

Susquehanna Waldorf School All School Handbook 2017-2018

Updated 11/2017

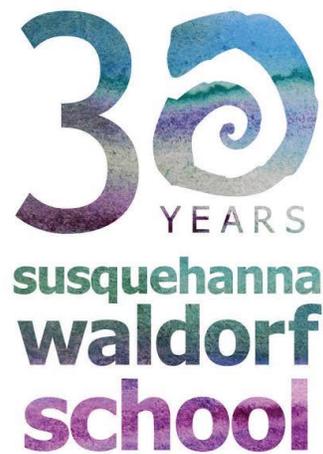


TABLE OF CONTENTS

WELCOME TO THE SUSQUEHANNA WALDORF SCHOOL.....	1
Our Mission Statement.....	1
History of the School.....	1
Our Governance and Organization Structure.....	2
<i>Board of Trustees</i>	3
<i>Management Team</i>	3
<i>Section Chairs</i>	3
<i>Parent Guild</i>	4
<i>Administrative Staff</i>	4
<i>Policy and Decision Making</i>	4
<i>Business and Financial Management</i>	4
<i>Human Resources</i>	5
<i>Development and Fundraising</i>	5
Donation and Fund Raising Policies.....	5
Educational Improvement Tax Credit (EITC) Program.....	5
Susquehanna Waldorf School Endowment.....	5
SCRIP Program.....	5
Annual Giving Campaign.....	6
<i>School Plant and Facilities</i>	6
Our Parents.....	7
Parent Guild.....	7
<i>Class Parents</i>	7
<i>Class Representative</i>	7
<i>The Parent Pledge</i>	7
Our Publications and Notification System.....	8
<i>The ePost</i>	8
<i>OneCallNow</i>	8
<i>School Calendar</i>	8
<i>SWS Handbook</i>	8
<i>School Directory</i>	8
<i>Email Guidelines</i>	8
Class Visits and Observations.....	9
Nondiscrimination Policy.....	9
Child Abuse and Neglect Policy.....	9
THE SCHOOL DAY.....	9
Absences and Late Arrivals.....	10
Attendance Requirements.....	10
Timeliness and Pickups.....	11
Contacting Your Class Teacher.....	11
Getting to School.....	11
<i>Car-pools</i>	11
<i>Buses</i>	11
<i>Walkers</i>	12
<i>Parking</i>	12
Field Trips.....	12
<i>Day Trips</i>	13
<i>Overnight Trips</i>	13

<i>Class Three Trip</i>	13
<i>Class Eight Trip</i>	13
Parent-Teacher Conferences and Progress Reports.....	14
Transcripts.....	14
Playground.....	14
<i>Rules</i>	14
<i>Consequences</i>	14
Pets Policy.....	15
EARLY CHILDHOOD PROGRAMS.....	15
Our Early Childhood Program.....	15
Parent and Child Programs.....	15
Mixed-Age Kindergarten.....	15
Afternoon Garden.....	16
Changing Early Childhood Programs.....	16
Allergies & Dietary Concerns.....	16
OTHER SCHOOL PROGRAMS.....	16
Extended Care Programs.....	16
<i>Sunset Program</i>	17
<i>Sunset Program Policy for Committee Workers</i>	17
<i>Emergency Situations</i>	17
General Music Program.....	17
Stringed Instrument and Orchestra Program.....	17
<i>Choral and Orchestra Performances</i>	18
<i>Performance Attire</i>	18
Care Group.....	18
CLASS EIGHT GRADUATION.....	19
CONCERNS AND CONDUCT.....	19
Immunizations.....	19
Illness or Injury.....	19
Visiting School Nurse.....	20
Head Lice Policy.....	20
Emergency Procedures.....	21
<i>Inclement Weather</i>	21
<i>Other Emergencies</i>	21
Conduct and Discipline.....	21
<i>Classroom Conduct and Expectations</i>	21
WALDORF HOME LIFE.....	23
Television and Other Media.....	23
Electronic Devices & Cell Phones.....	23
Rest and Sleep.....	24
Home Toys.....	24
Recess & Outdoor Time.....	24
Food and Hot Lunch.....	24
Clothing.....	24
Student Dress Code Policy.....	25
Photo, Internet and Social Media Policy.....	26
Lost and Found.....	27

FUNDRAISING.....	27
Principles & Policies.....	27
Educational Improvement Tax Credits.....	27
Volunteer Opportunities.....	28
School Fundraiser Policy.....	28
Class and Lunch Fundraiser Policy.....	28
FINANCE.....	30
Tuition.....	30
Financial Scholarship.....	30
ADMISSIONS.....	31
Admissions Process.....	31
Evaluation of New Students.....	32
<i>Pre-Kindergarten/Kindergarten</i>	32
<i>Classes 1-8</i>	32
Summer Provisional.....	33
Full Enrollment Policy.....	33
Continuing Enrollment Procedure.....	33
Re-Enrollment Procedure.....	33
First Grade Readiness.....	34
DEPARTURE POLICY.....	35
AWSNA.....	35
FURTHER READING.....	35

<p><i>These policies and procedures are subject to change as may be determined to be in the best interests of the school or the students by the Management Team or the Board of Trustees.</i></p>

Welcome to the Susquehanna Waldorf School

The Susquehanna Waldorf School follows the philosophy and method of Waldorf education, an educational movement developed by Austrian philosopher and educator, Dr. Rudolf Steiner. Since 1987 the Susquehanna Waldorf School has grown to provide classes for children from infancy through grade eight. The school is a Pennsylvania-licensed academic private school and a member of the Association of Waldorf Schools of North America (AWSNA). Originally accredited by AWSNA in January 2004 we are currently in the re-accreditation process. Our Early Childhood program is also recognized as a full member of the Waldorf Early Childhood Association of North America (WECAN) and the International Association of Waldorf Kindertagesstätten.

Our Mission Statement

The Susquehanna Waldorf School is an independent school community rooted in the international movement and philosophy of Waldorf education. We provide a rich and challenging environment that inspires our students to reach the highest levels of intellectual, spiritual, artistic and physical achievement. Through the integration of these pursuits, we nurture the potential within each child to fully develop his/her unique capacities. Our students acquire a lifelong love of learning and a sense of compassion that benefits them, their community and the world at large.

