades classes also celebrate a variety of festivals such as Michaelmas, Diwali/Lantern Walk, Garden of Light Advent Spiral, Festival of Holi, etc.

Back-to-School Orientation Night for Grades Parents/Guardians

This annual evening event is designed to communicate information to new and returning Grades parents/guardians, providing a chance to meet teachers, review policies, and get an overview of the year's curriculum. Childcare is provided for enrolled students.

Preschool Open House Back-To-School Morning

This morning event is an opportunity for the Nursery and Kindergarten students to see their classrooms prior to the first day of school, and for parents/guardians and children to meet teachers and room parents. The Administrative Team will be available to answer questions and provide information. Students are expected to remain under parent supervision; childcare is not provided.

Grandpersons' Day

Every fall, AWS hosts Grandpersons' Day. Grandparents and special friends are invited to the school to see performances by Grades students, and visit classrooms for special activities and presentations of student work.

Fall Festival: Diwali / Lantern Walk

This multicultural festival combines traditions from across the world, reminding us to carry the light within us into the coming darkness of winter, with traditional food and songs, and a community walk around campus holding handmade lanterns. Parents/guardians and friends welcome.

Garden of Light Advent Festival

A beautiful celebration in December honoring the tradition of finding inner light as well as the light brought about by the community, Garden of Light is a long-held Kindergarten tradition at AWS. Older students lead the younger in an evening candle-lighting ceremony. The Grades students also celebrate with a similar ceremony in their classes.

Spring Festival: Holi

Holi is the annual Hindu festival of colors, celebrating new life, the coming of spring, and love. We celebrate with multicultural songs and traditional dances, and by throwing traditional chalk colors into the air. Parents/guardians and friends welcome.

Preschool Closing Ceremony

Parents/guardians, students, and teachers close the year in separate ceremonies for Nursery and Kindergarten students. Each student receives hand-made remembrances of the school year, and rising Kindergartners and rising 1st graders are honored in special ceremonies. Extended family members are invited to attend.

Grades Closing Ceremony & Graduation

This ceremony honors and celebrates a year of achievement for our entire community, as well as the graduating class. Student and alumni speeches, and reflections by teachers and the Family Association are offered, as well as performances by each of the Grades classes and the AWS Middle School Chorus. All are welcome to attend.

VOLUNTEER OPPORTUNITIES

By taking part in volunteer opportunities at Alabama Waldorf School, you are able to work closely with other parents/guardians, faculty and staff members, and Board members while setting a positive example for our students. Whether you prefer committee work, office work, gardening, building, or baking, there are always opportunities to volunteer in our school.

Class Volunteer Project

Classes can volunteer to assist on planned projects, coordinated by the Room Parent. For more information about a volunteer project for your class, please see your child's teacher or Room Parent.

Community Work Days

Whole-community AWS workdays are coordinated by the Family Association throughout the year. Each member of the AWS community is invited to support the school at these events, using whatever skill set they have to offer on specific projects outlined by the faculty and administration. This often includes deep-cleaning classrooms, playground maintenance and repair, or other campus improvements such as clearing brush and weeds.

HOW TO STAY INFORMED

SCHOOL COMMUNICATION

AWS Handbook for Parents/Guardians

The AWS Handbook is designed to share classroom/school rules, clarify the role of parents/guardians within our school, and ensure that we are working together to provide a healthy school environment for our students. The handbook is subject to change each year. Before signing the enrollment contract, each parent/guardian is asked to read and fully understand the handbook.

School Calendar

The school calendar is established by the start of summer, emailed in the newsletter, published to the website, and posted on the bulletin boards.

Website

Our website, *alabamawaldorf.org*, features helpful information about news, our school's history, faculty/staff, programs, tuition, Waldorf education, and our fundraising plans. It also lists employment opportunities and the calendar.

AWS Social Media

Our social media provides insight into each classroom, offering a more day-to-day understanding of how our curriculum works. Visit our website's blog, Facebook and Instagram to follow along and learn more.

AWS E-Newsletter

Sent weekly to all families. If you do not receive this, please make sure your contact information is correct in TADS. Or email marketing@alabamawaldorf.org to update your address.

Texts

AWS uses text services sparingly to disperse important and emergent information to parents/guardians. For example, you may receive a text if school will be closing early for any reason such as inclement weather, or about

enrollment deadlines. Be aware that these messages may come from an unfamiliar number. Please make sure your contact information is updated in TADS, and email marketing@alabamawaldorf.org if you are not receiving texts, to make sure we have your correct phone number.

PARENT/GUARDIAN-TEACHER COMMUNICATION

Teacher Conferences

Grades teachers and Preschool teachers schedule at least two conferences each year with parents/guardians, one in the fall and one in the spring. The intended audience for any conference or report is the parent/guardian; reports geared toward adults are not meant to be shared with the child. Nursery and Kindergarten parents/guardians receive written reports on each student's developmental progress. For Grades students, online progress reports are created once in the fall and once in the spring; final grades are available online in TADS four weeks after the conclusion of the school year.

Parents/guardians are welcome to schedule additional conferences any time concerns or questions arise. Scheduling a time to talk is a better alternative to engaging the teacher at drop-off time in the morning or pick-up time in the afternoon, or during class when the teacher's focus is on supervising students.

Academic Block Rotations

Academic block rotations are month-by-month or week-by-week descriptions of what will be covered during the school year and are distributed to parents/guardians in August. Because the block rotation is designed to meet the needs of the students, it is subject to change during the school year. Teachers will communicate any changes to the block rotation in a timely manner.

Academic Block Reviews

Academic block reviews are written by teachers and sent out at the end of each semester. These informative reviews include the topics covered and the class's progress – and may include stories of activities, discoveries that the class made, and upcoming topics/events. In middle school, the block review may also include information on the progress of individual students.

Subject Class Curriculum Previews

Subject Teachers distribute curriculum previews outlining their plans for the coming semester in August and January, as well as curriculum reviews as part of their TADS grades submissions twice a year.

How to Best Communicate with Your Child's Teacher

We believe that nurturing healthy relationships between teachers and parents/guardians is fundamental to meeting our common goal of providing the best care and education for each young person in our school. Effective and respectful communication is essential to building these connections. Therefore,

we ask that electronic communications (texting, email, voice mail) be limited to the simple sharing of information.

Concerns or conflicts need to be addressed in person rather than through email, voice mail, or texting. In an urgent situation, teachers and parents/guardians may substitute a telephone conversation for an in-person meeting.

Please be respectful of these guidelines and of your teacher's stated availability, and be aware that any and all contact may be documented.

