

Operational Policies
for the
Emerson Waldorf School
Nursery and Pre-K/Kindergarten

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Revised August 11

Mission Statement: The Emerson Waldorf School provides an integrated Waldorf curriculum and environment which encourage and promote independent thinking and social responsibility, as well as academic and artistic excellence. The unique gifts and contributions of each child are honored through a developmentally appropriate awakening of thinking, feeling and willing. Further, the Emerson Waldorf School understands children as beings of body, soul, and spirit, and guides them to develop compassion and reverence for themselves and the world community.

MAIN OFFICE (919) 967-1858

Fax (919) 967-2732

Monday – Friday 8:00 a.m. – 4:00 p.m.

HIGH SCHOOL OFFICE (919) 932-1195

Monday – Friday 7:30 a.m. – 3:30 p.m.

KINDERGARTEN OFFICE(919) 967-3362

AFTERSCHOOL

GRADES 1-8 (919) 697-1468

AFTER CARE

NURSERY / PREK/ K (919) 967-3362

Visit our website at www.emersonwaldorfschool.org .

Non-Discrimination Statement: The Emerson Waldorf School does not discriminate on the basis of race, color, creed, national or ethnic origin in the administration of its educational policies, admissions policies, tuition adjustment program, athletic, or other school-administered programs.

The Faculty and Administration reserve the right to amend these policies at any time with written notification to parents.

Operational Policies for the Emerson Waldorf School Nursery and Pre-K/Kindergarten

1. Days and Hours

- The EWS Early Childhood Education Buildings are open from 8:00 a.m. until 3:00 p.m. This center houses classes for the pre-k/k, nursery and parent-child (Morning Garden) classes.
- Parent-Child (Morning Garden) classes are held on Fridays 9:00 a.m.-11:00 a.m.
- PreK/Kindergarten classes start at 8:30 a.m. and end at 12:00 noon. Children should bring a bag lunch and stay for lunch from noon to 12:30 p.m. Afternoon After Care Program begins at 12:30 p.m. and ends at 3:00 p.m. Children may be picked up at 12:30 p.m.
- Nursery hours are 8:30 a.m.-12:30 p.m.
- Children stay for lunch from 12:00 noon until 12:30 p.m. Children participating in the Afternoon After Care Program are to be picked up by 3:00 p.m. There is a ten-minute only “grace period.” Parents will be phoned if they have not picked up their child by 3:10 p.m. Parents arriving after 3:10 p.m. will be charged a late fee of \$1.00 per minute. If the child has not been picked up by 3:30 the child will be taken to the grade school Afterschool and the late fee continues at \$1.00 per minute.
- Afterschool and Aftercare Tuition: Our After Care Program is for Nursery and Kindergarten children from 12:30-3:00 PM, Monday through Friday. At this time, our Extended Care Program is for Kindergarten children only from 3:00-5:00 PM. Rhythm is essential to the well being and security of the young child, therefore we require parents to pre-register their children for a particular schedule of days. Our After Care and Extended Care Programs are flexibly structured allowing parents to enroll their children from 2-5 afternoons per week. Attendance on a drop-in basis is not available. Please see our school's website for the costs and enrollment form: www.emersonwaldorf.org/early-childhood/afterschool-care/.
- Classes end in June on the Thursday preceding the last day of classes for the grades.
- EWS provides a Parent Handbook online, yearly directory, and an online calendar for the year. Below is the one page calendar as it relates to Pre-K/K and Nursery and Parent-Child Programs. Please visit our www.emersonwaldorfschool.org for updates and changes to the calendar.
- Window into Emerson Tours- generally the second Tuesday, October through June.
- Open Houses-Saturday, November 12 for EC, Tuesday, November 1 for High School and January 14 (part of Waldorf Education Day)
- Pre-K/K Parent Evenings are held throughout the school year, dates posted in the Emersonian and on our online calendar at our school website.
- Faculty meetings are Thursdays from 3:30-5:45 p.m., College of Teachers meetings are Thursdays 5:30 to 6:30 p.m.
- Board meetings are four times a school year; Parent Organization meetings are currently being updated and changed.

School Closing Due to Inclement Weather

In the event of inclement weather or other emergency conditions EWS will be closed if any of the following school districts are closed: Orange County Schools, Durham County Schools or Carrboro/Chapel Hill City Schools. This decision will be made by 6:00 a.m. The message on the school's message system will indicate if school is closed (967-1858). Information concerning the school's status will be on radio stations 1360 AM, 91.5 FM and television channels 5 and 11 (note: WRAL's website lists EWS closing information at www.wral.com/weather/closings/). Also, our schools website will have information on the main page – www.emersonwaldorf.org. It is the parent's responsibility to be informed of the opening status of school—there will be no parent phone trees to notify of morning closures and delayed openings. The school's message line and website are generally the most reliable information source, as radio and television stations are sometimes difficult to reach due to congested lines. When school is closed, all levels, Nursery through High School are closed.