(updated August, 2011)

History of the School

The Susquehanna Waldorf School began as a parent initiative in 1987 with nine Pre-Kindergarten students. The school has an even longer history, however. From 1970-1973, the Lancaster Society of Friends ran a kindergarten using Waldorf pedagogy. Between 1976 and 1978, the Friends organized a second, parent-run kindergarten. After this second venture closed in 1978, the Lancaster Waldorf School Association became a legally incorporated entity. The intent of its organizers was to establish and operate an independent private school upon the principles of the Religious Society of Friends, and using Waldorf pedagogical methods. The school opened in 1979 as the Lancaster Waldorf School, with five preschoolers. It grew to include twenty children in kindergarten through fourth grade, but closed its doors in 1984, due to financial difficulties and meager enrollment. A parent body continued to meet regularly to celebrate festivals and organize fundraisers.

In the early spring of 1987, a group of parents interested in Waldorf education met at the Lancaster Friends Meetinghouse. After several planning meetings, mounting enthusiasm, and a growing understanding of Waldorf pedagogy, the group decided to open a preschool that fall. One of the parents, Linda Heywood-Getz, supported with the mentoring of experienced Waldorf teacher Dorothea Williams, taught the first class. Dorothea Williams and her late husband Dr. Hal Williams gave the initiative loving support and guidance. Dr. Williams, an anthroposophical doctor, helped to choose the school's current name and served on SWS's first Board of Directors.

Enrollment doubled in the second year with an additional kindergarten, taught by Boel Neville, an experienced Waldorf teacher and participant in Waldorf initiatives. With Board President Thomas Getz, Ph. D., and others, Boel helped the school to re-incorporate, to become established as a non-profit organization, and to join the Federation of Waldorf Schools.

The Lancaster Friends Meetinghouse had provided a warm and congenial atmosphere within which the school had begun to flourish. In the third year, in the late summer of 1989, with enrollments exceeding available space, the school relocated to its present home in Marietta, not far from Lancaster and closer to the homes of students from York County. The new home, a turn-of-the-century (1899) school building

that had served the town of Marietta for generations as a public school, once again had children entering its arched doorway and enlivening the classrooms. The Marietta Trust, a group of local citizens, had purchased the building when it closed as a school, in order to preserve and use it as a community gathering place. SWS leased space in the building, sharing occupancy with various other organizations until December 2002 when the school purchased the building and began to occupy all the available space.

Throughout the school's first seven years in the new location, more grades were added, and the faculty grew and developed into a decision-making body. The parents organized into an energetic and active Parents Association, and the Board worked with both faculty and the parents to help develop and stabilize the school's three pillars of leadership: faculty, parents, and Board.

In 2011 significant changes were made to the governance structure of the school. A Management Team was formed to oversee the day-to-day administration of the school, replacing the Council of Teachers and the Central Communication Committee. The school's by-laws and governance documents underwent significant revision.

Some historical highlights:

1987	Preschool founded at Lancaster Friends Meeting
1989	Moved to Marietta; First grade offered for the first time; many other firsts
1990	Pennsylvania Department of Education approved SWS application for licensure as a private academic school; second grade added
1991	School store opened; third grade added
1992-3	Over 100 children enrolled; fourth grade added.
1994	Specialty subject classes included French, German, handwork, music, woodworking, and games; fifth grade added
1995	First sixth grade class graduated
1996	Tenth Annual Winter Fair
1997	SWS Tenth Anniversary celebration; Care Group established
1998	Council of Teachers founded; first Eurythmy block; Leo Klein as mentor
1999	Seventh grade added; Parent-Child classes begin; Admissions consultant; Mandate system implemented
2000	Admissions Coordinator and Business Manager hired; office moved downstairs; first Development Committee
2001	Eighth grade added and first eighth grade class graduated
2002-3	First Development Coordinator
2003	Building purchased; First AWSNA accreditation
2004	First Shepherds' Play performed
2005-6	New logo
2007	First Middle School Support Teacher; Endowment began
2008-9	Lancaster City Parent/Child satellite
2010-11	Governance and By-laws revision; Management Team founded; PA renamed as Parent Guild; middle-school clubs formed
2011-12	Celebration of Twenty-Fifth Year
2013	Purchased a school van
2014	Hired a Director of Marketing and Admissions

Our Governance and Organization Structure

Leadership of our school is shared among the members of the Board of Trustees, the Management Team and Section Chairs, and the Parent Guild Steering Committee.

The Board of Trustees

Sustainability and legality are the primary responsibilities of the Board. The Board ensures that the school will be able to sustain itself in optimal fiscal condition, will be responsible stewards of the facilities and land, and will continue to provide Waldorf education into the future. The Board keeps the bigger picture alive; its focus on the mission and vision of the school and its study of Steiner's indications for Waldorf education and the threefold social order allow it to undertake strategic planning and to measure the work of the school against its desired ends.

The Board of Trustees holds regular monthly meetings to discuss the school's legal and fiscal health and to further strategic planning. Each monthly meeting begins with an open session, during which all members of the SWS community are invited to participate. A key aspect of the Board's work is their preparation and approval of the school's annual budget, which is presented at an All-School Meeting in the spring. The Board conducts a self-evaluation of its work by the beginning of April of each year, at which time the Management Team also reviews the Board's work and makes recommendations.

The Management Team

Accountability is the primary responsibility of the members of the Management Team. Their jobs are to help all faculty and staff members live up to the agreements, expectations, and aspirations that we all have for ourselves and each other as professionals in our field. The administrative and managerial work of the Management Team is undertaken as a means of achieving the school's mission.

The Management Team carries the administrative and managerial leadership of the school and is responsible for decision-making and oversight in all matters concerning day-to-day administrative and pedagogical life. The work of the Management Team is informed by the pedagogical work of the faculty and the Management Team's collaboration with the Board of Trustees. The MT, with legal guidance from the Human Resource Committee, makes decisions about faculty and staff employment in all cases except for the Business Manager (who is hired directly by the Board). The MT oversees matters relating to pedagogy and programs.

The Management Team membership is made up of faculty members and the Business Manager. These members are chosen by the full faculty and staff and their work is reviewed annually by the Board of Trustees, the faculty and staff, and the Parent Guild.