Grievances

If you have a grievance with a teacher or an employee of the school, please follow the steps outlined below:

1. The first part of resolving a grievance is creating a space and time for a meeting between the concerned parties; it is incumbent upon you to arrange this and to do so with a level head.
2. If resolution is not reached, contact the Administrator for a *Voicing A Concern* (VAC) form, complete and return it.
3. The Administrator will forward the VAC confidentially to the Chair of the College of Teachers who will review the form and determine a positive course of action to ensure resolution. Confidentiality around this process is asked for and appreciated.

Student Work

Teachers are happy to share student work with parents/guardians at any time. If a teacher has requested a parent/guardian signature, the signed work must be returned to the teacher by the requested date.

HOME LIFE RECOMMENDATIONS

The child's education includes the entirety of his or her life, and therefore does not end upon leaving the classroom. It is the interweaving of activities, thoughts, and influences of the child's life at home and at school that creates the fabric of the child's whole life. We recognize the importance of **mutual support between home and school** for the optimal development of the student.

We encourage parents/guardians to keep the teachers informed of home situations that may affect in-school behavior. Your child's teacher will be glad to meet with you to discuss such situations and will work with you to support your child through any transitions or trying times.

Building Responsible Citizenship At Home

Our original mission statement had a goal of creating responsible world citizens. What children learn at school and at home can absolutely motivate them to be good citizens. Encouraging children's participation in meaningful work at home

(e.g., chores) promotes a feeling of responsibility and connection to the world. At school, we shy away from rewarding children for simply doing their part; it is helpful if this gesture can be continued in the home life. Grades students, for example, are capable of packing their own lunches.

Part of becoming a responsible world citizen (which is still part of the vision we have for our community) is being accountable for one's place in the world — whether as a contributing member in the household or a responsible student in the classroom. Your child's teacher can assist with developmentally appropriate suggestions.

EXTRA-CURRICULAR ACTIVITIES

The Waldorf Curriculum is full, rich, and varied, and involves the children in daily artistic, academic, and physical expression. We ask for your support in balancing your child's life by limiting the number of extra-curricular activities in which your child participates. Today's children seldom have "time off," yet this time off provides an opportunity to consolidate the many impressions of each school day. Please consider that time to simply "be" is as valuable, if not more so, to the child as any number of after-school activities. Remember, there will be plenty of time for extracurriculars when children are older and can more capably handle the extra demands.

If parents/guardians need assistance or advice in creating this kind of unhurried lifestyle, AWS recommends Kim John Payne's *Simplicity Parenting: Using the Extraordinary Power of Less to Raise Calmer, Happier, and More Secure Kids*.

REST AND SLEEP AT HOME

The students expend enormous amounts of energy during the school day. Thus, a period of quiet, rest, or naptime after school is helpful. Likewise, early bedtimes provide students with sleep sufficient for a cheerful awakening and a happy, productive day at school. Most children require ten to twelve hours of sleep each night. Teachers can easily see the effects of overtiredness in the student's classroom behavior, and we ask that parents be mindful. If you would like suggestions on getting children to sleep earlier or establishing consistent bedtime routines, please ask your child's teacher or a member of the Administrative Staff.

RHYTHM

Rhythm is another word for consistency. Children do best when their lives are ordered and rhythmic. In school, we follow an established daily, weekly, monthly, and seasonal rhythm that builds security and inner strength in the children. At home, regular times for rest, play, meals, baths, and sleep help the child feel more relaxed, secure, and happy, and less apt to quarrel and argue.

The use of rhythm is one of the most important ways in which adults can help children develop healthily. If you would like assistance in developing rhythms in your home life, your child's teacher or a member of the Administrative Staff can recommend additional reading on this subject.

TELEVISION, MEDIA & SCREEN TIME

Childhood is a time for learning through activity. For the preschool child, this means experiencing the wonders of nature, growing socially, and playing creatively and imaginatively. For the older student, it is the same, while also developing an understanding of the world through literature and discourse. When a child displaces these kinds of activities with television, computer use, or video games, research shows that their ability to be inwardly imaginative and outwardly creative is adversely affected.

The Waldorf curriculum emphasizes healthy, active, and imaginative mental and physical development. Children are able to better engage in classroom lessons and activities when their exposure to television, video games, and other media has been limited at home. For children to thrive at school, parents should make careful and conscious decisions about when and how media is introduced to and used by their children.

- Alabama Waldorf School recommends that parents/guardians limit media use for young children as much as possible, especially for those in Nursery, Kindergarten, and lower Grades.
- Media use includes television, video games, emailing, texting, and social media (such as Snapchat, Instagram, Facebook), and devices including phones, tablets, computers, television, and smart watches.
- When screen-time is permitted for older children, through middle school, we recommend especially limiting watching and playing on school nights (Sunday through Thursday). We recommend that any media use that is allowed be limited in duration as much as possible (e.g., less than an hour each day).
- We ask that parents/guardians also be conscious of media content, in keeping with the guidelines of our Community Pledge (see page 2), i.e. avoiding violent imagery and commercial influences.
- For more information, please see [the American Academy of Pediatrics recommendations on the subject.](#)

Note that electronics are prohibited at school unless an exception is signed by the class teacher and the parent/guardian, and placed in the student's school file in the Office.

Please feel free to ask your child's teacher or a member of the Administrative Staff if you need help limiting media exposure for your child.

GENERAL POLICIES AND PROCEDURES

ALCOHOL, TOBACCO, DRUGS – POLICY PROHIBITING

Use of alcohol, tobacco, vapes, or drugs is not allowed on Alabama Waldorf School's campus. This is because it represents a potential liability for the school and violates our earnest desire to maintain a campus conducive to the healthy growth of young children.

If a student or adult is found in possession of any of the above-mentioned items, that item will be immediately confiscated. The violating offender may be asked to leave the premises. In the case of a student, a conference will be scheduled with the student's parent or guardian to determine the appropriate course of action.

BIRTHDAY CELEBRATIONS AT SCHOOL

Birthdays are special days, and birthday celebrations in the Waldorf classroom often reflect this. Kindergarten parents/guardians are invited to come into the classroom for a special birthday story told by the teachers. Grades celebrations vary from class to class. Whether Kindergarten or Grades, contact your child's teacher for more specific information.

BRINGING THINGS FROM HOME

It is natural for children to wish to show friends things that are precious to them. However, bringing toys, books, or electronic devices to school from home can create situations involving possessiveness, competition, anxiety, lost items, and other difficulties. With the exception of a stuffed toy for the preschooler who stays to nap or rest, we ask that home toys stay at home. We welcome gifts for the classroom nature table such as a feather, leaf, acorn, stone, or flower.

CHILD ABUSE & NEGLECT POLICY

Alabama Waldorf School teacher and staff members are mandated by state law to report cases of suspected child abuse and neglect.

