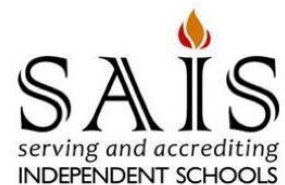


AWS 2021-22 Handbook

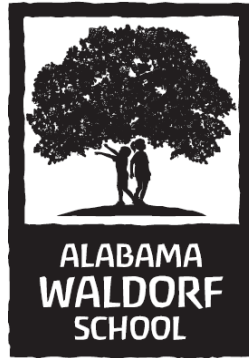
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ASSOCIATION OF WALDORF
SCHOOLS OF NORTH AMERICA™



**AWS HANDBOOK
2020-21**



*Accepted and working policies and procedures are subject to change.
Change notices will be posted in the weekly newsletter.*

*All enrolled families must agree to abide by AWS policies and procedures,
as well as **the community pledge**, before signing an academic year
and/or summer program contract.*

COMMITMENT FROM PARENTS/GUARDIANS

Like thousands of other parents and guardians around the world, you have chosen Waldorf education for your child, and we ask that you *actively* support the work of our school. Every Waldorf School is unique, but each is composed of interrelated groups: the board, the faculty, the parents/guardians, and the students.

It is the role of parents/guardians to support the school's **mission** morally, practically, and financially. The ideal for any Waldorf School is that individuals take responsibility for the *whole* by contributing as much as they are able out of their own initiative.

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 be a beacon for the Birmingham community, offering a vibrant future grounded in an engaged, compassionate, and insightful understanding of the world.

The faculty's mission is to be committed to helping children fully develop to their physical, spiritual, social, emotional, and intellectual potential. In undertaking this

responsibility, faculty members seek to appreciate and understand the uniqueness of each child in his or her own right and in relationship to the spectrum of child development. In doing so, faculty members seek to empower and inspire each other by providing support, rejuvenation, and growth as individuals and as educators and to promote the smooth operation of the school.

Parent/Guardian support of the life of the school with their time and talents is essential. 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 and in the Family Association; providing expertise in practical areas; and helping to spread a positive message about the school in order to increase enrollment.

Because income from tuition can only cover part of the operating budget of any school, fundraisers and giving campaigns are essential to the health of all educational institutions. In all independent schools, *gift income finances part of the cost of educating each child*. Fundraising campaigns support the financial structure of our school and help keep tuition increases to a minimum. In addition, a successful fundraising campaign tells potential donors that members of the community support the mission of the organization. Knowing this, donors are more inclined to make a grant or give a gift. Every family ultimately benefits from a successful fundraiser.

This year's fundraisers include: the ongoing Capital Campaign for our permanent site at 5901 Crestwood Blvd (run by Development and the Board); Movin' & Groovin', Holiday Faire (hosted by the Family Association); the Annual Giving Campaign (run by Development); the Spring Gala (Marketing & Events Committee); AWS Fest (Marketing & Events Committee) and Read-A-Thon (Faculty & Development) where all students and adults can participate.

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 the children's screen and media exposure (including television, computer, phone, tablet, and video game time)**
- * **Encourage nutritious food choices to support healthy child development**
- * **Protect our children's 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 of school-related functions and discussions**
- * **Take part in opportunities for consensus and/or mandated decision-making**
- * **Be involved in community service projects**
- * **Support Alabama Waldorf School by attending special events and contributing to its fundraisers and giving campaigns**
- * **Avail oneself of the many opportunities for adult education, including parent/guardian support nights hosted by teachers, lectures and discussions by faculty and staff or outside Waldorf experts, Family Association meetings, the weekly newsletter, etc.**
- * **Respect Alabama Waldorf School as a campus free of drugs, alcohol, tobacco, vapes & cigarettes**

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.

Alabama Waldorf 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
Cassia Kesler, Marketing – marketing@alabamawaldorf.org
Annie Damsky, Advancement – development@alabamawaldorf.org
Terri Reece, Finance – finance@alabamawaldorf.org

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SECTION I: HOW TO GET INVOLVED

LEADERSHIP ROLES

Parent/Guardian Leaders on the Family Association (FA)

The leadership positions of the Family Association include President, Vice President, Secretary, Treasurer, Family Support Coordinator, and Groundskeeper. Also, there are Room Parents and/or Classroom Representatives for each class. In a Fall meeting, these positions are voted on for the coming year. Please see the President or any member of the Family Association to volunteer.

Parent/Guardian Members on the Board of Trustees

The Board of Trustees is composed of committed parents/guardians with varied competencies and skill sets, as well as members of the Faculty and the larger school community. The Board is consistently seeking 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.

See the organizational on page 48 for a concise picture of AWS governance.

ONGOING EVENTS

Assembly

Monthly, the entire school gathers for an assembly. Grades classes take turns presenting performances based on current classroom work. You may even catch faculty and staff members performing on stage! All preschool and grades parents/guardians (and friends!) are welcome to attend.

Education Events for Parents/Guardians

Each year, 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 during the summers and have many informative seminars and presentations ready to bring to our community. Please let Office staff know of your interests, and keep an eye on the website calendar for these important events. We strongly encourage parents/guardians to avail themselves of any and all Waldorf educational opportunities.