The Management Team meets twice each week, and meets weekly with the faculty during Thursdays' after-school faculty meetings. All members of the community are invited to share suggestions and concerns with the MT, which will promptly respond directly to the matter or redirect the matter to its proper place.

Section Chairs

The Section Chairs carry the management and visionary leadership of the sections of the school: Early Childhood, Grades, and Subjects. These Chairs proactively guide work in the section meetings to strengthen pedagogy within a healthy Waldorf school environment. The Chairs are chosen annually by their sections, receive delegated tasks from the Management Team, and keep the Management Team informed of their activities and decisions.

Parent Guild

The Parent Guild is a community-building organization and serves as the vehicle for full parental involvement in the life of the school community. The Guild elects a representative as a full member of the Board of Trustees and actively supports the work of the Board, Management Team, and Faculty on behalf of our children, contributing to the intellectual, physical, and social climate of the school community. The Parent Guild also supports the school, fosters communication, and builds community through actively participating in planning social fundraisers such as the Winter and Spring Fairs.

All parents of currently enrolled students are members of the Parent Guild. Every class in the school should have one class representative active in the Parent Guild, which meets at least once a month. The Parent Guild Steering Committee--consisting of Chair, Co-Chair, one or two Secretaries, Representative to the Board, and Outreach Coordinator--oversees the work of the Guild and serves as an advisory group to the Board and Management Team. The Guild does much of its work through committees.

Administrative Staff

Our school has a Director of Admissions and Marketing who leads our work in outreach and marketing, admissions and enrollment. Our Business Manager is responsible for financial and contractual agreements. Our Administrative Coordinator staffs our front desk, coordinates record-keeping and school communications.

Decision-Making at SWS

Decisions are reached by consensus within all decision-making groups. For the Management Team and the Board, a quorum must be met in order to make a decision.

Parent input on important school issues has a formal channel in the parent representative on the Board. Input from parents is sought and encouraged.

Business and Financial Management

The ultimate responsibility of the financial state of the Susquehanna Waldorf School lies with the Board of Trustees. All financial matters of the school are handled by the Treasurer of the Board, the Finance Committee, and the Business Manager. Financial recommendations are made by these bodies or people and approved by the Board of Trustees.

The Treasurer of the Board has custody of the funds and securities of the school. The Treasurer must be a non-vested member of the Board and is nominated and elected to the officer position annually at the May meeting of the Board or when the position is vacant. The Treasurer, in conjunction with the Business Manager, prepares and presents annual reports to the Board of Trustees, including a balance sheet showing the assets and liabilities of the corporation (SWS) and a profit and loss statement showing the gross and net income and operating expenses of the school.

The Board Finance Committee (comprised of Treasurer, Business Manager, and representatives from the Board and Management Team) is responsible to ensure the present and future financial health and stability of the school through sound policies and principles. The committee is responsible for initiating, implementing, and carrying through the annual budget process; for managing operating expenses and seeking approval of any proposed bottom line changes from the Board; and for formulating investment policies.

Human Resources

The Human Resource Committee is a joint committee comprised of two members each from the Board of Trustees and the Management Team. The Board of Trustees is responsible for hiring the Business Manager and for overseeing his or her work, as well as for helping to oversee the work of employees who maintain the school facilities. All other human resource issues, including hiring, termination, job descriptions, and professional development, are handled by the Management Team. Section Chairs assist in cases where applicants for a faculty position are sought, and qualified job candidates are taken by the Management Team through a process of paperwork submission, observation, interview and demonstration. Input on candidates for teaching and staff positions is sought from the full faculty and staff.

The Management Team and Section Chairs assist all members of the faculty and staff in professional development. The work of all teaching and administrative staff members is evaluated in regular cycles, both by in-house and outside observers.

Development and Fundraising:

Donation and Fundraising Policies

All donations to the school are tax deductible to the fullest extent allowed by law and the Internal Revenue Service. The school accepts gifts of cash and cash equivalents including stocks, securities, bonds, bequests, and charitable trusts. Donations of tangible items and services (in-kind) are often needed and requested. We encourage families to take advantage of corporate fund matching for charitable donations. *Please see the Development section for more information.*

Annual Giving Campaign

The Annual Campaign is our most significant fundraising effort of the year, which differs from our other fundraising efforts in a very important way.

The Annual Giving Campaign presents an enriching opportunity for our community—parents, Board Members, faculty, grandparents, alumnae, etc.—to make a statement of trust in the mission and works of our school through our financial gifts. The return on this investment comes when we see our gifts at work to enliven, foster and expand Rudolf Steiner’s vision for how our developing children become whole, moral beings.

Tuition alone does not fully cover the cost of educating a child at SWS but rather represents the school’s desire to make a Waldorf education accessible to as broad a population as possible. It is expected that each family participate in our annual fund drive to whatever extent is fiscally possible. ***SCRIP Program and other retail opportunities that benefit SWS***

SCRIP is a national fundraising program that provides gift cards from hundreds of merchants and is available to schools and other non-profit organizations. As a non-profit organization, SWS is qualified to participate in the SCRIP program. Gift cards are ordered and a percentage is deducted from the total owed by the school.

When families purchase gift cards the profit from that purchase is donated to the school.

Our school currently sells Giant **SCRIP** cards. Payment must be made in cash or by check at the time of purchase. A certain amount of cards are kept in inventory for convenience. Please see the school store manager to purchase SCRIP.

You can donate by shopping at Darrenkamps, Stauffers of Kissel Hill or Giant, using your store card and designating SWS as recipient.

Boxtops for Education is another program in which the school participates. See their website for more details: <http://www.boxtops4education.com/>

Amazon donates to non-profits when you shop at the address listed here: <http://smile.amazon.com/> You may get more information from this site: <http://smile.amazon.com/gp/aw/ch/about>

The school formally acknowledges that our gym is available for rental to sports related activities. The rooms in the rest of the school are rented or used for events, either one time or ongoing, for purposes that are in line with our mission statement. Final determination of eligibility resides with the Management Team.

Educational Improvement Tax Credit (EITC) Program

The Susquehanna Waldorf School participates in the Pennsylvania Educational Improvement Tax Credit Program as an approved scholarship organization. This program allocates thousands of dollars each year in tax credits to encourage incorporated businesses to donate money to scholarship and educational improvement organizations for primary and secondary education. Scholarship organizations, such as Susquehanna Waldorf School, offer financial scholarships to improve educational opportunities for children. For more information regarding the EITC program, please contact the school and visit www.inventpa.com.