This means that if a teacher or staff member notices, or if a child tells a teacher or staff member anything that could indicate abuse or neglect of the child on the part of their caregivers, or shows unusual physical marks or injuries, that teacher or staff member is obligated to call DHR to report the incident.

AWS must also file a report with DHR on parents/guardians who appear to be impaired by drugs or alcohol.

STUDENT DISCIPLINE

Particularly in the preschool and the lower grades, the children are held and guided by the rhythm of the day and the thoughtful attention of the teachers. Before children reach the age of 9, they have a limited sense of themselves as individuals; therefore we first try to address behavior through our teaching methods. We modify our response to the group rather than calling attention to the individual. Students beyond the nine-year milestone are developing as individuals and have an increased awareness of their own behavior and choices. Beyond the twelve-year milestone, students are able to comprehend cause and effect relationships and may be capable of greater involvement in this process. We take into account the development of the student and choose the path that will nurture healthy growth and motivate students to do better in the future.

Non-violence policy

Alabama Waldorf School does not physically punish or verbally shame any child. We teach non-violence in our curriculum and support an ethic of non-violence in our school. AWS does not tolerate bullying of any kind – physical, emotional, or psychological, including cyberbullying, social-media threats, or any other form of harassment. Students are directed to speak to an adult at any time should the need arise.

Discipline in the Preschool

Discipline in Waldorf Schools is achieved primarily through the establishment of love and respect between the children and teacher. We encourage children to show respect and kindness to one another. A close relationship between parents/guardians, students, and teachers helps to decrease discipline problems as well.

Childhood is a time for children to learn about the world in which they live and how to relate to others in a group. Feelings are strong in childhood, and we encourage children to express their feelings – both positive and negative – in ways that help themselves and others.

In situations in which a child is repeatedly showing inappropriate behavior and has not responded to a teacher's redirection, a "time out" is a typical discipline strategy. "Time out" is the removal of a child for a short period of time from the classroom activity. The time out space is located away from the group, but under the supervision of a teacher. This time gives the child a chance to calm down and notice the behavior that led to their removal from the group. When the child returns to the group, the incident is over, and the child is treated with the same love and respect given to all members of the class.

Another discipline strategy employed at Alabama Waldorf School is that of "time in," which involves bringing the child into the activity in which the teacher is

engaging, or spending time in the teacher's company until the child is interested in participating in more positive play or activities.

In instances of repeated misbehavior, parents/guardians may be contacted to take the child home. In instances of extreme misbehavior, parents/guardians will be contacted to take the child home immediately. Aggressive behavior includes acts that endanger the safety and security of other children. Such behavior is brought to the attention of parents/guardians right away, and a conference may be requested.

After a maximum of three notifications of aggressive or disrespectful behavior, the teacher will schedule a conference with the parents/guardians to gain an understanding of the child and of what might be causing the problems. Changes in the child's routine or consultation with outside experts in child development may be recommended.

If the distress continues, the child may be given a probationary period, or the parents/guardians may be asked to withdraw the child. It is essential that teachers and parents/guardians cooperate to provide the best solution for each child. If parents/guardians are unable or unwilling to work with the teachers to find a solution, the parents/guardians may be asked to withdraw the child from the school.

Kindergartners who bite other children may have to go home; children who are bitten go home if the bite requires medical attention.

Other disciplinary measures may be instituted at the discretion of the College of Teachers, the school's governing body for the faculty.

Discipline in the Grades

Grades Student Code of Conduct

Guidelines for Conduct at Alabama Waldorf School in the Grades are more formulaic than in the Preschool. In order to ensure that Alabama Waldorf School has a healthy social atmosphere that supports learning, we expect our students:

- To be courteous.
- To be respectful of their peers and teachers, and all visitors to the school.
- To consider the safety of others' emotional and physical well-being.
- To take care of their own property and that of others.
- To use polite and socially acceptable language at all times.
- To show good will by responding to requests and directions from teachers promptly and willingly.
- To be tolerant and respectful of individual differences.
- To show good will to peers by using courteous words and cooperative behaviors.

When a student fails to follow the Alabama Waldorf School Code of Conduct, teachers may employ the following approaches as guidelines for addressing the issue:

1. *1-2-3 Magic* created by Thomas Phelan
2. *Disapprove – Affirm – Discover – Do-Over* (DADD) created by Kim John Payne
3. Follow-up restorative activity
4. Teachers will document behavior problems using incident reports.

If a student demonstrates persistent behavioral difficulties the teacher may solicit help by referring the student to the Care Group (a subset of the College of Teachers interested in remedial education), initiating discussion with other teachers, and/or informing parents/guardians in writing. Parents/guardians may be required to attend a teacher conference. Working together, teachers and parents/guardians will develop a plan to help the student improve behavior. This plan will be signed by all involved, including the student if they are 12 or older.

If behavior problems cannot be resolved, the school determines that it is unable to adequately meet the student's needs, or parents/guardians fail to comply with recommendations, the Grades team and College of Teachers will re-evaluate the child's continued enrollment at AWS. Parents/guardians will be informed of any decisions in writing and/or at a conference.

In cases where a student demonstrates extreme misconduct such as: physical aggression, persistent defiance, extreme disrespect, or leaving school grounds without permission, the student's parent or guardian will be contacted and they will be asked to leave the school immediately. The teacher will follow a detailed procedure outlined in the Policy & Procedures Manual relating to extreme misconduct.

ELECTRONICS AT SCHOOL

Electronics are prohibited at school. This includes cell phones, ipads, electronic games, music players, etc. Any exceptions to this rule must be negotiated in writing between the class teacher and parents/guardians, and the Office Staff should be informed. A copy of the written exception should be stored in the student's file in the Administrative Office. Electronics that do not have exceptions on file will be confiscated.

EMERGENCY ACTION PLAN

Emergency Action Plan drills, including fire, tornado, sheltering within, and lockdown drills, will be held on a regular basis (usually once a month).

FACILITY USAGE

Alabama Waldorf School classrooms and office space are primarily for AWS programs and school bodies (Board of Trustees, Family Association, Faculty and Administration). AWS may, from time to time, allow individuals or organizations to conduct or solicit business on campus with a properly executed Facility Usage Form. The full policy and form can be found in the AWS Policy & Procedure Manual or obtained in the Office.

FIELD TRIP DRIVERS

If a parent/guardian wishes to volunteer as a field trip driver, they must have a copy of a valid driver's license and proof of insurance on file in the school Office. In some cases, a background check may be required at parent/guardian expense.

HEALTH POLICIES

Contagious Diseases

All contagious and communicable diseases (viruses, COVID, chickenpox, measles, pinworms, lice, etc.) must be immediately reported to the school office. Individual names of affected students will not be shared in any school communication.