Delayed Opening

When a "2 hour delay" is announced school will start at 10:30; earliest drop off is at 10:15 a.m. Note that any day the school has a delayed opening, there is the possibility that Afterschool will close early and that extracurricular activities will be cancelled. Regarding extracurricular and evening activities—a decision to continue or cancel extracurricular activities will be made by 10:15 a.m. Parents need to call the office to check on the status of music classes, sports, PO meetings, class meetings, and Afterschool.

Closure after school in session

If you feel that weather and driving conditions are deteriorating once school is in session, please feel free to call the office to arrange early pickup of your child. In the event of an early closure, parents will be called and asked to pick up their children. Please make sure that the school has the most up-to-date contact information for your child!

Note: Students in Nursery should arrive at school no earlier than 8:00 a.m. and no later than 9:00 a.m. Students in Kindergarten should arrive at school no earlier than 8:00 a.m. and no later than 8:30 a.m. Students in grades 1 through 5 should arrive at school no later than 8:25 a.m. to be ready for class at 8:30 a.m. Students in grades 6-8 should arrive at school no later than 8:10 a.m. to be ready for class at 8:15 a.m. High School students should arrive by 8:10 a.m. Please notify the appropriate school office before 8:00 a.m. if your child will be absent that day. Children left after 3:00 p.m. will automatically be enrolled in Afterschool at a charge of \$15/day.

2. Age Range of Children Served

- Children from four to six years of age make up the combined pre-k/k classes. Children who have reached the fourth birthday by September 1st are eligible to apply for admission. Generally, older four year-olds are considered pre-kindergartners and five year-olds are considered kindergartners. Enrollment in two years of the pre-k/kindergarten is highly encouraged to help the child fully experience the curriculum in order to prepare him or her for future social and academic success.
- Admission to the pre-k/k is not a guarantee of admission to first grade. **A child should be six years of age by June 1 to be considered for first grade in the fall.** Each spring the pre-k/k teachers determine whether a child is eligible for promotion based on social, behavioral and developmental readiness. Of great importance are whether the child has had successful years during the Pre-K/Kindergarten terms and whether the teachers and parents have a relationship that is consonant and mutually reinforcing for the child.

- Pre-k/k teachers will consider admission for a child who reaches the fourth birthday between September and December, but children younger than 3 years, 9 months are not eligible to apply.
- Children ages 3 and 4 years make up the nursery. A child as young as 2.5 may be eligible to apply but must be potty trained for acceptance. For a child who shows consistent accidents, the teacher will first speak to the parents. If the accidents continue the School may ask the child to remain home for a few weeks during which time tuition is still due.

Daily Schedule Pre-K/K

8:00- 8:30	Arrival
8:30- 8:40	Morning circle - attendance, greeting and opening verse
8:40- 9:40	Teacher-directed activities - activity and learning centers open, free play
9:40- 9:50	Transition - room tidying
9:50-10:30	Mid-morning circle - teacher-directed group activity
10:30-10:40	Transition – restrooms and hand washing
10:40-10:50	Snack
10:50-11:00	Transition – clothes changing for outdoor play
11:00-11:30	Child -directed outdoor play
11:30-11:50	Transition-tidying outdoor area, clothes changing for indoor play, hand washing
11:50-12:00	Story
12:00-12:30	Lunch/ Early Departure (12:30pm)
12:30-2:00	After Care
2:00-2:30	Transition, snack and prepare to go outside
2:30-3:00	Outdoor play
3:00	Dismissal

Daily Schedule Nursery

8:30- 9:40	Arrival. Play and activity
9:40-9:55	Clean up.
9:55-10:15	Circle
10:15-10:20	Bathroom and wash hands.
10:20-10:45	Snack
10:45-11:00	Clean up and transition to outside.
11:00-11:40	Outside.
11:40-11:50	Inside and bathroom.
11:50-12:05	Rest and story.
12:05-12:10	Transition to an outside walk.
12:10-12:20	Walk
12:20-12:30	Return to mushroom garden for Snack provided from home.
12:30	Pick up.

The Emerson Waldorf School uses a “whole child” approach to learning. We strive to allow our children to become independent thinkers who will be prepared for learning in the grade school by incorporating the following goals into our daily routine.