Susquehanna Waldorf School Endowment Fund

Through the philanthropic support of alumnus parents Deb Mauro and the late Rich Mauro, an endowment fund was established in 2006 through the York County Community Foundation (www.yccf.org) who manages, administers and distributes the funds accordingly. If you have any questions regarding this fund or have an interest in being a part of it, please contact the school.

School Plant and Facilities

The Facilities Committee is responsible for building maintenance, improvements, and surrounding grounds. The Facilities Committee meets as needed to coordinate, oversee and complete projects. The Facilities Committee keeps the interior spaces and outside areas, including the playground and parking lot, both aesthetically pleasing and safe, as well as in compliance with state regulations.

The Facilities Committee strives to support all aspects of sustainable living, which include using green cleaning products and rendering services from local businesses whenever possible to support maintenance and repair projects. At this point in time, we continue employing a pest control company to limit the number of critters visiting our school.

The staff's commitment to sustainability keeps us recycling our paper and cardboard as well as ordering office products that are green. We ask parents to support us in this endeavor whenever possible by ordering recycled paper goods that are biodegradable.

Our Parents:

Parent Guild

The Parent Guild is the collective parent body of the Susquehanna Waldorf School. Our mission is to promote parental participation in the life of the school and inspire unity within the school community. The Parent Guild serves as a strong voice for the parent community and works in partnership with the Board of Trustees, Management Team, Faculty and Administration. Together, we embrace the mission, vision and goals of the Susquehanna Waldorf School to joyfully support and enrich the lives of our children and ourselves.

The Guild organizes learning opportunities that educate parents on the philosophies of Waldorf Education and outreach activities that serve the local community.

Class Parents

The Class Parents work directly with the teacher in developing the class community. All aspects of Class Parents' work are under the direction of the class teacher. The Class Parents interact frequently with the class teacher and are knowledgeable about the school and its traditions.

Class Representatives

To facilitate communications between the parents and the Parent Guild, Class Representatives for each class (Kindergarten through Class Eight) may be selected annually by any means their class desires.

Class Representatives serve as members of the Guild. The Class Representative(s) serve as a two-way communication link between the parents of their class and the Guild. Please see your child's class teacher for specifics about this role in the class.

The Parent Pledge

I Pledge to attend parent meetings and parent-teacher conferences.

These conferences are the Waldorf equivalent to report cards and are of utmost importance in maintaining open communication about student progress and development. Attendance helps to ensure that the class community and greater parent body can be mutually supportive and understanding of the curriculum and its foundations.

I Pledge to support my child(ren)'s class in activities by actively supporting the Class parent.

All parents provide practical, emotional and spiritual support for the teacher and the class as well. To help with the facilitation of classroom life, each class has one or more Class Parents who take the lead to organize parents to help with class events and, at times, all-school events.

I Pledge to support the Parent Guild by keeping informed about and participating in Guild activities.

Parents are essential to the vibrant life of the school. Healthy, successful Waldorf schools are created and sustained through the active involvement of parents. All parents at the Susquehanna Waldorf School, upon enrollment of their children, automatically become members of the Parent Guild. The Guild conducts one regular monthly meeting throughout the school year. Please see school calendar for meeting dates. More complete Parent Guild information can be found in the Handbook (pages 8 – 11).

I pledge to participate in Festivals and Fundraisers and to attend All-School meetings and functions.

Our Festivals are community events which enrich the curriculum, the community and our daily lives. Our Fundraisers not only provide vital financial support for the school - they provide an opportunity to meet many families and share in building a strong school community. The All-School meetings and functions are a time to gather with other parents to expand your understanding of both the curriculum and of how the school is operating.

I Pledge to make an Annual Giving contribution.

Tuition alone does not fully cover the cost of educating a child at SWS but rather represents the school's desire to make a Waldorf education accessible to as broad a population as possible. It is expected that each family participate in our annual fund drive to whatever extent is fiscally possible.

Our Publications and Notification System

The ePost

Our school newsletter is emailed weekly, on Thursdays. The ePost contains articles of interest and updates by the Management Team, faculty and staff, Board, and Parent Guild. All community members interested in receiving the ePost should make sure the school has their current e-mail address. Submissions to the ePost may be sent to tracie.couch@susquehanna.org; the deadline is Tuesday prior to publication, at midnight. We will accept classified ads but no commercial endorsements or personal promotions.

Notification System

OneCallNow is a school-wide notification system that delivers messages via phone, email and text. You may be informed of weather related delays or closings, meeting/assembly times or special school events. Most urgent notices will be delivered by phone with email and text added. Less urgent notices will be delivered by email and/or text. Receiving notices by text is optional and you must opt-in by texting ALERT to 22300.

Community Calendar

To ensure that all members of our community are "in the know" about events and opportunities, the Management Team oversees a full-school calendar which is available on our website at www.susquehannawaldorf.org. While the calendar can be printed from the site, it is updated often, and reminders about calendar and scheduling updates will be announced in the ePost.

SWS Handbook and Early Childhood Handbook

Our school handbooks offer a comprehensive view of the school's identity, policies, and procedures. These handbooks are posted on our website at www.susquehannawaldorf.org.

School Directory

The school directory contains the class list and alphabetical entry of each family. It also lists the Faculty, Administrative Staff and members of the Board of Trustees. The directory is not to be used as a mailing or telephone list for non-school purposes.

The school directory is issued some time in the early fall.

Email Guidelines

When e-mails or phone lists are being used for school-related information, please consider the following: Not every communication is appropriate for email. Email is neither private nor secure. Do not use email to discuss confidential or sensitive information.

Group emails are to be used for class communications, ePost mailings and committee work. School email addresses published in the school directory *are not to be used as a mailing list for non-school purposes, which would include commercial endorsements and personal promotions.*

Class Visits and Observations

Teachers in Waldorf schools work in a unique way with classes as social groups. Due to the change in dynamics when adults enter to observe the class, it is not always possible for parents to participate in lessons. However, parents may visit their children's classes for observation by making prior arrangements with the teacher.

Please respect the work of the class by knocking and awaiting an invitation to enter. We request visitors to arrive on time, being courteous to the class time frames.