AWS does not employ a school nurse. Please only send your child to school if they are well. The school will notify you if your child becomes ill while at school.

To prevent the spread of infections at school and to allow children to fully recover, **please keep your child home for 24 hours following the cessation of fever, symptoms of a common cold, vomiting, diarrhea**, or any other indication of contagious illness. In the case of fever (oral temperature above 100 degrees, temporal 100.4 or higher), the child needs to be fever-free without medication for 24 hours before returning to school.

Lice

If lice or nits are detected on any student, faculty, or staff, a whole-school lice check will be conducted at morning drop-off; parents must stay while their children are checked. If lice or nits are discovered, the student must return home for treatment, and will not be admitted back to school until completely nit-free.

Pinworms

If a child contracts pinworms, they will not be allowed to return to school until they have begun taking medication and have bathed thoroughly. Clipping fingernails is also highly recommended. Standard hygiene measures – such as vacuuming daily, washing hands regularly, etc. – are the best ways to prevent further spread of pinworms. Diagnosis of pinworms is best done by a healthcare provider since they can often be hard to detect.

Emergency Contact Information

Health and emergency contact forms are kept on file for each child. The Department of Health mandates that Emergency Forms be updated every year or when any change to the information on the form has been made. Please ensure that the Administrative Office has the most current information. If your information is inaccurate and a health emergency occurs for your child, you will bear the expense of an ambulance, etc.

Medication

Should it be necessary for your child to have medication administered by a school employee during school hours, the following regulations will apply:

- Medication of any kind can be administered to a student only by a school employee.
- Medication can only be administered after a parent/guardian has completed the "Request to Administer Medication" form (available in the Office or on the parent page on the website). According to state recommendations, we cannot administer medication, including over-the-counter items without this completed form on file.
- Both prescription and non-prescription (over-the-counter) medication must be provided in original containers; pharmacist's label and prescription information must be intact. To avoid unknown allergic reactions, the very first dose of any medicine must be administered at home.
- Medications and any accompanying form(s) must be delivered in person by a parent or designated adult whereupon both giving and receiving parties sign and date the Request to Administer Medication Form; the parent/guardian, upon the final date of the requested dosage time period, shall pick up all medications, or the school employee will effect disposal.

COVID Safety Protocols

Masking

Wearing a mask at school is optional. This is subject to change according to CDC guidelines based on the level of cases and hospitalizations in our county. (See [CDC Community Levels monitoring system](#) for an explanation of risk levels and corresponding recommendations.)

- Mask optional does not mean we are no longer wearing masks at all. It means faculty/staff, parents (for their children and themselves), visitors, etc. can make the decision that is best for them.
- It means that the school reserves the right, at any time, to return to universal masking if it is deemed a necessary safety measure based on local caseloads and CDC guidelines.

- Parents are asked to inform their child’s teacher(s) should they wish for their child to continue to remain masked, and teachers will honor and encourage this choice.
- All students must continue to bring a mask to school, in the case that COVID-like symptoms present.

COVID Exposure

Following a **direct exposure** to COVID-19:

- If vaccinated and asymptomatic, student or teacher is required to wear a mask for at least 5 days in order to come to school, and then test on day 5.
- If not vaccinated, student or teacher is required to stay home for 5 days, test on day 5, and may return if negative and asymptomatic.

Following a **positive test result** for COVID-19, the student or teacher may return after:

- Minimum of 5 days from the positive test, AND
- Are symptom free, AND
- Fever-free for 24 hours without medical aid.

Accidents or Injuries at School

If a child suffers an injury during the school day, proper first aid procedures are followed. An incident report is sent home in the event of a more serious injury. Every effort is made to notify the parent/guardian immediately of a serious injury or illness. In an emergency, AWS may call an ambulance, the expense of which is the burden of the parent/guardian of the injured child.

Severe Allergies

Parents/guardians must inform their child’s teacher(s) (including Extended Care) of any severe allergies in writing. The teacher will remind other parents of the allergen before celebrations where parents may bring food consonant with our food policy into the classroom. With life-threatening allergies, the school should be provided with an epi-pen or similar medicine (with the appropriate “Request To Administer Medication” form) that is prescribed by a physician and the parent/guardian should discuss an emergency action plan with both the class or preschool teacher and the Administrative Staff.

INCLEMENT WEATHER AND SCHOOL CLOSING

In the case of inclement weather or natural disaster or mechanical failure that is serious enough to close or delay area schools or our own school, parents/guardians should check the following sources to determine AWS's status: our website, the local news station tickers, AWS Facebook page, email, and text.

Decisions about making up inclement weather days will be made by the College of Teachers. Weather days that are declared states of emergency by the Governor will not be made up.

If a student cannot make it safely to school in a weather emergency – even if AWS is open – their absence will be excused until the weather emergency has passed. In these cases, the student’s parent/guardian should endeavor to contact the school.

PARENT/GUARDIAN CODE OF CONDUCT

Threatening words, gestures, or hostile social media posts toward AWS faculty, staff, parents/guardians, and/or students may result in the school limiting or even eliminating a parent’s/guardian’s access to the school, and may result in termination of the student’s enrollment contract. In the community pledge, parent/guardians agree to respect AWS as a campus free from drugs/alcohol, tobacco/e-cigs/vapes, and cell phone usage; this is in an effort to maintain an atmosphere worthy of the developing young child.

SEXUAL HARASSMENT POLICY

Alabama Waldorf School supports all laws designed to protect all members of the entire AWS community from sexual harassment. Sexual harassment may be defined as: any form of unwelcome sexual behavior or conduct imposed by one person upon another. For more information, refer to the Policy & Procedure Manual on file in the Administrative Office.

STUDENT INFORMATION

Please make sure that we have **correct email addresses, phone numbers, and alternate emergency contacts for communication purposes**. If your contact information has changed, or if any family member’s contact information on your child’s emergency form has changed, or to update the list of designated adults allowed to pick up your child, please login to your TADS account and update it, or notify the office at 205-592-0541, or email enrollment@alabamawaldorf.org.

To Update Medical/Immunization Information

Children are not allowed to attend school until the parent/guardian has provided proof of immunization or an exemption form. Immunization forms must be updated on a regular basis, as specified by your pediatrician. If a child is exempt from immunization, the Office must have on file an official certification of exemption from the County Health Department.

It is the responsibility of the parent/guardian to update their TADS account or inform the school in writing if insurance policy information has changed. TADS asks for the insurance policy number, group number and name of insured in

order that the school may provide this information to a hospital or ambulance in the case of an emergency.