- To help develop the child's strong healthy senses while nurturing his or her power of imagination and play in a natural environment.
- To help the child develop a strong and directed will so that he or she can meet the challenges of first grade.
- To enable the child to learn through artistic and practical activities to develop skills and faculties which can later be used toward academic learning.
- To help develop the child's fine and gross motor skills through handwork, circle work, gardening and beeswax modeling.
- To enable the child to develop a sense of security through the establishment of natural rhythms and the creation of an orderly environment.
- To help the child develop a reverence for nature and all living creatures.
- To help the children develop good social and work habits, which will help establish order in their environments.

3. Admission Requirements and Enrollment Procedures

Application Criteria

- Application to Emerson Waldorf School is open to children whose families express an interest in the school and whose children meet the age requirement.

EWS Admission Process

- Parents attend a Campus Tour, Open House or other campus event.
- Parents submit a completed application, student interview form and \$50 non-refundable fee online from our school website by clicking the TADS button.
- Parents ensure that a pre-k/k teacher reference from the current teacher be completed and submitted to EWS. Nursery accepts but does not require a reference.
- Parents attend the parent-teacher interview, the date to be set after EWS receives all paperwork online through TADS.
- Parent(s) and child attend the visit to the classroom, the date to be set after EWS receives all paperwork if application is completed during the school year.
- Parents fax to TADS all enrollment materials upon student's acceptance for admission. Pay online through TAD the deposit, fees, or tuition depending on the time of year of enrollment, and receive a copy of the parent handbook before class attendance.
- Parents of pre-k/k and nursery students submit applicant's health assessment and immunization record to EWS.

Applicants to the pre-kindergarten and nursery must present a certificate of immunization as outlined by NCDHHS. Applicants to the kindergarten must have obtained the remaining schedule of immunizations due between the 4th and 5th birthdays and file a copy with the school.

- Parents attend the Initial Orientation in the fall or, if a mid-year admission, after the first few months of student attendance.

EWS Admission Policies

- Priority - Priority is given to:
 - 1) students whose families appreciate the Waldorf pedagogical approach and seek Waldorf education for their child from early childhood through high school
 - 2) students already enrolled or whose siblings are enrolled at EWS
- Re-enrollment Process– All students returning for the coming year must re-enroll each winter. Re-enrollment forms are mailed in December. A nonrefundable deposit of \$500

per child (\$250 for those applying for tuition assistance) is required along with all re-enrollment forms, including the enrollment agreement. The return due date is the end of January, the exact date to be announced in the re-enrollment cover letter and in the weekly bulletin.

- Enrollment and Re-enrollment Forms

- 1) Parent, guardian or responsible person must present a certificate of immunization on the child's first day of attendance to the child care facility. If a certificate of immunization is not presented on the first day, the child care operator must present a notice of deficiency to the parent, guardian or responsible person. The parent, guardian or responsible person has 30 calendar days from the first day of attendance to obtain the required immunizations. Additional days, upon certification by a physician, may be allowed to obtain the required immunizations if the approved intervals require a period in excess of 30 calendar days. Upon termination of 30 calendar days or the extended period, the child care operator shall not permit the child to attend the child care facility unless the required immunization has been obtained. All immunizations and records must be completed and on file with EWS by the time the child has reached the fifth birthday. This means parents will file once for their 4 year-old and then again with updates following the fifth birthday, but before the fall of entering or re-enrolling in the pre-k/kindergarten as a 5 year-old. For immunization purposes, a five year-old is defined as having reached the 5th birthday by October 15. Please see your health care provider and refer to NC Immunization Rule 15A NCAC 19A .0401 for specific dosages and age requirements. You may also go to www.immunizenc.com for more information.
- 2) The Enrollment Agreement and Facility Maintenance Fee Agreement are filed online through TADS.
- 3) The Application for EWS Pre-K/Kindergarten and Nursery, discipline policy, permission to play outside fenced area, pre-k/k and nursery release, permission to administer medication, and Afternoon After Care Program registration forms are filed in the pre-k/kindergarten office. The emergency information is filed in both the main and the nursery and pre-k/k offices. A child will not be enrolled or permitted to attend classes unless: the name, address, and phone number of a physician and dentist are written on the emergency card; the hospital preference is listed; the names and phone numbers of adults to whom the child can be released in case the parent cannot be reached are listed on the emergency information card. There will be no exceptions.
- 4) Signature of receipt of the EWS discipline policy (See Section 9), operational policies (See addendum), and summary: NC Child Care Laws and Rules are kept in the student's school file in the pre-k/kindergarten office.

4. Fees and Payment Plan and Finance Office Policies

FINANCE OFFICE INFORMATION 2011-2012

Application Fee: a \$50.00 non-refundable payment must accompany the application form for each new student.