Visitation and Participation of Non-Enrolled Students

Families are invited to make arrangements with our Director of Admissions and Marketing and the individual's former teacher for student visits.

If former students (including alumni as well as students who have not graduated from SWS) would like to visit SWS during the school day, their families should make a request to the teacher and the teacher will contact MT for consideration. Requests should be made at least a week in advance of the proposed visit.

Often part of a visit will include a volunteer service element. These arrangements will be coordinated by the class teacher.

Nondiscrimination Policy

The Susquehanna Waldorf School follows a policy of nondiscrimination in all aspects of operation and does not discriminate against any person on the basis of race, sex, religion, age, or national or ethnic origin. All admissions and services are provided without regard to race, color, religious creed, ancestry, sex, disability, age or national origin. Any complaints of discrimination may be filed with the Office for Civil Rights, the U.S. Department of Health and Human Services, the Bureau of Civil Rights Compliance, the Department of Public Welfare, and/or the Pennsylvania Human Relations Commission.

Child Abuse and Neglect Policy

An operator, faculty, or staff person who has reason to believe that a child enrolled in the facility has been abused is required to report suspected child abuse to Child Protective Services.

A written report regarding the suspected child abuse shall be submitted by the operator, faculty, or staff person to CPS, within 48 hours.

The School Day

The school day begins at 8:15 a.m. and ends at 3:15 p.m. Your child's teacher approaches the day with a reverent attitude and seeks to bring the children into this atmosphere. If a child is late, s/he misses the

teacher's personal greeting and the daily verse. It is imperative that parents are on time so that all children are included and can make the transition into the school day. Tardiness also disrupts Circle and Main Lesson time.

Student drop-off begins at 8:00 a.m. Children whose buses arrive earlier than 8:00 may wait on the bench in Williams Hall, or, if they are in classes 5 through 8, outside their classrooms. All other children may not be dropped off at school until 8:00. Please note that teachers will not be in the classroom until 8:00 a.m. Parents are not to leave their children in the classroom unsupervised.

The children are dismissed at 3:15 p.m. Parents, please be prompt when picking up your child. At 3:30 students not picked up will be taken to the Sunset Program and parents charged accordingly. Families who need childcare beyond normal dismissal time can enroll their children in the Sunset Program. (See the "Sunset Program" in the Extended Care section for details).

Parents should inform the teachers and the office, in writing, of any changes to persons who are authorized to pick up their children, as well as any other schedule changes such as early dismissal or absence due to vacation.

Absences and Late Arrivals

Regular attendance is important for the academic and social life of the child. Parents should try to schedule appointments and vacations when school is not in session. Parents are encouraged to help their children understand the importance of punctuality and good attendance.

If you arrive late, do not interrupt class by walking in; please knock, and wait with your child in the hall until the teacher finds an appropriate moment to invite your child into the classroom. The faculty recognizes that occasional delays are unavoidable. However, habitual tardiness is highly disruptive and will be dealt with on a case-by-case basis.

Please leave a message before 8:15 a.m. if your child will be absent or is arriving late. If a teacher indicates a child's absence and the parent has not notified the school of this absence, a call will be made to the parents to confirm the child's whereabouts. **If your child takes a bus to and/or from school, please remember to notify the bus company when transportation is not required in such instances regarding illnesses, planned absences and early dismissals.**

Attendance Requirements

The State Board of Education requires that school-aged pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the State. The educational program offered at SWS requires continuity of instruction and classroom participation. Therefore, if a child has three or more unexcused absences or is excessively absent (defined at 10% of the days in the term to date or 17 days per school year), a notification will be sent to the parents. After that notification, any absences will require a doctor's excuse and may result in suspension until a meeting with parent, child and teacher is held to find resolution for the situation. Outside tutoring may be requested at the parents' expense. Tutoring could be required to keep the student up to date with the curriculum.

All absences require a written excuse and are determined to be excused or unexcused based on the following guidelines:

Excused Absences

1. Illness
2. Death in immediate family

3. Impassable roads
4. Religious holiday
5. Any absence pre-approved with the class teacher

Unexcused Absences

1. All reasons not listed as excused
2. No written excuse within five days after returning to school

Timeliness and Pickups

Grades children will be dismissed at 3:15 p.m. in front of the school building. (For Kindergarten children, please refer to the Early Childhood handbook for arrival and dismissal policies.) Please be prompt in picking up your grades child(ren) at 3:15 p.m., as it can be frightening or saddening to a child to feel forgotten, even for just 10 minutes. If you think you will be late, please call the office so that we can reassure your child that you are on your way. At 3:30 p.m., your child will be placed in the Sunset Program according to the terms of the Emergency Situations section of the Other School Programs in this handbook. *A second occurrence and all occurrences thereafter will each incur a \$25 fee.*

Contacting Your Class Teacher

Your class teacher will be happy to discuss your questions or concerns. Hurried discussions at drop-off or pick-up times aren't satisfying for either the parent or teacher and may make the student uncomfortable. Please check with your child's teacher as to the times most convenient for school-related phone conversations. Any personal concerns that require a lengthy discussion can be addressed in a prearranged conference.

Getting to School

Many of our students are driven to school individually; for some parents car-pooling may be an option to reduce their driving time. Busing is available for students (see below for more details). Some students may be able to walk to school.

Car-pools

Please give your child's teacher a written schedule of your car-pool arrangements and note any changes in writing. We also need to have a note to the teacher or phone call to the office when someone other than regular drivers will be picking up your child.

Buses

If your school district lies within ten miles of the Susquehanna Waldorf School you may receive public school bussing for children who are at least 5 years of age by September 5th. For more information contact the Administrative Coordinator. Currently, the following schools provide bus transportation to the Susquehanna Waldorf School:

Donegal
Eastern York
Elizabethtown
Hempfield
Manheim Central

Penn Manor

Once bus arrangements are established, parents are required to notify the bus company directly when their child will not be riding the bus; for example due to illness, class field trips, or other scheduled absences, etc. This communication is very important to the bus drivers.

The bus services ask that your children be at the assigned bus stop 5 minutes ahead of the scheduled pick up time in the morning. Their bus schedules are tight and they ask all for their cooperation to help keep the buses on schedule. This is important as well to our teachers so that the children arrive before the school day begins.