Parent/Guardian Support Evenings are informational as well as social gatherings that parents/guardians are asked to attend 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 FRIENDRAISING EVENTS

Holiday Faire

Alabama Waldorf School's wonderful winter festival, Holiday Faire, combines Waldorf philosophy with traditional school fair activities, food, and entertainment for the entire family. In its 30-year history, Holiday Faire has featured an international bake sale, various vendors, festive decorations and many children's games. The Family Association shepherds this event with assistance from AWS faculty and staff; this first-Saturday-in-December event has proven to be a memorable community builder and reliable fundraiser.

If you're a **preschool** parent/guardian, you will likely handle the Sandbox Treasure Dig and the International Luncheon & Bake Sale. While all families are asked to donate something to the bake sale, it's the preschool that staffs this portion of the event and procures yummy lunch donations from the local food community.

If you're a **Grades** parent/guardian, you will be asked to contribute something to the Bake Sale and to serve a shift of 1 - 2 hours in a face painting room, the musical cake walk, the bean bag toss, the Little Elves' Store, the Outdoor Obstacle Course, a climbing wall, etc. Each class volunteers to help with one area, so ask your child's teacher for more information.

AWS Fest 2020 – This annual Spring all-ages outdoor event features local bands and food trucks for a great family-friendly time.

Spring Gala Auction

The Spring Gala Fundraiser is an opportunity to bring the community together after a long winter—to raise friends and funds! It supports the operational budget of the school to pay for everything from teacher salaries to bathroom supplies. It is our hope that you will be inspired to support the Spring Fundraiser which, in the past, has taken various forms from Wine & Art Auctions to Service Auctions to Galas that honor valued community members. The silent auction usually features work from generous local artists. Often, local artists work with students to make class projects which are auctioned. Look for information about this year's Spring Fundraiser in the AWS newsletter, or talk to Office staff.

ONGOING FUNDRAISERS

Publix Partners

Register online and input your phone number before you pay at Publix. It costs nothing extra (not even time!) and 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 with the shopping they already do!

Smile.Amazon.Com

When you place an online order on Amazon.com, go to Smile.Amazon.com instead, and choose AWS from among the charities listed. Proceeds from your regular Amazon order then benefit AWS!

Planet Fundraiser

Download the free Planet Fundraiser app and make money for Alabama Waldorf School while you engage in local commerce! Ask the Office Staff for more info!

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.

Twice a year, your school will receive a check and can use that cash to buy whatever it needs! Don't forget that your families can participate too!

Class Fundraisers

Class fundraisers benefit class trips or field trips. All class fundraisers support our school's values system and must be approved by the AWS Faculty as a whole. If you've got a great idea, ask your child's teacher about including it!

AWS School Store

The Heads, Hearts, Hands 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 or Sarah Langford 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 the size of the advertisement. Email marketing@alabamawaldorf.org for more information.

SPECIAL EVENTS

There are many special events on the school calendar (alabamawaldorf.org) throughout the year. Some of these events exist to further the community's knowledge of our school and Waldorf Education; others help to build the sense of community that is so unique to Alabama Waldorf School (AWS).

Back to School Night for Grades Parents/Guardians

A great kick-off to the year, this required annual evening event is designed to communicate new information to new *and* returning Grades parents/guardians. Childcare is provided free of charge for enrolled students.

Preschool Open House and Back To School Morning

This late August morning event is an opportunity for the preschool children to see their classrooms prior to the first day of school and for parents/guardians and children to meet or greet teachers and room parents. It is followed by a time with the Administrative Team to finalize paperwork, review policies, and hear important announcements for the coming year.

Grandparents Day

Annually in the Fall, AWS hosts Grandparents Day! This is a time when grandparents are invited to the school to see school performances and visit with the grandchildren in their classes.

Diwali/Martinmas

These multicultural Festivals of Light, occurring in November, help us dispel the darkness with food, song, and illumination. Check the calendar for details.

Garden of Light Festival

A beautiful festival 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 preschool tradition for AWS. Now celebrated as a rite of passage for “senior kindergartners,” Garden of Light is an evening candle-lighting ceremony for Kindergarten.

Grades students take an introspective journey through an Advent spiral of greenery during the school day. Check the website calendar for details.

Festival of Maslenitsa

Maslenitsa is a festive Russian Mardi Gras celebration authentically brought to us by the Russian teacher in the Grades program. “Pancakes” are the traditional food, and parents are recruited to help make hundreds!

Spring Gala

The Spring Gala brings the community together after a long winter — to raise friends and funds! It supports the operational budget of the school as much as \$35,000 each year. Partnering with local artists makes this event particularly consonant with our Waldorf values. Tax-deductible corporate sponsorships are available; inquire at the Office!

Festival of Holi

Annually in Spring, Holi is the Hindu festival of colors, celebrating new life and the beauty of color all around us.

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. Extended family members are invited to attend these ceremonies. Preschool Ceremonies are on the last Friday of the school year with children leaving after the ceremonies. Check the website calendar for times.

Graduation / Whole School Closing Ceremony

The whole school gathers together to celebrate the accomplishments of each grade. The graduating 8th grade class receives a special focus. Student presentations and reflections by teachers and parents/guardians often highlight the 8th grader’s transition ceremony into high school. All other Grades classes and the AWS Middle School Chorus provide parting offerings in this glorious end-of-year celebration. Friends and families are welcome to attend. This year,

we will host this ceremony on the last **Thursday evening** of the school year; the following Friday will be a Grades school-wide cleanup and 12:30 Grades dismissal.