STUDENT SUPERVISION

The parent/guardian is responsible for the child until the child is officially signed over to a teacher or staff member in the morning. Please make sure the teacher or staff member sees and acknowledges that the child is present. Younger children must be signed in on the teacher's clipboard. Once the parent/guardian returns to pick up a child and signs them out on the teacher's clipboard, they have resumed responsibility for the supervision of the child. Please always closely supervise your child for the entire time you remain on campus.

TUITION AND FINANCIAL POLICIES

Tuition Payment

Once a family signs the enrollment contract in TADS, they will receive an electronic agreement that must be completed; due dates for payments and payment schedules must be specified by logging on with your unique login. Parents/guardians are then responsible for the full annual tuition and fees as specified in the contract. Alabama Waldorf School offers several payment options for families, including auto draft and credit card payments. If you notice an error in billing, you must contact us within 90 days of the error being posted. AWS undergoes a financial audit or review each year, and errors must be reported and rectified in a timely manner.

Full Payment

Full tuition may be paid any time between enrollment and June 10 by cash, check, money order, or credit card. Families who pay in full still need to sign up with TADS so payment can be appropriately tracked for audit purposes; in addition, an incidental billing account can be created for school store purchases, etc.

Monthly Payment

If the family does not pay full tuition in June, they will automatically be placed on a twelve-month payment plan, with the first payment due in June, on the monthly payment date specified in their contract.

Please note that in general, **payments are due over the summer months for the coming school year.** If you choose to wait until August to enroll, TADS will automatically change the divisor from 12 to 10 (making payments slightly more each month). See the Finance Manager for details or email finance@alabamawaldorf.org. For rolling admissions that occur later in the school year, the divisor will be equal to as many months as there are remaining in the school year (through May). All accounts must be paid out by the end of May each year.

Late Payments / Contract Termination

Late payments are subject to late fees as specified on TADS and in our fee schedule. TADS is set up so that credit card or automatic withdrawal payments may be made on dates set by the account holder. Paper checks must be received by your TADS due date. It is the responsibility of the parent/guardian to contact the Finance Manager and TADS if they have any difficulty meeting financial obligations. Payment arrangements can be made in the case of hardship!

It is our policy that **two consecutive missed payments constitute a termination of the enrollment contract**. You will be notified of termination by email. If you endure financial hardship and must miss a payment, you must contact the Finance Manager prior to the second missed payment in order to create and execute a new payment plan. We are willing to work with you if you contact us!

Returned Checks

Insufficient funds fees are incurred for returned payments by TADS and AWS.

Financial Suspension

At any time, if the family's account is delinquent, the school may suspend the child until the account is no longer delinquent; in these cases, you will receive a letter stating the last day your student may attend classes. Student records and transcripts will not be released until all AWS accounts are settled. AWS reserves the right to send delinquent accounts to a third-party collection agency.

Financial Aid

Alabama Waldorf School is committed to equity and diversity within its student body and seeks to promote access to the school for qualified students from a variety of backgrounds and income levels. To this end, families are offered the opportunity to apply for financial aid for tuition for all 5-day programs through TADS. School fees, Extended Care, and 3-day programs are not available for financial aid.

In the online admissions process through TADS, parents/guardians indicate electronically if they are interested in Financial Aid at which time they are linked to the Financial Aid application where they pay the required fee and submit the necessary information. **Recent tax returns, either electronically submitted through TADS or hard copies dropped at the Office, are a required part of this submission.** The Finance Manager will communicate awards to the families who've applied. Information is treated with strict respect for confidentiality.

Families must apply for financial aid each year. The deadline for financial aid for the coming year is April 15. Applications beyond this date or without a completed file may result in no award. Financial aid is available to working parents/guardians demonstrating financial need with a recent tax return included in their application. A parent/guardian who is a full-time student or one who has

at least one child under age 2 at home is considered a working parent. Admissions decisions are made prior to and separately from decisions about financial aid. Confidentiality in the financial aid process on the part of the parent/guardian and the school is expected.

Referral Tuition Cash Bonus

If you recommend a family to Alabama Waldorf School and they sign a contract for a core program (Nursery, Kindergarten, Grades), you can receive a cash payment. You must have an enrolled child to receive this bonus. If you recommend a family to Morning Garden and they later enroll in a core program, you are eligible for the bonus. The bonus is subject to a waiting period of up to 90 days and subject to both yours and the new account's good financial standing. The amount of the bonus is determined annually and may be split among more than one referring party. See the Finance Manager for details. **The referring family/families must be listed on the TADS registration form as the referring agent (s).** Those expecting a bonus should inform the Office as there is no automated mechanism in place for awarding the referral bonus.

AutoMagic Reenrollment

Currently enrolled families are offered the chance to receive priority re-enrollment for their children for the following school year. AutoMagic re-enrollment forms must be signed by late September of the preceding year, in order to receive discounted tuition and the benefit of reserving your child's space in the classroom. Parents/guardians still must login to TADS to re-register every year, following open enrollment in February, updating medical info and pickup lists, and selecting monthly payment dates and methods.

AutoMagic Reenrollment guarantees that a spot will be held for your child in their class for the following year and often comes with financial incentives as well. Yearly registration fees are billed to your TADS Account.

VISITORS

We require that all visitors to Alabama Waldorf School check into the Office upon entering and leaving the premises.

Former Student Visiting

We welcome visits to the school by former students at the discretion of the faculty. Such visits must be arranged in advance to allow for the Office and all teachers who instruct the class to be informed. Once the arrangements are made, parents/guardians bring the visiting child to the Office with a written note of

permission to visit and emergency contact phone numbers and medical information pertaining to the student.

Any visiting students, regardless of age, must be in a class or engaged in a purposeful manner and under the supervision of a teacher or staff member. At the discretion of the teacher, the parent/guardian may be asked to remain at school to supervise the former student. We expect that all student visitors will be on their best behavior. Parents/Guardians will be called and asked to pick up their child early if the child's behavior is disruptive or dangerous.

WEAPONS, POLICY PROHIBITING

Possession of the following items is *not allowed* at Alabama Waldorf School: knives, pocket knives, firearms (including starter guns, BB guns, or pellet guns), stun guns, mace, pepper spray, tear gas, metallic knuckles, explosives, ammunition (bullets), or firecrackers, as well as any weapon, instrument, or object which is used in a threatening manner and is seen by the individual being threatened as capable of causing physical harm.

If a student is found in possession of any of the above-mentioned items, that item will be immediately confiscated. The Administrator will then immediately contact the parent or guardian of the student. At the discretion of the Administrator and the teacher, the child may be asked to leave. A conference will be scheduled with the student's parent or guardian to determine the appropriate course of action.