Should a registered child need to get on or off at a different existing bus stop, permission notes will be required from the child's parent. These notes then need to be authorized by the Administrative Coordinator, who will return the notes to the child to be given to the bus driver. Should an emergency arise during the day and your child needs to get off at a different bus stop within the route, please contact the Administrative Coordinator to write the authorization note to the bus driver. Please note that busses will not transport non-registered students.

Walkers

Children should cross at designated cross walks. Crossing guards are not provided.

Parking

Please observe the "No Parking" signs in front of the school so that buses and emergency vehicles have access. Please park in the school parking lot so that our resident neighbors have ample street parking. Use the spaces in the west lot adjacent to the school. Please do not park in the lot to the east of the school next to the Marietta Restoration Museum building. This lot is not available to the school. **Please observe our one-way traffic flow on Walnut Street.**

Note: When dropping off or picking up your child, be especially vigilant driving near the school. Please do not allow children to play in or around the parking lot or in front of the building during these hours. **Please do not leave your children unsupervised, and always remember to turn your car ignition off.**

Field Trips

Day Trips

As part of the Waldorf curriculum teachers may take the children off the school grounds on walking trips in Marietta for educational and recreational opportunities such as: nature walks, geography lessons, botany lessons, playing ball, or enjoying the local playground. A walk waiver is required for teachers to take children on walking trips. Teachers may also arrange to take children away from Marietta on field trips. Notification of a field trip will come by letter from the teacher. This letter will include information about fees and a permission slip. Field trip costs are not included in the tuition.

All school field trips are chosen based on the curriculum and age appropriateness. Field trips are designed as pedagogical tools, which support a specific learning experience for the students of any given grade; therefore, siblings of various ages are not invited to join these trips, which are for enrolled SWS students only.

Permission slips **must** be signed and returned before the trip if you want your child to participate. If a permission slip is not returned, the parent will be contacted to pick up their child. Teachers may ask for volunteer parent drivers to provide transportation. All volunteers will be required to provide copies of

Child Abuse Clearances and Criminal Record Checks in addition to valid driver's license and insurance certificate, if driving. These will be kept on file in the office.

When a situation arises wherein the School becomes aware of a member of our community having a criminal record, either through a criminal record check initiated by the school or by other means, then actions to be undertaken by the Management Team can include but not be limited to: Meeting with the parent for conversation, barring parent from chaperoning, from acting as driver on field trips, from being with the students or alone with the students, or volunteering at school events, or even to be barred from being on the school property; all depending on the severity or length of time since criminal charges had been filed.

State law requires that all children wear seat belts. We extend this requirement to all students while on any school-sponsored field trips. Additionally, no student in grade four or below may ride in the front seat of a car with a passenger side airbag. Fifth and sixth grade students may only ride in the front seat with parent's permission. Pennsylvania Dept. of Motor Vehicles recommends all children ages 12 and under ride in the rear seat.

The effects of alcoholic beverages are of serious concern to many individuals and families. Therefore their use on any school sponsored trip is prohibited.

All school rules for appropriate behavior are in effect during field trips. Drivers/chaperones, directed by the class teacher must be fully prepared to support and enforce school rules.

Overnight Trips

School overnight trips are considered days away from school. They are intended to be educational, community building and an overall group and individual experience. The only excusable absence is a doctor's excuse to be provided to the class teacher. If the doctor's excuse prevents a child from attending the overnight class trip, they will then attend school under the supervision of a teacher completing school assignments while the rest of the class is away. Teachers will inform parents of the arrangements and the costs.

Class Three Trip

The Third Grade class has traditionally taken an overnight trip. The ideal overnight trip for the third grade is a farm trip during which time children work with a farmer tending to the daily chores of farm life. There are costs for this trip that are not covered by tuition.

Class Eight Trip

It is the tradition of the Eighth Grade class to take one final memorable field trip celebrating their time spent together as a class. This special trip offers opportunity to sum up and reinforce the pedagogy of the entire eight-year journey. Once the class teacher has established the format and choices for the class trip, parents and teacher together will decide upon the final destination as well as the financial aspects of the trip and what fund-raising activities would need to take place within the guidelines of the Development policy. Students may participate provided the family's financial account is in good standing.

Parent-Teacher Conferences and Progress Reports

Parent-teacher conferences are scheduled twice per year for private and comprehensive discussion between parents and teachers concerning the progress and development of the child. These conferences

are the Waldorf equivalent to report cards and are of utmost importance in maintaining open communication about each child's progress and development. Either the parent or teacher can request extra conferences.

Parents will also receive via mail by the end of June, a thorough narrative account of your child's progress in each subject, written by your child's class teacher and each subject teacher. Our experience and conviction is that a written progress report gives a more accurate, complete and useful measure of student achievement than does a letter grade. These reports are written for parents. Parts of these reports may be shared or summarized with children in grades 6, 7, and 8.

Transcripts

All requests for transcripts or evaluations of any kind will come directly to the school office, Attention: Administrative Coordinator. The various evaluation and recommendation forms will be given to the proper teachers to fill out and return to the Administrative Coordinator. We attempt to send out all transcript packages, evaluation or recommendation forms within two weeks of the request, and document all that we have mailed. All financial obligations must be current in order for student records to be sent as is stated in the Enrollment Agreement (contract).

Playground

Rules

1. Anything a teacher says is to be obeyed immediately.
2. No child may leave the school premises during school hours without a teacher or a parent.
3. Climbing over the fences is not allowed.
4. Once outside for recess, children need to ask for permission to enter the building.
5. Throwing of gravel, rocks, sand, snowballs, etc. is not allowed.
6. No child may leave the playground area to retrieve a ball without a teacher's permission and supervision.
7. Foul or abusive language will not be tolerated.
8. Play outside the fence is reserved for grades four and up.
9. Please ensure that all equipment is cleaned up before you leave the playground. The last teacher outside will check that the gates are closed, and the playground is secured.

Consequences (currently under revision)

When a rule is willfully broken on the playground, the child who broke the rule will be sent to sit down. A teacher will come to the child within 5 minutes to restate the situation, listen to the child, and confirm the bottom line. The class teacher may also choose to do some or all of the following:

1. Have a conversation with the child in order to understand what is going on, and identify a plan to avoid a repeat of the behavior.
2. Call the child's parents.
3. Seek help from the Care Group committee or their colleagues.