VOLUNTEER OPPORTUNITIES

Just as it is our goal to provide AWS students with healthy influences, it is also our conscious goal to inspire AWS community members to use their time and talents in meaningful ways to support our school.

By taking part in volunteer opportunities at Alabama Waldorf School (AWS), 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, gardening, building, or baking, there are always opportunities to volunteer in our school, especially now that we have our own campus to maintain.

AWS asks parents/guardians to give 20 hours of their time (per family, not per child) each year toward various volunteer projects.

Class Volunteer Project

Classes can volunteer to assist on planned projects through the class Room Parent. Volunteer opportunities range from long to short term, from easy tasks to more involved work. For more information about a volunteer project for your class, please see your child's teacher or the class RoomParent.

Community Work Days

Whole-community AWS workdays are coordinated by the Family Association throughout the year. Each member of the AWS community is called upon to support the school in whatever way possible; working together to maintain our own campus creates community and joyfully accomplishes much necessary work using shared energy and resources. See the website calendar for these Saturday dates.

SECTION II: HOW TO STAY INFORMED

E-MAIL DISTRIBUTION

At Alabama Waldorf School (AWS) many of the communiqués are distributed electronically. Please make sure that the Administrative Staff has your most current email address, and let a member of the staff know if you are not receiving

regular weekly emails or text messages. If you wish to receive a hard copy of the communication, please notify a member of Administration.

Email is used for the transmission of information and not for conflict resolution, which is better handled via a phone call or a face-to-face meeting.

TEACHER CONFERENCES AND SCHOOL REPORTS

Grades teachers and Preschool teachers schedule at least two conferences each year with parents/guardians, one in the fall and one in the spring (consult the calendar to see when school is closed for these!). The intended audience for any conference or report is the parent/guardian (as well as the student's official file); *reports geared toward adults are not meant to be shared with the child.*

Preschool parents/guardians receive written reports on each student's developmental/ academic progress during Spring Conferences.

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 an additional conference *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 pickup time in the afternoon or during class when the teacher's focus is on meeting the needs of the class as a whole.

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 your child(ren). 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, and the signature on the contract assumes a careful reading has indeed occurred. Any school employee is happy to answer questions about parent/guardian involvement and/or policies and procedures.

School Calendar

The school calendar is established by the start of summer, emailed in the newsletter, published to the website, posted on the bulletin boards, and included in the back of the Handbook. However, both the yearly and monthly calendars are subject to change. The most up-to-date information will be listed on the

website, or in the weekly newsletter newsletter or can be obtained from your child's teacher or the Office.

Website

Our website, www.alabamawaldorf.org, features helpful information about news, our school's history, faculty/staff, programs, tuition, Waldorf education, and our fundraising/friend-raising plans. It also lists employment opportunities and the calendar. It has a personal portal for parents/guardians where a school Directory can be accessed with a password (see bottom of this page). Check it often!

AWS Blog

Do you have questions about *why* we do what we do? Visit our blog (on the alabamawaldorf.org homepage) and find all kinds of interesting things about Waldorf curriculum, education, and school event reviews! Maybe you'd like to guest blog! Ask us in the Office!

Aso, follow us on Facebook, Instagram, and Twitter.

AWS E-Newsletter

This weekly publication conveys important information and timely, sometimes crucial, updates.

Signs & Flyers

Please direct your attention to signs posted on or outside the school doors, on bulletin boards, in communication centers, outside student classrooms, etc. While informal, this means of communication often reflects very time-sensitive information essential to the life of the school.

Constant Contact/TADS

Constant Contact, and TADS offer electronic phone tree and mail services that AWS uses to disperse emergent information to parents/guardians. For example, you may receive a recorded message or text if school will be closing early for any reason such as inclement weather. Be aware that phone messages may come from an unfamiliar area code! **It is absolutely necessary for parents to update emergency contact information on TADS or with the Administrative Staff** to ensure the delivery of these important electronic messages.

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* form, complete and return it. 3) The Administrator will forward the *Concern* 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.

SECTION III: 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*. Mr. Payne visited AWS for a memorable workshop in February 2013.

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 for cooperation in this area. 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, playing creatively and imaginatively, singing, talking, running, laughing, and even quarreling and crying. Similarly for the older student, it is a time for all of the above, *plus* developing an understanding of the world through literature and discourse. When a child displaces these kinds of activities with television or computer or video

time (aka “screen time”), research shows his or her ability to be inwardly imaginative and outwardly creative is adversely affected.

It is important that parents/guardians recognize that exposure to television and other media in many ways undoes the work of educating the child through the Waldorf curriculum with its emphasis on developing a healthy, active and imaginative brain.

- Children are not cognitively prepared to handle the media that is thrust at them. We ask that parents/guardians be ever-conscious of that to which their children are exposed.
- Alabama Waldorf School recommends that young children not be overexposed to media, including video games, films, TV, and internet.
- We urge that if, after careful consideration, screen-time is permitted, **no watching/playing be done on school nights** (Sunday through Thursday), especially by children *under the age of nine* but preferably through Grade 8. This includes emailing, texting, and gaming or app usage (e.g., Snapchat, Instagram, Facebook) on phones.
- We ask that any weekend watching/playing/emailing/texting that *is* allowed be limited as much as possible (i.e., less than 45 minutes each day), and we are supported by the American Academy of Pediatrics in this request.