WITHDRAWING FROM THE SCHOOL

Request for Records

Cumulative student records are kept in the Administrative Office. If you need a copy of your child's record you may obtain a "Request for Records" form from the Admissions Director. If student records are to be sent to another school, a written request signed by a parent/guardian must be received from the requesting school prior to releasing this information. Student records are not released when financial accounts are past due/delinquent.

Exit Interview

We ask that departing families complete a brief survey about their experience at our school. In the instance that a family or the school feels more information is needed, an exit interview with the Admissions Director and/or Administrator may be scheduled. Any family may request this interview upon leaving the school.

ATTENDANCE

NURSERY AND KINDERGARTEN

Children thrive in an atmosphere with clear rhythm and structure. Regular attendance is critical to your child's sense of comfort and well-being at school. Please make sure your child attends regularly and on time for the harmonious running of the classroom as a whole. If your child will be absent, please let admin and teachers know ahead of time, or in cases of illness, email your child's teacher and absences@alabamawaldorf.org or call the Administrative Office. Attendance is recorded.

If you know that your child will be arriving late due to a scheduled event such as a doctor's appointment, please let teachers know in advance and preferably in writing (email is fine). If children consistently arrive late, teachers may call a conference with parents/guardians in order to discuss the situation.

GRADES ATTENDANCE

Attendance at a grades school is required by law. Excused absences from school include illness, family emergencies, religious holidays, and planned absences of any length which have been pre-approved by the Grades Team at least 30 days in advance, or at the Faculty's discretion, and for which an individualized absence plan (IAP) has been created and implemented.

To be excused, absences due to illness, family emergencies, or religious holidays require a written note from a doctor or parent/guardian within three days of the absence. Please email absences@alabamawaldorf.org. All other absences will be considered unexcused.

Any unexcused absence is unacceptable and is documented in the child's student file. Three unexcused absences may result in a meeting between the parent/guardians and the class teacher. After five unexcused absences, they may be asked to meet with the College of Teachers to discuss the situation. Alabama Truancy Laws require court intervention in the case of seven or more unexcused absences.

Tardiness in the Grades

A tardy occurs when a student arrives after the teacher is finished accepting their students into the classroom in the morning, at 8:20 am. After three tardies, parents/guardians may be asked to meet with the class teacher to discuss the situation. The student's parents or guardians are responsible for helping them make up for any missed academics.

Attendance will be electronically entered into the student's permanent school record after 10 am each day. Tardies will be electronically entered into the student's permanent school record.

DROP-OFF AND PICK-UP

Drop-off and pick-up times are very busy. In order to make these times go as smoothly as possible, **if you need to talk with your child's teachers, you may contact them by email or phone to schedule a conference outside school hours.**

Due to limited parking capacity, we utilize a traffic loop for middle-school drop-off only. For all other students, please park in marked spaces and walk your child to class.

Drop-off Times

- Early Extended Care: 7:30 - 8:15 am.
- Grades classes start at 8:15 am, so students need to be with their teacher by that time.
- Drivers of students in Grades 6 - 7 may drop off their students in the traffic loop, allowing them to safely walk up the ramp to the buildings under supervision.
- Drivers of students in Grades 1 - 5 may utilize designated parking spaces, and walk your child to class.
- Nursery and Kindergarten programs begin at 8:30 am. You may drop off your Nursery or Kindergarten student as early as 8:15 am. If you need to drop off your student earlier than that time, you may sign up for an Early Extended Care contract or drop-in fee.
- **For campus security, outside doors will be locked at 8:30 am.** If you arrive after that time, please come to the office in order to sign in your child.
- **Nursery and Kindergarten doors will be locked at 8:45 am.** If you arrive after that time, please come to the office in order to sign in your child.

Do not ever leave your child unattended by an adult. If you can't gain access to the building, report to the Office where you can sign your child in.

Pick-up List

In order to ensure the safety of our students, faculty members will only release students to persons listed on the pick-up list generated by the Office based on the information provided by parents/guardians at (or after) the time of enrollment.

Parents/guardians must give written permission for faculty members to release their child to someone not on their pick-up list. Teachers will ask to see

identification for any unfamiliar person picking up a student. In the case of emergencies, parents/guardians may call the Office and authorize someone else to pick up their child. The Office will deliver this message to the appropriate faculty members.

Pick-up Times

- Nursery and Kindergarten: 12:30 pm
- Grades: 3 pm
- Extended Care: 3 pm and 5:30 pm

Your child must be picked up by the time indicated on their enrollment or Extended Care contract in order for the school to maintain safe teacher/student ratios. Teachers and staff may have meetings or other responsibilities after school, and cannot be counted on to stay with children who are not picked up on time. We realize that emergencies may arise; in the event that a parent or guardian will be late to pick up a child, notify the Office or teacher immediately. Drop-in Extended Care charges may apply.

Late Pick-up

If the designated adult is late to pick up a child, we allow a 5-minute grace period that is fee-free. If after five minutes the child is not picked up, the child will be placed in the age-appropriate Extended Care program and the parent/guardian will be charged a standard drop-in fee for one day of Extended Care.

PARKING LOT SAFETY

In an effort to keep the children safe and guard against accidents on school property, please park only in marked spaces in the parking lot and follow the prescribed traffic loop. Drive slowly, stay off your phone, and remain watchful of all types of traffic, including young children who may or may not be paying attention.

There is a dumpster in the parking lot. Please park in such a way that it can be emptied with no damage to surrounding cars. Please note, the dumpster is for school use only. By using the parking lot, you assume any risk.

Movement classes are held on the mid-level concrete parking lot; please avoid parking there until after 3 pm or during special events when that lot may be open.

ENROLLMENT

PLACEMENT IN THE NURSERY AND KINDERGARTEN

Alabama Waldorf School strives to protect the childhood years in order to promote the healthy and balanced growth of the whole child. For this reason, we do not rush children forward, but instead allow them the time they need to

develop physically, emotionally, socially, and intellectually before moving them forward. Children have a more positive school experience if they are fully prepared.

Nursery: 18 months - 3 years old

5-day and 3-day (Tues - Thurs) programs available

Kindergarten: 3 - 6 years old

Children who turn 3 by June 1 are eligible for Kindergarten

3-day (Tues - Thurs) programs available for 3-year-olds only

Prior to enrollment each year, the Nursery and Kindergarten teams meet to discuss and consider student placement for the following year. Teachers may confer with parents/guardians to discuss their recommendations for the child's placement. Age-eligibility does not guarantee placement in a program. The final decision determining class roster will be made by teacher consensus.

FIRST GRADE READINESS

Often the success of a child's entire school career depends on whether they start too soon or when quite ready. According to numerous educational studies, children who enter school too early are prime candidates for learning disabilities and/or depression. It appears from this research that 6 1/3 years of age is the point at which the majority of children make a transition to school readiness.