Payment of Tuition: Families may opt to pay tuition through one, two, or twelve payments. All families are required to complete their Tuition Management Agreement through TADS before their child can attend school.

Advance Payment: Families electing to make a single tuition payment will be eligible for a 4% discount if payment in full is received by July 15th. Families electing to make two tuition payments will be eligible for a 2% discount if one half of the total due is received by July 15th and the other half is received by December 15th.

Monthly Payments: Monthly payments are due on the 15th of each month beginning in the June before the school year starts. Families enrolling after June 15th must remit all missed payments due by time of enrollment.

Financial Aid: The School will consider financial aid for families who demonstrate financial need; this discount applies to tuition only. It may not be possible, however, to accommodate every family's unique circumstance. Therefore, the School asks parents/guardians to pursue all other sources of income for tuition payments. Your financial aid process must be finalized, and Tuition Management Agreement completed on TADS, before your child can attend school.

Tuition Remission: If partial tuition remission has been granted as a discount, that remission is based upon work done by the student's parent(s) or guardian(s) at EWS. If conditions of employment change, the discounted amount may also change and the tuition for the year may be refigured.

Tuition Levels: Tuition levels for the 2011-12 school year will be:

Nursery 3-day (half day)	\$4,350
Nursery 3-day (full day)*	\$5,871
Nursery 4-day (half day)	\$5,800
Nursery 4-day (full day)*	\$7,828
Kindergarten (half day)	\$8,990
Kindergarten (full day)*	\$11,525
Kindergarten (full day-5PM)*	\$14,060
Grades 1-5	\$13,100
Grades 6-8	\$13,400
High School	\$14,900

* The cost of full day nursery and kindergarten includes half day tuition plus the After Care program fee for all five afternoons. If you would like your child to attend the program for fewer afternoons, please see the After Care program enrollment form to make your choices.

Tuition Deposit: The deposit for families enrolling their children for the first time at EWS is \$750 per child; the deposit for reenrolling families is \$500 per child. The tuition deposit is non-refundable and non-transferable. The deposit will be applied fully towards next year's tuition, provided the enrollment agreement and deposit are submitted by the re-enrollment deadline, January 17, 2011. If the enrollment agreement or deposit is received after the deadline, only half of the deposit will be credited towards next year's tuition. If a family has a past due balance, the re-enrollment agreement and deposit will not be accepted until the account is paid up-to-date.

Sibling Discount: A discount of 10% is applied against the tuition for the younger siblings, enrolled in Grades 1-12, of children enrolled in Grade 1 or higher. The sibling discount does not apply to children enrolled in the Nursery or Kindergarten programs.

Late Fees: Accounts for which a payment is received five business days past due are assessed a \$29 late fee by TADS. When a payment is sixty days past due, a finance charge, equal to 5% of the total arrears, will be added. Parents/guardians having difficulty paying tuition or other fees should contact the Finance Director to make alternate arrangements. Also see the EWS Arrears Policy.

Facilities Maintenance Fee: All families are required to pay a one-time \$1,300 Facilities Maintenance Fee for each new student enrolled. We encourage families to pay the Facilities Maintenance Fee in full at the time of enrollment. New students enrolling in the Early Childhood program have the option to make a smaller deposit towards their Facilities Maintenance Fee (\$200 for Nursery, \$300 for Kindergarten) rather than pay the entire fee immediately. For complete details, families of new students should refer to the Facilities Maintenance Fee Description and Agreement.

Parent Organization Dues: An annual fee of \$35 for Parent Organization (P.O.) dues will be added to each family's first TADS invoice.

Returned Check Fee: There is a \$35 charge for all checks made directly to EWS that are returned. This fee is subject to change without notice. For checks made directly to TADS please see their policy on returned payments.

Other Fees: In addition to tuition, Facilities Maintenance Fees and P.O. dues, there are a number of additional fees for which a family may be responsible. These include the Early Childhood After Care and Extended Care Programs and Grades After School programs, sports, field trips, books, music, etc. These fees are part of your account balance and therefore subject to the Arrears Policy as well.

Families are responsible for the replacement cost of any supplies, materials, facilities, or equipment that the student breaks, damages, or wastes.

Proof of Payment: Parents are liable for proof of payment. Acceptable forms of proof include canceled checks, money order traces from the issuing agency, credit card statements, and School receipts (issued upon request for cash only). In matters of dispute, lack of proof of payment will be construed as non-payment.

Withdrawal of an Enrolled Child: Intention to withdraw a child from the Emerson Waldorf School must be made in writing to the Administrator and must state the reasons and anticipated actual date of withdrawal. The withdrawal will be effective as of the date of receipt of the letter or the last day of attendance, whichever is later.