Note that **electronics are expressly 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 ask your child’s teacher or a member of the Administrative Staff if you need help transitioning to a media-free, screen-free home life.

SECTION IV: GENERAL POLICIES AND PROCEDURES

ALCOHOL, TOBACCO, DRUGS – POLICY PROHIBITING

Use of alcohol, tobacco, vapes, or drugs is not allowed on Alabama Waldorf School's 4.02-acre campus when children are present. 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 and taken to the Administrator (or, in his/her absence, to an Administrative or College of Teachers representative who is available). 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 encouraged 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.

Some families enjoy offering a gift to the school in honor of the birthday child. While this is in no way expected, it is always greatly appreciated and often fun for the birthday child. If this is something you would like to do, please ask your child's teacher or a member of the Administrative Staff for suggestions.

BRINGING THINGS FROM HOME

It is natural for children to wish to show friends things that are precious to them. This can certainly be encouraged when friends visit your child at home. We have found, however, that bringing toys, books, or the aforementioned 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. See the Grades and Preschool sections for more policies about bringing things from home.

CHILD ABUSE & NEGLECT POLICY

Alabama Waldorf School (AWS) 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 his/her 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.

Parents/guardians may contact DHR themselves for helpful resources regarding parenting.

CHILDCARE POLICY FOR EVENTS

For whole-school or school-sponsored events, childcare is often provided for free or offered for a nominal fee. *Unless otherwise stated*, however, AWS does not provide childcare for minor events on campus after regular school and extended care program hours. See your child's teacher or a member of the Administrative Staff if you have specific questions.

DISCIPLINE

Student Discipline Policy

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, facebook/twitter or other social media threats, and any other forms 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 his/her 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; there may be no warning. 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 (see below)
- 2) Disapprove – Affirm – Discover – Do-Over (DADD) created by Kim John Payne (see below)
- 3) Follow-up restorative activity (Suggestions below)

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-called 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 (COT) will re-evaluate the child's continued enrollment at AWS. Parent/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.

EMERGENCY ACTION PLAN

Emergency Action Plan drills, including fire, tornado, bomb threat, sheltering within and lockdown drills, will be held on a regular basis.

ENROLLMENT AND CONTRACTUAL POLICIES

Your Contract (on TADS)

Parents/guardians should read the terms of any AWS Enrollment Contract on TADS carefully, as it constitutes a legal document. Contract changes, breakages, and cancellations **may incur fees**.

AutoMAGIC Reenrollment

Annually in September, currently enrolled families are offered the chance to re-enroll their children for the *next* school year by returning the AutoMAGIC Reenrollment form with a simple “yes” checkmark. This provides for a prioritized opportunity to enroll *before* opening enrollment to everyone in February. Immediately after enrolling, parent/guardians still must login to TADS to re-REGISTER, updating medical info and pickup lists, and selecting monthly payment dates and methods.

AutoMAGIC Reenrollment guarantees a spot will be held for your child (pending the teacher’s final acceptance) in his/her class for the coming year and often comes with financial incentives as well. Any enrollment fees are conveniently billed to your TADS Account. Ask the Admissions Director if you have questions about enrollment.

Parent/Tot Program: Morning Garden

Registration forms for AWS’s parent/toddler playgroup(s), 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. Age range of participating children is determined by the Morning Garden teacher. Registration is open year-round unless the program becomes full. Payment in full is due at the time of registration.

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

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, Martinmas/Diwali, Garden of Light Advent Spiral, Festival of Holi, Maslenitsa, etc. Details are announced in the school calendar, your teacher's block rotations, and school newsletters.

FOOD STATEMENT

All food served to preschool children by 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 food. We support the use of whole, unrefined/unprocessed foods.

This statement holds true in the Grades Program as well except, for example, in curriculum-related studies or during the occasional pizza party, when an ovo-lacto vegetarian option will be made available. For Grades students, please also see the section under Grades regarding **SNACKS AND LUNCHES FOR GRADES STUDENTS**.

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, etc. to school in either a snack or a lunch. Because of situations like these, **children are always asked not to share items in their lunches with other people.**

HEALTH POLICIES

Contagious Diseases – *Please contact the School Office if your child has ANY contagious illness.*

Lice

Many families with young children have at least one encounter with the head louse, *Pediculus humanus capitis*. Head lice can infest people of all ages, but children are prone to infestations because of their habit of playing in close contact, sharing hats, headphones, combs and brushes, sleeping bags, stuffed animals, and clothing. In fact, the problem of head lice can be so rampant among preschool and school-aged children that often schools must work in conjunction with many families to control an infestation. An individual family may be able to control head lice at home, but the child can be re-infested when he/she comes in contact with an untreated, infested child.

If head lice or nits are discovered on a child, his or her parents/guardians will be called to take the child home for treatment, to a Lice Clinic* for a treatment, or sign a consent form and make payment for an in-school treatment (ages 4 and up) with the

Lousebuster™; this is a non-toxic, FDA-approved medical device that was purchased by the school in 2010. It is a salon-style blow dryer that is designed to desiccate the lice/eggs during a 40-minute dry treatment performed by a trained LouseBuster™ operator. The school has trained 4 such operators, and the device is safe to use on children aged 4 and over. The LouseBuster™ treatment does not involve or include a comb-out, so a nightly comb-out for 11 days (the length of time it takes an egg to hatch) is required to ensure there is no re-infestation.