Pets Policy

For the safety of all our children and community members as well as of our facilities, please refrain from bringing pets inside our school building unless they are invited to a classroom visit which you have

arranged with your child's teacher. All visiting pets on school grounds must be on a leash or in a cage, and owners are responsible for pet clean-up.

Early Childhood Programs

Our Early Childhood Program

In the Early Childhood programs at the Susquehanna Waldorf School, the seeds for love of work and learning are sown and grow with the child. The young child's school day contains a familiar rhythm that repeats each week as the seasons pass. Nature's cycles define the work, as seasonal songs, verses, stories, and crafts fill the mornings.

In the pre-school years, children learn primarily through their own need to be active and their uncanny ability to imitate all that surrounds them. Teachers bring activities and rhythm in an atmosphere of beauty, warmth, and harmony to nourish their blossoming creative thinking upon which all future abstract thought will be built. Simple material from nature provides the stimulus for creative play, which develops imagination, concentration, coordination, language, and number skills that will be gently called forth in the elementary years.

Parent and Child Programs

The Parent and Child program offers an opportunity for parents with infants, toddlers, or young children to discover the world in a special setting with other families.

These programs provide a supportive environment for parents to explore the joys and challenges of raising young children, and to learn simple crafts, stories, and songs. A snack is prepared and enjoyed by all. Through play and work, the children will have their first taste of being with others in a group. Parents are encouraged to attend any scheduled adult meetings for discussion about the children and the class; the parent and child attend the rest of the classes in the session together.

Please refer to the brochure for specific dates and times of classes. To enroll in this program, contact the Admissions office.

Mixed-Age Kindergarten

The Susquehanna Waldorf School offers 3, 4, and 5 day mixed-age kindergarten programs designed for the young child who is 3 to 6 years of age. Parents may choose the days their children attend, however it is recommended that they be consecutive. Both half-day (8:15 a.m. to 12:00 noon) and full-day (8:15 a.m. to 3:15 p.m.) programs are available.

The Susquehanna Waldorf School strongly recommends that 5 and 6 year old children who will go to first grade the following school year attend 5-day kindergarten (at the latest by January of the preceding September first grade enrollment) to ensure stamina, strength, and social maturity. Your child's individual needs will be accessed by his or her teacher.

Afternoon Garden

Afternoon Garden is the afternoon portion of our full-day kindergarten programs. Here all the full-day children come together for lunch, rest and play in support of the morning activities. Each child is provided

with a mat, pillow, and blanket and is expected to rest quietly. This is followed by a time of outdoor play (weather permitting) providing the balance needed after a busy morning. Parents, please sign out your child at pickup time.

Please note that the Afternoon Garden is not available as a stand-alone program. Speak to your teacher or to Admissions for more details. Advance registration is required as Afternoon Garden is not a drop-in program.

Changing Early Childhood Programs during the School Year

As your child grows and matures during the year, you may wish to increase your child's hours in school. Space permitting and with the approval of your child's teacher, you may upgrade to an increased program length (for example, 4 day to 5 day or half day to full day).

*Unless advised by the teacher to reduce your child's program length, you may **not** downgrade your early childhood program. Your financial responsibility remains at the contracted level for the school year.*

Allergies and Dietary Concerns

Our Early Childhood teachers strive to provide healthy and varied snacks for the children in our care. If your child has food allergies or specific dietary guidelines that you would like us to follow, please speak with your child's teacher. We will work with you to provide an appropriate snack, keeping in mind your child's needs and the needs of the group.

Other School Programs

Extended Care Program

Sunset Program & Policies

This program provides childcare and activities for children of all ages from 3:15 p.m. to 5:30 p.m. The Sunset Program is available for students enrolled in full day kindergarten and students in classes one through eight. The program has 25 spaces available. Parents who need regular childcare should enroll their child in this program to ensure availability. Contact the Administrative Coordinator to enroll or for further information. The authorized person picking up the child will check in with the Sunset provider to sign the child out in the logbook and indicate the time of pick-up. Daily registration takes place with the Administrative Coordinator. Parents must call the Administrative Coordinator no later than 1:00 p.m. for same day use. Calls after 1:00 p.m. will be considered an emergency situation as described in the policy below. If the program is full, parents will be informed and will need to make other childcare arrangements. If there is space available, your child's name will be added to that day's roster. The person picking up the child will check in with the Sunset Program provider to sign the child out and indicate the time of pick up. An hourly fee applies, which is billed monthly.

This program is day care licensed by the Department of Human Services.

Sunset Program Policy for Committee Workers

We welcome volunteers to make use of the Sunset Program at no charge. Because time commitments for volunteer work are generally known ahead of time, please check with the Administrative Coordinator prior to 1 p.m. to make arrangements. Sign-up procedures are the same as described above. Keep in mind

that only 25 spaces are available. We encourage parents to set up babysitting cooperatives during this time of work.

Emergency Situations

If you are unable to pick up your child from the Sunset program by 5:30 p.m., the Sunset care giver will call. If we are unable to reach you we will call your child's emergency contacts and request for them to pick up your child immediately.

We understand weather and traffic conditions can cause tardiness. Please have alternate care arrangements for these occasions and put them into place as soon as it becomes apparent that you will be arriving past 5:30 p.m.

Children in the full-day Kindergarten program or a Grades class with a 3:15 dismissal will be placed in the Sunset program at 3:30.

Children who miss their bus or who are waiting for a late car pool pick up will be taken to the Sunset program. The child's name will be signed into the logbook. The Administrative Coordinator will contact the parent or other authorized pick up person to come for the child.

*Each family is allowed one emergency late pick up without a fee. **The second will incur a \$25 fee.***

General Music

Music, as with all academic subjects, is an integral part of our school's curriculum. Singing is generally practiced with both the class teacher and the music teacher throughout Grades 1–8. Other musical experiences are brought to the children at the developmentally appropriate times. In **Class 1**, the children begin to play the CHOROI interval flute, the pentatonic lyre, and chime bars as their first instruments. In **Class 2**, they continue playing the pentatonic lyre, and chime bars, and are introduced to the CHOROI pentatonic flute. This study continues until the middle of **Class 3**, when the music curriculum moves away from the pentatonic scale, and the children move on to a flute program, which includes playing the CHOROI diatonic flute, the soprano recorder, and the "harmony" recorders. This continues through **Class 8**.