The first one-fourth of the tuition is non-refundable and shall be applied to the FINAL one-fourth of tuition due. In the event a student is withdrawn or dismissed from the School, the financial liability under this contract will be determined as follows: Tuition due at withdrawal will be calculated by adding the prorated tuition amount for the number of days actually attended to the non-refundable portion of the tuition (one-fourth of total tuition) and the non-refundable enrollment deposit (\$500 per child/ \$750 per new child). Any refund of full tuition paid will be determined by subtracting this calculated tuition due from the total tuition paid.

Arrears: No transcripts, year-end reports, scholastic records, diplomas, or letters of academic reference will be issued until all bills are paid in full. A student will not be permitted to enter or continue in school if his or her tuition and fees are in arrears more than ninety (90) days. A student will not be permitted to re-enroll until his or her account is paid up-to-date. Families are required to pay attorneys' or other fees incurred by the School in the collection of amounts due. Please also refer to the EWS Arrears Policy.

From the EWS Board:

ON MEETING OUR TUITION OBLIGATIONS: THE EWS ARREARS POLICY

The EWS Board of Directors, which bears the responsibility for the financial health of the school, would like to see all families meet their tuition obligations in a timely fashion. From time to time, however, families in our community face financial hardships such as job loss, illness and so on. Frequently these hardships also impact the School in the form of missed or late tuition payments. Since EWS depends on tuition for 90% of its income, the late payment of tuition may well impair our ability to pay teachers and staff and to run programs, ultimately adversely affecting the quality of our children's education.

No one at Emerson Waldorf School wants to lose a single family. We all appreciate the struggle and sacrifice made by many families in order to provide their children with a Waldorf education. A family knowing it will have difficulty meeting its tuition payments must write a letter to the Finance Director immediately. The school will work with the family to try to find a mutually agreeable way to meet the tuition obligation. As always, all financial information is confidential. In the event a family falls into arrears with its tuition payments the following steps will be taken:

1. When a payment is 5 days past due, TADS will email the parents and a late fee of \$29 is charged.
2. When a payment is 10 days past due, TADS will call the parents. The late fee is removed if immediate payment is received.
3. When a payment is 60 days past due, a finance charge, equal to 5% of the total arrears, will be added. The Director of Administration will send a letter, via certified mail, reminding the parents of their past due balance, as well as the terms of this Arrears Policy.
4. When payment is 90 days past due, the family will receive a phone call from the Director of Administration requiring them to keep the child(ren) at home. If a child is brought to school despite this requirement, the class teacher or high school adviser will send the child to the office and the parents will be called for immediate pick-up.

5. Services provided by EWS

Meals

- Morning snack, provided by EWS is served to the children daily and meets USDA Food Guidelines.
- Parents provide lunches and afternoon snacks for their children. Lunches must be labeled with the child's name. Individual items requiring refrigeration must also be labeled with the child's name. These items can then be removed from the lunch box by the staff and placed in the refrigerator.
- Lunches must be brought in a basket or plain lunch bag. Paper bags are not acceptable. Lunch boxes with television, cartoon or other media-related pictures are not acceptable.
- Parent must alert teachers to allergies. The emergency information card, as well as the NC Kindergarten Health Assessment Report, both to be completed by parents during enrollment, have spaces to give details about your child's allergies. A list of the students' names and their allergies will be posted in the kitchen and in the classroom.
- Teachers will sit with the children during meals and snacks and will encourage conversations.

After Care Refer to Section 1, Days and Hours of this policy for details.

6. Items to be provided by Parents

- Lunch and afternoon snack.
- Personal Belongings **labeled with child's name** and kept at school:
 - One full change of clothing in each child's cubby including extra sweater, socks and underwear
 - One pair of plain indoor slippers, one pair of rain boots, a raincoat and rain pants, a sun hat
 - After Care bedding-small pillow, fitted crib sheet, cotton blanket approximately 45"x60"

Dress Code

Because clothing is part of the class environment, we expect our dress policy to help create an atmosphere conducive to learning, focusing attention on the children and not their clothing. The faculty reserves the right to decide if dress and appearance constitute a distraction. If a child is not dressed appropriately, parents may be called to bring a change of clothing before the child is permitted in the classroom. In High School we know that dress and fashion are important forms of self-expression. See the High School Student/Parent Handbook for details on the High School dress code.