In the event that the child is under 4 or the parent/guardian chooses not to use the Lousebuster™ option, the child must be removed from the school premises as soon as possible because of the likelihood of infesting others.

*Treatments run about \$175 and are available at several places in Birmingham (205.783.5423, 205.308.0583, 205.783.5423).

Cleaning the home is also necessary to prevent re-infestation.

Parents/guardians of infested children are required to obtain the school's handout on "What To Do When Lice Are Discovered On Your Child" and sign the necessary papers before an affected student can be readmitted to his/her class.

If lice are detected on any member of our school community, a whole-school lice check (including faculty/staff) will be conducted at Morning drop-off; parents must stay while their children are checked. Lice are very hard to see, therefore the presence of nits has to be taken as an indication of the presence of lice. Lice checks will continue until the school is nit-free.

Because of the life cycle of the louse, **lice checks will continue every Monday (or Tuesday in the case of a holiday) for 3 weeks after the school has been nit-free.** Due to the extremely contagious nature of these creatures, we require that all family members be free of lice before the child returns to school; family members must undergo a lice check by an experienced checker if asked.

Pinworms

If a child contracts pinworms, that child will *not be allowed* to return to school until s/he has begun taking medication and has 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.

Remember to inform the school so that cleaning precautions can be taken there, as well and so that other parents know to check their child(ren). Individual names of affected students will not be shared in public school communication.

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.

Illness

AWS does not employ a school nurse. Please only send your child to school if they are well; to do otherwise is unfair to the child as well as the other students and adults in the class.

Please report any communicable illnesses (viruses, chickenpox, measles, pinworms, lice, etc.) to the Office.

The school will notify you if your child becomes ill while at school. We must have current, correct phone numbers so we can reach you in the event of an illness or emergency. Feel free to contact your child's teacher to discuss any missed classroom activities and homework assignments.

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.**

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 personal portal at alabamawaldorf.org). 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

After carefully considering CDC and ADPH guidelines for reopening schools, Alabama Waldorf School will implement the following safety protocols.

Masks & Social Distancing:

- Masks are required outdoors unless social distancing is possible.
- Masks are required indoors for anyone of Kindergarten age and older.
- Nursery students will not be required to wear masks. However, for any student whose parents would prefer that they wear a mask indoors, teachers will encourage that practice; just let your teacher know your preference and be sure to send a mask to school for your student. (All AWS teachers will be masked indoors.)
- Desks will be spaced 3 - 6 ft apart.
- Desks shields will be used when dining indoors. Outdoor dining will be prioritized.
- Tours will be in person and limited to 6 participants.
- Campus gatherings (meetings, assemblies, etc) will be assessed on an individual basis.

Covid-19 Exposure:

If you or a family member has been exposed to COVID, you must immediately alert the school office and then be tested. Your student may not return to school unless they receive a negative test, or after quarantining for 10 days without showing symptoms.

If your child shows any signs of COVID, including fever, congestion, stomach ache, or numbness of mouth or loss of taste, please stay home, and contact the

office via email or at 205-592-0541, so that we may offer guidance for how to keep our community as safe as possible. Remember that all students must be fever-free for 24 hours without fever-reducing medication in order to come to school.

If a student, faculty or staff member, or parent/guardian shows signs of illness while at AWS, we will isolate that person and have them leave the premises as soon as possible.

In the event that a case of possible or confirmed COVID-19 exposure comes to our attention, we will assess the level of exposure and risk to others using current local and CDC health guidelines. That assessment will dictate the implementation of notifications and other protocols.

In order to stay abreast of the complex and evolving situation in the United States and to exercise best practices in safeguarding our community, Alabama Waldorf School is remaining in constant communication with government and educational organizations. For the most detailed and up-to-date information on COVID-19, we encourage you to visit the Centers for Disease Control (CDC) and the Alabama Department of Public Health.

We strongly advise all AWS families to follow precautions from public health officials to practice social distancing. Please email the office or call 205-592-0541 if you or a family member have contracted coronavirus.

Accidents or Injuries at School

If a child suffers an injury during the school day, proper first aid procedures are followed. An accident/incident report is sent/emailed home in the event of a more serious injury. Remember, information from the emergency form on file is utilized, thus it is *very important* that this information *always* be kept current. 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

The parent/guardian must inform his or her 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.

HOME VISITS

At Alabama Waldorf School, we endeavor to make your child's first days at our school happy ones. Although it is not required, we find that a short teacher visit to the enrolled child's home is very helpful in establishing a relationship with both child and parents/guardians. At home, teachers can see your child in his or her own environment and can also answer your questions regarding Waldorf education and our school. Your teacher may contact you with more information about home visits.

PARENT/GUARDIAN CODE OF CONDUCT

Threatening words, gestures, internet/social media posts toward AWS faculty, staff (including contract laborers), 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/ecigs/vapes, and cell phone usage; this is in an effort to maintain an atmosphere worthy of the developing young child.

PARKING LOT SAFETY

In an effort to keep the children safe and guard against any 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 concrete parking lot; please avoid parking there until after 3 pm or during special events when that lot may be open.

PICK UP AND DROP OFF

(see individual sections on Preschool (Nursery & Kindergarten, and Grades)

Drop-off and Pickup

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.** We appreciate your cooperation!