Enrolled students must turn 6 on or before June 1 to be eligible for first grade.

Acceptance of all students is based on such factors as the child's physical, emotional, and social readiness as well as the family's willingness to work with the principles of Waldorf Education. Some children who are chronologically ready for first grade are sometimes in need of another year of maturing to be fully ready for first grade. Timing is a great key to success. A well-timed entry into school supports the child's chances for a positive school experience.

The First Grade Readiness Committee meets several times a year to make recommendations for children who are eligible for first grade. Parents/guardians will be informed of the committee's recommendation for their child by the child's Kindergarten teacher before Open Enrollment and may request a meeting with the First Grade Readiness Committee if they wish to discuss the recommendation.

TEACHER LOOPING

Alabama Waldorf School is dedicated to pursuing its mission to provide an excellent academic, social, and civic education based on Waldorf Education principles. We have historically adopted the Waldorf Educational method of the

class teacher looping up, students and teacher together, 1st through 8th grade. While we have seen benefits to this, we are also open to partial looping where a teacher guides students for several but perhaps not all 8 years.

Parent/Tot Program: Morning Garden

Registration forms for AWS's parent/toddler playgroup Morning Garden can be found on the school's website or in the Administrative Office. Generally, classes meet once a week at the school for 90-minute sessions of education, crafting, and parent/guardian support. For infants, toddlers, and their caregivers. Registration is open year-round unless the program becomes full. Payment in full is due at the time of registration.

EXTENDED CARE POLICIES AND INFORMATION

Extended Care Contracts are found on our website, under "Programs." These are billed monthly to your TADS account. Once you submit a contract, you will be billed that amount monthly until the end of the school year, unless you notify the office to cancel it.

DROPPING-IN TO EXTENDED CARE

Availability

There may be drop-in spots available in the Extended Care Programs for those children who do not usually attend. If you would like your child to drop-in to any Extended Care Program, please ask the Administrative Staff ahead of time to ensure a spot and to inquire about fees.

Drop-in Fees

You must pick up your child at the time indicated on your contract or arrange for them to go to Extended Care, in which case drop-in fees will be charged. You must dispute drop-in fees within 90 days of their being posted to your account.

Late Pick-up in Extended Care

AWS policy allows a 5-minute grace period for pick-up. If after five minutes the child is not picked up, the child will be dropped into Extended Care, and the parent/guardian will be charged a drop-in fee in the case that Extended Care is available.

Dropping in to Preschool Extended Care When Core Program Not Attended

If the student has not attended the Core Program that day and is not sick, they may attend (by contract) or drop in to (when space is available) Extended Care; however, children **must be present by 12:30 pm** according to school time. No drop-ins will be allowed between 12:30 pm and 3 pm. After 12:30, the transition to naptime is too difficult to manage for a latecomer when there are numerous other children in the program.

NAPS AND REST – PRESCHOOL

Preschool children who remain at school for Extended Care have a rest period* daily. Please provide a clearly-marked crib sheet, blanket, and pillow, along with one cuddly toy if desired, for your napper or rest. Kindergarten nappers may bring a nap mat/roll if preferred. All bedding should be taken home weekly to be laundered. As with other items sent for your child's use at school, please make sure names are clearly marked and that bedding and cuddle toys are free of media characters. Children who nap may sleep until 3:00 pm. Those who rest may get up after an hour to play quietly or participate in afternoon activities.

*rest periods are more than 45 minutes but less than 2.5 hours, per DHR guidelines

DRESS CODE

NURSERY AND KINDERGARTEN

Due to our protective gesture around childhood, we make a diligent effort to limit the intrusion of media characters in the life of the school. Therefore, please select clothing that does not display words, television or movie characters, advertising slogans/logos (except in the case of Alabama Waldorf School logo clothing), flashing lights, etc. Nail polish is not allowed in the preschool.

We suggest simple and comfortable clothes that allow for active play. We recommend that students wear garments of natural fiber, such as cotton or wool, as these garments provide warmth and breathability. Daily outdoor work and play are very important components of our programs. Please be sure your child is dressed appropriately to be outside in the weather. This includes a sun hat and sunscreen as well as warm winter clothing.

Extra Set of Clothes

A complete set of **extra weather-appropriate clothes should always be kept at school**. Please check these items daily and replace them as often as needed.

Inside Shoes

Each child needs a pair of inside shoes to keep at school. These should be soft and comfortable. Slippers, slipper socks, and ballet slippers generally work well. Regardless of the shoe type, please make sure they have backs and will stay on children's feet and allow them to play and move freely. Please do not send flip-flops.

Outside shoes

Please send children to school wearing active wear shoes that are comfortable and easy to run in. Tennis shoes are best for the playground, and closed-toed shoes are required. Please do not send your child to school without socks! Also, no cowboy-type boots or flip-flops allowed.

DRESS CODE FOR GRADES STUDENTS

Grades students at AWS should dress neatly and comfortably in clothes that fit properly. We suggest simple and comfortable clothes that allow for active movement, and provide warmth and breathability. Daily outdoor work and play are very important components of our curriculum. Please be sure your child is dressed appropriately to be outside in the weather.

As part of our protective gesture around childhood, we make a diligent effort to limit the intrusion of media characters and commercialism in the life of the school. Therefore, please select clothing that does not display television, media, or movie characters, advertising slogans/logos, words, flashing lights, etc. Students may wear clothes that continuously cover torsos and undergarments during all daily activities.

Jewelry and nails should not inhibit students from participating in any school related activities. Makeup and hair dye is allowed for middle school students.

Grades students are required to wear shoes that support their feet and are appropriate for outdoor recess and movement activities at school. Closed-toed athletic shoes are required for movement classes.

FOOD POLICY

All food served to children at Alabama Waldorf School will be ovo-lacto vegetarian (no meat; however, eggs, milk, and milk products are permitted). We further strive, wherever possible, to serve whole grain, organic, preservative-free, unprocessed food.

AWS is a peanut-free school. Due to the current enrollment of students with life-threatening allergy to peanuts, we ask that all students refrain from bringing peanuts, peanut butter, or any items containing peanut ingredients to school in either a snack or a lunch. Because of situations like these, students are asked to not share items in their lunches with other people.

NURSERY AND KINDERGARTEN SNACKS AND LUNCH

We ask all preschool students to bring a packed lunch, including a water bottle, from home. Wholesome, nutritious foods enhance the child's learning capacities; therefore, candy, gum, sugary foods, chocolate, juice boxes, and soda are not allowed at AWS and will be removed if discovered. In our efforts to promote environmental stewardship, we further request that pre-packaged items be limited as much as possible; while convenient, they can be unhealthy and add to

the landfill. Many lunch boxes and pre-packaged food items have media characters on them, so please select items that are media-free.