General Guidelines

- Clothing should be well fitted—not so large that it extends over hands or feet. Likewise clothing should not be overly short, tight, backless or strapless. Wide, sagging, overlong, baggy or mesh shorts or pants are unacceptable. Boys may not wear sleeveless shirts. No writing on any garments except for Waldorf school t-shirts, or shirts commemorating EWS cultural or athletic events.
- Clothing may not have tears, stains, holes, or unfinished edges (such as cut-off jeans). Inside out shirts or tops are not acceptable.
- As the children go outside every day, please send along appropriate gear i.e., raincoat, hood, hat, boots, warm coat, mittens or gloves, and leg coverings. Shorts are not acceptable in winter.

- Label clothing with your child's name, especially outerwear.

Acceptable patterns, colors, and designs for K-8:

- Solid colors, overall patterns, stripes, and soft natural images are acceptable.
- Small discreet outer brand labels and sports logos must fit within the circle of the teacher's finger and thumb of one hand.

Not Acceptable patterns, colors, and designs:

- Advertising, team logos, words, numbers, cartoon drawings, camouflage, neon colors are not acceptable.

Acceptable length:

- Shirts should be long enough to cover the midriff area even when stretching. Shorts should come approximately to mid-thigh length or no shorter than where the tip of the index finger rests when the arm hangs down. Skirts and dress hems and side slits should be no more than 4" above the knee. Sleeveless shirts and dresses should have at least a 2" wide strap.

Other

- No underwear should be visible, including boxer shorts.
- Shoes should have non-slip soles and should be sturdy enough for vigorous outside play.
- Not allowed footwear – light up shoes or shoes that make sounds.
- Laces should be tied, not dragging.
- Platform shoes, flip-flops, and jellies are not permitted. Crocs may be worn only inside.
- Inside shoes should be provided if street shoes are removed in the classroom.
- No bare feet on campus at any time.
- No make-up or nail polish before 8th grade; discreet make-up and nail polish in 8th grade.
- No hair coloring or extreme hair styles.
- Jewelry should be tasteful and not distracting.
- Watches are for 3rd grade and above, after telling time is introduced. Watches with dial faces rather than digital watches are recommended. No beeping watches.
- Writing and drawing on clothing and skin is not permitted.
- Body piercing other than ears is not permitted.
- Sunglasses, hats and head coverings, except for religious purposes, should not be worn in the classroom.

7. Other

Birthdays - Children's birthdays are celebrated on or close to their actual birthday. Summer birthdays are celebrated on the half-birthday. Parents of the birthday child are invited and encouraged to attend the ceremony, which takes place during mid-morning circle.

Developmental readiness - EWS nursery and pre-k/k *do not accept children who are not toilet-trained.*

Medication - EWS staff will administer medication at the request of the parent under the following conditions: the medication must be provided in the original packaging by the parent, and the parent must fill out the permission to administer medication form. Staff will not give medication on an hourly basis.

Illness - If a child becomes ill while at school, the parents will be contacted to arrange for their child's return home. The child may be allowed to rest on a mat in the classroom or other room under adult supervision while waiting for the parents to arrive.

8. Schedule of Daily, Weekly and Monthly Cleaning

PHYSICAL AREA	FREQUENCY	PERSONNEL
Main Flooring Areas	Twice Daily (middle of day and end of day when children are outside)	Teachers
Tables	Daily as needed	Teachers
Thorough Room Cleaning, Dust, Vacuum, Mop, etc.	Weekly	Custodian
Kitchen	Daily	Teachers
Bathrooms	Daily	Custodian
Playgrounds	Twice daily morning & end of day. Check to ensure no playground hazards are present.	Teachers
Bedding Linens	Weekly	Parents
Play Clothes, Cloths & Soft Toys	Daily and as needed	Teachers
Floors, Vacuum, Mop	Daily	Teachers

9. Procedure for Reporting Suspected Child Abuse

- NC law requires that everyone report suspected child abuse, neglect, or dependency. “Any person or institution who has cause to suspect that any juvenile is abused, neglected, or dependent shall report that case to the Director of the Department of Social Services in the county where the juvenile resides or is found.” The law makes no exceptions to the reporting requirement, i.e. even in relationships that usually involve confidentiality: it includes attorney/client, husband/wife, etc.
- At EWS, it is the responsibility of the individual teacher to make the report of suspected abuse, neglect, or dependency directly to the Director of the Department of Social Services. The teacher has legal protection under the law from defamation. It is not the duty of the College of Teachers or Board to investigate the situation. Allegations could be defamatory if made public to the College of Teachers or Board and are unfounded. After a report is made, the College of Teachers shall be notified on a need-to-know basis.
- A representative from the Department of Social Services will meet at the beginning of each school year with full and part-time faculty and staff to present the NC Child Abuse and Neglect Reporting Law and answer questions about the teacher’s responsibility.