Drop-off Times

Due to limited parking capacity, we utilize a traffic loop for 5th-8th grade drop off only. Others, please park in marked spaces.

Drop-off times will be STAGGERED, so PLEASE be on time.

Grades classes start at 8:15 am, so students need to be with their teacher by that time.

Drivers of students in Grades 5-8 only should drop off their students in the traffic loop, allowing them to safely walk up the ramp to the buildings under watchful adult eyes.

Drivers of 1st – 4th graders may utilize designated parking spaces.

Preschool programs begin at 8:30 am, and not before, unless you have an Extended Care contract on file (Extended Care begins at 7:15 am).

If you have children in both programs, you may utilize designated parking spots according to your *oldest* child's enrollment.

Pickup 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 Time

Core program dismissal is at **12:30 pm** for the preschool and **3:00 pm** for the Grades; however, with Extended Care there are three possible pick-up times in the preschool (12:30, 3:00, 5:30) and two in the grades (3:00 and 5:30). 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. Safety concerns make it impossible for children to be left alone in or out of the school buildings; therefore a parent/guardian or designated adult must pick up the child by the time indicated on their contract.

Teachers and Office personnel have meetings and/or other responsibilities after school and cannot be counted on to stay. Please be respectful of other members of the AWS community by picking your child 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 immediately; late or drop-in 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*. In the event that there is no availability in extended care or if the adult is picking up after 5:35pm, the parent/guardian will be *charged \$1 per minute* until the child is picked up. If the adult is habitually late, the family may be required to meet with school personnel.

SEXUAL HARASSMENT POLICY

Alabama Waldorf School (AWS) 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.

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: AlabamaWaldorf.org, the outgoing message on the school's phone, the local news station tickers, AWS facebook page, email, or an electronic phone message/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. Please see the calendar on the website for dates reserved for any make-up days that do occur.

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 and/or the child's teacher to determine if schoolwork can be maintained during the crisis.

STUDENT INFORMATION

To Update Contact Information

The Administrative Office Staff must have current, correct phone numbers so we can reach parents/guardians in the event of an illness or emergency. **We require current, 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, please immediately login to your TADS account and update it, or notify Office Staff if you need assistance with this task.

**Please see the Office Staff if you need help making changes to emergency and medical information in TADS:
email Enrollment@AlabamaWaldorf.org or call 205.592.0541.**

To Update Student Pick-up List

In order to update pick-up lists, parents/guardians must login to TADS or email or sign a handwritten note verifying any changes or additions to the list of designated adults allowed to pick up their child.

To Update Medical/Immunization Information

Children are not allowed to attend school until the parent/guardian has provided proof of immunization or exemption. "Blue" immunization forms must be updated on a regular basis, as specified by your pediatrician. It is the responsibility of the parent/guardian to maintain a current record of their child's immunizations and keep the Office forms updated. 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 the school if a child has or develops an allergy.

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 given 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 him/her 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 on 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; this is handled through a third-party tuition collection system called TADS, which charges an annual fee \$45 that is covered in your registration fee. 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 June 1.

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 (Finance@AlabamaWaldorf.org) **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 constitutes 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 (Finance@AlabamaWaldorf.org) *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 (AWS) 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 Preschool-8th core 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 similar to that on a FAFSA. **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 15th. 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.

Financial aid exists to help fill the gap between a family's ability to pay and the actual costs of tuition. In general, the assistance available from the school is limited, and families are encouraged to explore all available non-school resources for assistance.

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 also 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 absolutely inform the Office as there is no automated mechanism in place for awarding the referral bonus.

VISITORS

We request that all visitors to Alabama Waldorf School check in with the Administrative Staff in the Office upon entering and leaving the premises.

WEAPONS, POLICY PROHIBITING

Possession of the following items is *not allowed* at Alabama Waldorf School: knives, pocketknives, 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 and taken to the Administrator (or, in his/her absence, to the Administrative representative who is available). The Administrator or administrative staff member who receives the item 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.

SECTION V: PRESCHOOL CLASSROOM POLICIES

PRESCHOOL ATTENDANCE

At Alabama Waldorf School (AWS), we believe that 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 the teachers know ahead of time, or in cases of illness, email your child's teacher or Absences@AlabamaWaldorf.org or call the Administrative Office. Attendance will be electronically entered after a 9am cutoff each day.

DRESS GUIDELINES FOR THE PRESCHOOL

While at school, AWS children must abide by the dress code:

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 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 – backs, no flip flops, closed-toe for Kindergarten

MORNING ARRIVAL FOR THE NURSERY & KINDERGARTEN

Children who attend Early Morning Extended Care may be brought to school between 7:15 am and 8:15 am. Preschoolers who are not enrolled in Early Morning Extended Care are expected to be in class as early as 8:15 but before 8:30 am each morning. Attendance will be electronically entered into the student's permanent school record after a 9am cutoff each day. Due to limited

parking, drivers of Grades students must drop off by 8:15 am thereby allowing parking spaces to be recycled for preschool throughout this busy time each morning.

When preschoolers arrive late, they may have difficulty joining in play with their classmates. It is disruptive for the other children and the teachers when children arrive late. When teachers are leading children in structured activities, they cannot be available to help late children transition. After 8:30am, parent/guardians will need to come to the Office to gain admittance to the building.

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.