Nursery and Kindergarten teachers prepare snack for the students every morning, and we ask parents/guardians to provide some fruits and vegetables for the snack on a weekly rotation (you will be asked to provide enough for one or two weeks each semester). If you cannot bring snacks as scheduled, please bring applesauce or dried fruit ahead of your scheduled time. This is the same for Late Extended Care snack, as well.

GRADES SNACK AND LUNCH

Grades students bring food for morning snack in their lunches. If a student is enrolled in Late Extended Care, they must also bring a healthy snack for that program.

All students bring lunch, including a water bottle, from home. Wholesome, nutritious foods enhance the child's learning capacities; therefore, candy, gum, sugary foods, desserts, chocolate, juice boxes, and soda are not allowed at AWS and will be removed if discovered.

In our efforts to promote environmental stewardship, we further request that pre-packaged items be limited as much as possible; while convenient, they can be unhealthy and add to the landfill. Many lunch boxes and pre-packaged food items have media characters on them, so please select items that are media-free.

VIRTUAL / REMOTE LEARNING

Virtual and remote learning may be required at times due should circumstances arise that would put the health and safety of our students, faculty, and staff at risk during typical in-person learning. These circumstances may include, but not be limited to:

- Public health crisis, such as infectious disease outbreaks, epidemics, or pandemics.
- Damage to the physical buildings and/or campus exterior.

The decision to move to virtual or remote learning in an emergent situation will be made by the Leadership Council, which consists of AWS Administrator, College of Teachers Chair, and Faculty Chair. Following this decision, should conditions warrant it, an ad-hoc Crisis Management Task Force may be formed with representation from all areas of the faculty and administration with the purpose of guiding the school through issues related to the crisis at hand.

Virtual Learning Expectations

Alabama Waldorf School is committed to providing the same attention to fulfilling our mission and quality through virtual learning as with typical in-person curriculum. Our remote learning practices shall reflect the school's culture, care, vision, values, and mission in all programs.

In cases of remote learning, faculty and staff will adhere to relevant responsibilities listed in the standard job description for each position.

Preschool Curriculum Remote Delivery

Due to AWS preschool "licensed day-care facility" designation by Alabama DHR, our program strives to maintain regular on-site operation. However, if extreme circumstances were to force our program off-site for an extended period of time, the following practices will be implemented for remote learning:

Preschool

The Preschool team creates a weekly set of home activities that include suggestions for outside play, circles, snack recipes, songs, finger plays, stories, puppet play, craft instructions etc. This may include pre-recorded audio/video, and printable handouts. The team will finalize what content is to be included each week at their team meeting. One team member will then submit the week's content onto Google Classroom by Monday morning.

Preschool teachers will also:

- Reach out to each family on a regular basis by email, text, phone, and/or video chat.
- Hold weekly parent zoom meetings.
- Maintain regular office hours.
- Help plan and implement end of year Progress Monitoring Reports (PMR).
- Help plan and implement special event replacements (i.e. holiday celebrations, end-of-year ceremony), which may include physical supplies or presentations that are mailed/delivered to, or picked-up by families.

Grades Curriculum Remote Delivery:

Grades team schedule will incorporate main lesson and subject blocks through both synchronous and asynchronous video learning. Packet materials will be provided weekly for math practice, reading/writing practice, project-based learning, artistic, and handwork activities.

Depending on the number of students per class, teachers may consider small-group, whole-group, and individual synchronous meeting rotations each week.

Teachers may consider offering weekly or monthly individual meetings with students or parents depending on specific class and student needs. Parent

communication may also include weekly zoom calls, emails and one:one check-ins.

Material delivery/pick-up:

Material packets will be made available for students to pick-up and drop-off on Sundays of each school week (accommodations will be made for Monday school holiday weeks).

Screen time:

AWS will adhere to limited screen time learning for students (for main lesson & subject classes combined):

First - Third grades: 45 minutes - 1 hour

Fourth - Fifth grades: 1.5 hours

Sixth - Eighth grades: 1.75 - 2 hours

Overall daily maximum time for school work in a remote setting including synchronous learning, asynchronous learning, subject classes and assignments are suggested as:

First grade: 1 to 1.5 hours

Second - Third grades: 1.5 to 2 hours

Fourth - Fifth grades: 2.5 to 3 hours

Sixth - Eighth grades: 3 to 3.5 hours

Cyber Safety:

Alabama Waldorf School will use the zoom.us meeting platform for synchronous/live classroom experience, and Google Classroom for providing asynchronous video instruction and materials.

Zoom.us security measures include “End-to-end Encryption, when enabled, ensures that communication between all meeting participants in a given meeting is encrypted using cryptographic keys known only to the devices of those participants. This ensures that no third party – including Zoom – has access to the meeting’s private keys.” Our faculty will also follow to zoom.us published [“Best Practices for Securing Your Virtual Classroom”](#).

All school data, including asynchronous learning material, is stored in the Google for Education FERPA compliant cloud. This is encrypted in-transit and at rest.

AWS Grades Student Remote Learning Code of Conduct rev 9/21/20

- Find a quiet spot as free from distractions as possible. Ideally, students will have a designated learning space. Students should be sitting in a chair

that fits them so that their feet reach the floor, and they are sitting at a table or desk where the screen is easy to see, and we can see their full face.

- Pets and siblings are not invited to remote learning unless we are having show and tell.
- Toys and other distracting items need to be put away during our zoom class.
- Have materials ready and nearby before the meeting begins.
- Students should use their own or a parent's name for their zoom screen name. Students may not change their screen name. Teachers need to be able to recognize the name associated with a zoom account to allow a student into the zoom classroom each morning.
- Students may not use the chat box or zoom reactions during class time.
- Students should be on time and ready to begin the meeting. We will begin synchronous meetings 5 minutes before starting time, and we will begin promptly each day.
- Students may have a bottle of water to sip but may not eat during meetings.
- Students should stay in one spot during the meeting, sitting in a chair, feet on the floor, with their hands free, and with eyes on the screen.
- Students must have permission to get up and leave the meeting for a bathroom break or any other reason, except in the case of an emergency.
- Students may not use virtual backgrounds.
- Students should remain muted unless asked/given permission to speak or while participating in choral reading or speech work. (Teachers will give instructions on preferred methods of asking questions or responding.)
- Family members should remain out of screen shot and refrain from speaking to students while they are participating in our zoom classroom, except in the case of an emergency.
- Students should dress for meetings, following our school dress code.
- Headphones may be used, but students need to join meetings from as quiet of a space as possible. For activities such as speech work, choral reading, mental math, and answering questions, we spend a good amount of time unmuted.

**Thanks for being part of the
Alabama Waldorf School community!**