Orange County Department – Child Protective Services -- To report suspected child abuse/neglect, phone 968-2000 ext. 224.

10. Discipline Policy

EWS has a discipline policy specific to pre-k/kindergarten. A copy of the policy must be read and signed by the parents of each student before the child can attend the first day of class.

Pre-K/Kindergarten and Nursery Discipline Policy

- Childhood is a time for the child to learn about the world we live in, and how he is to relate to others in that world. Feelings are strong in childhood and we try to encourage children to express their feelings in ways, which help themselves and others. Anger is a natural feeling, but "people and things are not for hurting." Memories are short, however,

and the discipline of "time out" is the usual procedure. "Time out" is the removal of a child for a short period of time--three to five minutes--from a situation in which the child is misbehaving and has not responded to other disciplinary measures. The time out space, usually a chair, is located away from classroom activity, but is always under the constant supervision of a teacher. During time out, the child is given the chance to think about the misbehavior that led to his or her removal from the group; frequently, this is an opportunity for the child to simply calm down. When the child returns to the group, that is the end of the incident and the child is treated with the same love and respect as the other children. We do not spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.

- Sometimes, young children "forget " to go to the bathroom and accidents occur. When this happens we quickly, quietly, and privately help the child into clean clothes with the quiet reassurance that this sometimes happens to everyone and that there is nothing about which to be embarrassed. Children are never shamed or punished when bathroom accidents occur.
- At naptime, children are encouraged to completely relax and, if they can, to sleep. We never discipline children who are unable to sleep. We ask only that they not interfere with the others.
- We serve wholesome, nutritious snacks and encourage the children to try new foods. Once again, they are never punished for refusing to eat.
- We do not leave the children alone, unattended, or without adult supervision.
- If a child continually shows distress through aggressive behavior, we will meet with the parents to gain an understanding of the child and of what may be causing the problem. We may recommend changes in the child's routine or diet, or consultation with experts in child development. If the distress continues, the child will be given a six-week probation period. This is often long enough to show improvement, or it may be decided that another setting would be more helpful for both the child and the school. We expect parents to understand this procedure and to be willing to cooperate so that we can provide the best situation for your child.

Additional Discipline Procedure

- EWS also adheres to the following North Carolina Child Day Care Standards:
- No child shall be subjected to corporal punishment.
- No child shall be handled in a rough manner, including shaking, etc.
- No child shall be placed in a locked room, closet or box.
- No discipline shall in any way be related to food, rest or toilet training.
- No child shall ever be disciplined for not sleeping during rest period.

Harassment, teasing, bullying: EWS provides an environment free from all forms of discrimination, harassment, bullying, teasing, and physical violence. It is of the utmost importance that students develop and practice a respectful sensitivity for the physical and emotional boundaries and well being of the other people in the school community. All forms of physical violence, verbal abuse, teasing, slurs, "hazing" or any behavior which threatens, bullies, or intimidates another person are strictly forbidden.

Each individual is entitled to the respect of his or her peers and all members of the faculty and staff regardless of sex, race, creed, political affiliation, belief, or opinion.

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature which creates an intimidating, hostile, or

offensive environment. Sexual harassment in any form will not be tolerated, including unwanted touching, leering, sexually explicit remarks, or jokes about body parts or personal behavior (spoken, written, or gestured.)

A student in a situation involving harassment should immediately seek guidance and help from a trusted adult. Similarly, a student who witnesses a situation involving harassment has an obligation to report it to a parent or teacher so that the harassment can be immediately stopped. Any report or rumor of harassment will be thoroughly investigated by the faculty and reported to the parents of the students involved.

11. Opportunities for Parent Participation

- All parents belong to the Emerson Waldorf School Parent Organization.
- Parents receive a weekly newsletter containing school events, updates and community information. EWS strongly encourages parents to attend class meetings. The meetings provide school and pedagogical information and promote parent-teacher as well as parent-parent communication and relationship building.
- Grandparent's Day is held annually on the day of the spring assembly.
- Each year there are many opportunities for volunteering at our school. Examples of some of those opportunities include:
 - School grounds workdays
 - Holiday Faire and May Day celebration
 - classroom projects
 - School planning and implementation teams
 - Share skills, knowledge and cultural celebrations with the teacher and class
- The PO and other EWS related committees host various classes, workshops, study groups and lectures for parents throughout the year.
- Parents are encouraged to attend Waldorf Education Day, a full day Saturday workshop held on campus each autumn.
- The pre-k/k teacher makes home visits on a yearly basis. The purpose of the home visit is for the teacher to become familiar with the child's home environment. The desired outcome is that the teacher can better serve the child in the classroom.
- Parent/Teacher Conferences are held twice a year, fall and spring. Parents are expected to attend their conference during the two designated days. The teachers, either in the main office or outside the pre-k/k classroom, post sign-up sheets. Parents are asked to sign up within one week of the posting.
- If parents have a concern or complaint about a policy or procedure, they are first encouraged to bring the issue to the teacher. If continued assistance is still sought, the parents should contact the Administrator or Faculty Chair who will then determine who should handle the issue. EWS has the College of Teachers who can hear complaints/issues and address it in a timely fashion if it has pedagogical implications. The Board of Directors may be involved if the issue involves legal or financial considerations. You can always get a Communication Process Packet in the lower school office.