NURSERY & KINDERGARTEN DAILY RHYTHM

Daily rhythm is another way to talk about the daily schedule. Waldorf early childhood programs imitate the home life and rely on the healthy alternation of inbreath and outbreath. The daily Kindergarten rhythm alternates between activities of focus and activities of play.

8:15 am	Drop off for 8:30 start
8:35 am	Circle (inbreath)
9:00 am	Outbreath: Play, Handwork, Craft, etc.
10:15 am	Tidy Up
10:30 am	Snack
11:00 am	Outbreath: Play
11:30 am	Tidy Outside
12:00 pm	Story, Coloring/Painting
12:25 pm	Dismissal

The daily Nursery rhythm example is as follows:

8:30am	Day begins with arrival, play, tidy up and Circle
10:00 am	Snack and Tidy Up and Play
12:00 pm	Story & Lunch
12:30 pm	Dismissal

If students remain in Extended Care programs, Kindergartners eat a healthy lunch brought from home at 12:30 and rest* from 1 - 2:30, while Nursery students transition to nap at 12:30 having already eaten. Early Extended Care ends at 3pm. Students who stay in Late Extended Care until 5:30 pm eat another snack, play outside, and tidy up.

*Extended Care students need a non-media crib sheet, blanket and pillow; a nap mat be utilized in Kindergarten instead of a blanket. Students may bring a small stuffed (non-battery operated) toy to help them rest.

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.

In the Preschool, enrolled children may begin in the Nursery at 18 months of age in either a 3-day program (M,T,W) or a 5-day program (M-F).

In order to provide the most appropriate care within our program, **children must turn 3 on or before June 1st in order to be age-eligible for the Kindergarten program.** Three-year-olds may be enrolled in a 3-day Kindergarten program (M,T,W) instead of the full 5-day program, required for all other kindergartners.

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 is determined according to the policy outlined in the Grades Classroom Policy and Information section. **Enrolled students must turn six on or before June 1st to be age-eligible for first grade.** Age-eligibility does not guarantee placement in a program. **The first-grade readiness committee makes the final decision regarding class placement.**

SNACKS AND LUNCH IN THE PRESCHOOL

Nursery and Kindergarten classrooms follow a snack schedule that is published regularly. Parents/guardians are usually asked to provide fresh or dried fruit or vegetables for the class to complement the food provided by the school for morning snack. If you cannot bring snack as scheduled, please bring applesauce or dried fruit ahead of your scheduled time.

In Nursery, all students bring lunch, including a water bottle, from home. Wholesome, nutritious foods enhance the child's learning capacities; therefore, candy, gum, sugary foods, chocolate, 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. Remember, too, that many lunch boxes and pre-packaged food items have media characters on them, so please select items that are media-free.

Kindergartners only eat lunch at school if they stay for Early Extended Care.

SECTION VI: GRADES CLASSROOM POLICIES

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. 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 7 or more unexcused absences.*

MORNING ARRIVAL AND TARDINESS FOR GRADES STUDENTS

Morning Arrival

Due to limited and shared parking with preschool, Grades students should proceed to the classroom, arriving at 8:15 am, according to the following schedule:

- 1st-4th – parents/guardians will park and walk the students in.
- 5th-8th – students will be dropped off in a traffic loop and walk to their classrooms unescorted but under watchful adult eyes (if after 8:20, your student is TARDY and you must park and walk them to class and wait until they are admitted).

Please note that circle time and morning activities in the Grades constitute an integral part of the morning main lesson. It is extremely important that Grades students arrive **on time by 8:15 am each and every day**. Outside doors will be locked at 8:30. Once the classroom door is closed, parent/guardians may be asked to wait with their children until the child can be admitted to class by the teacher.

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 and have the doors unlocked. Parent/Guardians must still wait outside the classroom until the child is admitted.

Tardiness in the Grades

A tardy occurs when a student arrives after the teacher is finished accepting his/her students into the classroom in the morning, usually at or after 8:20am. If you are tardy and a 5th-8th grade parent, you must park and report to the Office to check in your student. 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 him or her make up any missed academics.

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

DRESS CODE FOR GRADES STUDENTS

While at school, AWS students must abide by the dress code: Grades students at AWS should dress neatly and comfortably in clothes that fit properly. Students should be neat, groomed representatives for visitors and the greater community.

We suggest simple and comfortable clothes that allow for active movement. We recommend that students wear garments that 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.

ELECTRONICS AT SCHOOL

Electronics are expressly 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 all parents or 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 may be confiscated.

FIELD TRIP DRIVERS

If a parent/guardian wishes to volunteer as a field trip driver, s/he 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. *Field trip drivers are not allowed to use a cell phone/PDA while operating a motor vehicle that contains AWS students.*

FIRST GRADE READINESS

Often the success of the child's entire school career depends on whether s/he starts 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. At Alabama Waldorf School (AWS), **the cut-off date for age-eligibility for Grade 1 is a six-year-old birthday by June 1st.**

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 age-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.

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.

“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 School’s traditional model 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/GUARDIAN-TEACHER COMMUNICATION IN THE GRADES

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 the 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.

Teacher Requests

Occasionally, teachers will make requests in the best interest of the student in conferences, student progress reports, or the year-end report. It is the parent/guardian’s responsibility to consider these requests.

Email/Texting/Phone/Dialogue

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--face-to-face--rather than through email, voice mail, or texting. Email, voice mail, or texting may be used to *request* this type of meeting between teacher and parent/guardian.

In an urgent situation, teachers and parents/guardians may substitute a telephone conversation (not voice mail) for a face-to-face 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.

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.

Reports

During the school year, grades for enrolled Grades students are posted on TADS Educate, and parent/guardians have online access to them. Four weeks after the conclusion of each school year, final grades are available. The intended audience for such a report is, *in fact*, the parent or guardian. We ask that you carefully consider what, if anything, is shared with the student.

SNACKS AND LUNCHES FOR GRADES STUDENTS

AWS is a peanut-free school. Grades students bring food for morning snack in their lunches. If a student is enrolled in Extended Care, s/he 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, chocolate, 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. Remember, too, that many lunch boxes and pre-packaged food items have media characters on them, so please select items that are media-free.

VI: EXTENDED CARE POLICIES AND INFORMATION

“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 him/her 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. In the event that there is no availability in Extended Care, or if the pick-up is after 5:35, the parent/guardian will be charged \$1 per minute until the child is picked up. If the parent/guardian is habitually late, the family may be required to meet with school personnel.

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 sharp, 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 bring clearly-marked crib sheet and blanket and travel-sized pillow along with one cuddly toy for your Preschool napper or rester. 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 3:00pm. 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

SNACK AND LUNCH IN EXTENDED CARE PROGRAMS

Lunch in Preschool Extended Care

Preschool students (N & KG) who stay for Extended Care bring a peanut-free lunch, including a water bottle, from home. Wholesome, nutritious foods enhance the child's learning capacities; therefore, candy, gum, sugary foods, chocolate and soda are not allowed at AWS and will be removed if discovered. Please send water to drink. In our efforts to promote environmental stewardship, we further request that pre-packaged items be limited as much as possible.

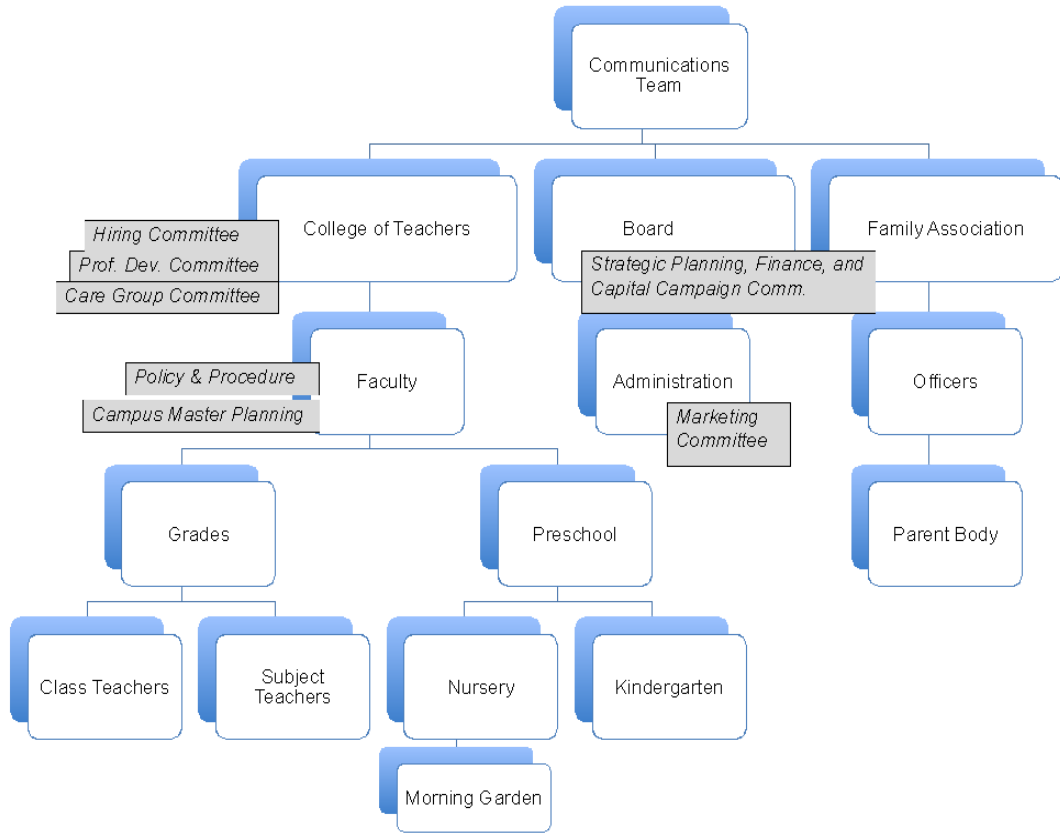
Preschool Snack Schedule

As in the core program, parents/guardians whose preschoolers stay in Extended Care from 3:00 - 5:30 pm are periodically asked to provide fresh or dried fruit or vegetables for the class to complement the food provided by the school for afternoon snack. Extended Care classrooms follow a snack schedule that is published regularly. If you cannot bring snack as scheduled, please bring applesauce or dried fruit ahead of time.

Extended Care Snack in the Grades Program

Grades students who stay for Extended Care should also bring a healthy, substantial peanut-free snack from home for after school. Wholesome, nutritious foods enhance the child's development; therefore, candy, gum, sugary foods, chocolate and soda are not allowed at Alabama Waldorf School and will be removed if discovered.

AWS Organizational Chart



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