Meal Patterns for Children in Child Care Programs

The Child Care Commission approved the use of the United States Department of Agriculture (USDA) meal patterns as the minimum amount of food which can be served to comply with the licensing standards for adequate nutrition. The Recommended Dietary Allowance is based on the age, sex, weight, and height of an individual.

	Child Meal Pattern		
Breakfast	1-2 year olds	3-5 year olds	6-12 year olds
Milk —must be fluid milk	1/2 cup	3/4 cup	1 cup
Vegetable or fruit or 100% fruit juice	1/4 cup	1/2 cup	1/2 cup
Grains/Breads —must be enriched or whole grain			
Bread	1/2 slice	1/2 slice	1 slice
OR, Cornbread or biscuit or roll or muffin	1/2 serving	1/2 serving	1 serving
OR, Cold dry cereal	1/4 cup	1/3 cup	3/4 cup
OR, Hot cooked cereal	1/4 cup	1/4 cup	1/2 cup
OR, Cooked pasta or noodles or grains	1/4 cup	1/4 cup	1/2 cup
Lunch or Supper	1-2 year olds	3-5 year olds	6-12 year olds
Milk —must be fluid milk	1/2 cup	3/4 cup	1 cup
Meat/Meat alternate			
Lean meat, poultry, or fish without bone	1 oz	1 1/2 oz	2 oz
OR, Alternate protein product	1 oz	1 1/2 oz	2 oz
OR, Cheese	1 oz	1 1/2 oz	2 oz
OR, Egg (large)	1/2 egg	3/4 egg	1 egg
OR, Cooked dry beans or peas	1/4 cup	3/8 cup	1/2 cup
OR, Peanut butter or other nut or seed butters	2 tbsp	3 tbsp	4 tbsp
OR, Nuts and/or seeds	1/2 oz	3/4 oz	1 oz
OR, Yogurt, plain or sweetened	4 oz	6 oz	8 oz
Vegetable or fruit or 100% fruit juice —serve two different vegetables and/or fruits to equal	1/4 cup	1/2 cup	3/4 cup
Grains/Breads —must be enriched or whole grain			
Bread	1/2 slice	1/2 slice	1 slice
OR, Cornbread or biscuit or roll or muffin	1/2 serving	1/2 serving	1 serving
OR, Cold dry cereal	1/4 cup	1/3 cup	3/4 cup
OR, Hot cooked cereal	1/4 cup	1/4 cup	1/2 cup
OR, Cooked pasta or noodles or grains	1/4 cup	1/4 cup	1/2 cup
Snack—select 2 of the 4 components	1-2 year olds	3-5 year olds	6-12 year olds
Milk —must be fluid milk	1/2 cup	1/2 cup	1 cup
Vegetable or fruit or 100% fruit juice	1/2 cup	1/2 cup	3/4 cup
Grains/Breads —must be enriched or whole grain			
Bread	1/2 slice	1/2 slice	1 slice
OR, Cornbread or biscuit or roll or muffin	1/2 serving	1/2 serving	1 serving
OR, Cold dry cereal	1/4 cup	1/3 cup	3/4 cup
OR, Hot cooked cereal	1/4 cup	1/4 cup	1/2 cup
OR, Pasta or noodles or grains	1/4 cup	1/4 cup	1/2 cup
Meat/Meat alternate			
Lean meat, poultry, or fish	1/2 oz	1/2 oz	1 oz
OR, Alternate protein product	1/2 oz	1/2 oz	1 oz
OR, Cheese	1/2 oz	1/2 oz	1 oz
OR, Egg	1/2 egg	1/2 egg	1/2 egg
OR, Cooked dry beans or peas	1/8 cup	1/8 cup	1/4 cup
OR, Peanut or other nut or seed butters	1 tbsp	1 tbsp	2 tbsp
OR, Nuts and/or seeds	1/2 oz	1/2 oz	1 oz
Or, Yogurt, plain or sweetened	2 oz	2 oz	4 oz