Stringed Instruments and Orchestra Program

In the spring of **2nd grade**, the orchestra teacher will give a demonstration to the children of the stringed instruments.

The **Class 3** year marks a year of transition for the child in music. As the curriculum moves away from the pentatonic scale, the children take up instruments which play in a diatonic mode. Along with the diatonic flute, which is introduced in class, the children begin their individual study of an orchestral stringed instrument. All students at SWS are required to take string instrument lessons by January of their **Class 3** year. A list of string instructors with all pertinent information will be provided. Parents will be responsible for arranging lessons and instrument rental; the cost of which is not included in tuition. The class teacher will follow up to make sure the children have begun taking lessons on a stringed instrument.

Private lessons must be with a professional music teacher on a weekly basis, and are required to continue from January of **Class 3** through the end of **Class 8**. Lessons may take place with one of the private music teacher's teaching at the school, either during the school day, or outside of school hours. A number of music instructors are available at SWS for lessons. These instructors are approved by the Music Department. Payment arrangements, however, are to be made directly between the instructor and the parents. It is the parents' responsibility to notify the music teacher if their child will be absent from a lesson. Daily practice (20 minute minimum) is expected, and may be viewed as music homework.

All students in **Classes 4 – 8** will play twice weekly in orchestra class. Instruments and music must be at the school on orchestra days. The orchestras will perform concerts during the year. *Attendance at the dress rehearsals and performances is mandatory.* If a string instrument is clearly not the best-suited instrument for the student, the student may choose a woodwind instrument in **Class 6**, or a brass instrument in **Class 7** which the orchestra teacher will help choose. A student must take private lessons on the new instrument for at least one year before playing the new instrument in the orchestra.

Some families may find the cost of instrument rental and music lessons difficult. Parents should discuss financial difficulties with the Business Manager, who can suggest alternatives.

If students are not meeting the music requirements by either failing to practice, not attending weekly lessons, or failing to have instruments and music at the school on the appropriate days, the parents will be contacted by the orchestra teacher with support from the class teacher. The orchestra teacher and/or private music instructor, and parent will establish a goal to ensure the continuation of instrumental study by the student. If the goal is not met, the student will not be in compliance with the music requirement of the school. Continued noncompliance may result in dismissal from SWS.

Choral and Orchestral Performances

Students perform throughout the school year in festivals, assemblies, special events and concerts. If your student's class is scheduled to perform at an event, the student's attendance is required. Specific requirements will appear in the orchestra and chorus agreement that will be given to students in Classes 4 through 8 at the beginning of the school year.

Performance Attire

To help elevate self-esteem and confidence while performing, the students' attire will usually consist of the following: Boys—Collared white shirt, dark pants, dark socks, dark shoes, no sneakers, ties optional. Girls—White blouse, long dark skirt or pants and dark shoes, no sneakers. Any change in this dress code for a particular event will be communicated to the parents by the music department.

Care Group

The school offers support lessons through the Care Group for children with developmental and/or emotional challenges. The class teacher will get permission from the parents to have a child in question observed and assessed by the Care Group. The findings will be discussed with the teacher, the parents and the Care Group in a follow-up meeting. The teacher informs the parents what help the school can offer for children with extra needs and what is available through outside agencies. If the parents decide to use the Care Group a plan is created reflecting the child's specific needs. Support lessons will begin once or twice a week for a fee and are billed in September and January. Financial assistance may be available.

The Care Group offers support for the admissions process as well as for the maintenance of the healthy social life in the classroom. A teacher may call for the support of the Care Group in helping to observe

the social needs of the classroom. The classroom observation may lead to identifying issues within the classroom between students or individual students themselves. This, in turn, may lead to creating an improvement plan for the class as a whole or for an individual student. Parents will be notified if their child is involved.

The Care Group also offers support to the teacher and parents involved in the child study process. All children in the school are possible candidates for child study with prior parental approval. The selection of a particular child for study does not mean that the child is problematic, although children experiencing difficulties may be given priority. This confidential process involves a review at a Faculty meeting of the child's health and development designed to focus our thinking and generate support for the child. Developing a child study is a continuous process, and the collective insights of the entire Faculty are offered in an atmosphere of love and concern with the intention of deepening our understanding for each child.

Class Eight Graduation

Each June, as we bid farewell to our graduating Eighth graders, the faculty and staff take pleasure in preparing a meaningful ceremony for our students, families and friends. We believe that Graduation is a formal occasion in a quiet and respectful environment. Class Eight graduation falls on the weekend after the last day of school. The Eighth grade teacher uses his/her discretion regarding the attire and the location. Each student may participate and will receive a graduation certificate provided the family's financial account is in good standing.

Concerns and Conduct

Illness or Injury

If a child develops a fever, is injured, or is too sick to participate in class, the parent or authorized person will be notified. All students must have an emergency form on file in the school office. In the event of an accident or illness, the school will follow the instructions provided by the parents. **Current emergency phone numbers and instructions are imperative for your child's welfare.** Your child will be taken to the school office and allowed to rest quietly until a parent or guardian arrives. Many of our staff and teachers are trained in First Aid and CPR.

Please be sure your child is well enough to participate in all activities before returning to school. **A child who has had a fever or vomited in the past 24 hours should be kept home to recuperate.** Remember to advise the office of any contagious or transmittable illnesses so that the teacher and parents of exposed children can be notified. The school reserves the right to suspend classes due to a high percentage of absenteeism.

Children taking prescription and over-the-counter medication during school hours must have written permission, original directions for dispensing on file and only dispensed by a member of the Administrative staff.

Immunizations

Susquehanna Waldorf School complies with Pennsylvania State Immunization Law for grades kindergarten through eighth. This law mandates that all students be immunized before attending

school. It also requires that schools submit immunization records to the state for tracking. The state also provides an opportunity for parents to control the immunization schedule and regime for their individual child.

Waldorf schools abide by state requirements as they pertain to immunization. We also concur that the decision to immunize is a personal one, and that it should be made by parents and their physicians. While the majority of our parents opt to immunize their children, there are some who opt not to immunize their children, or to exclude specific immunizations, or to immunize children on a slower schedule than the state code stipulates.

When students are partially immunized, or are not immunized by the beginning of the school year, parents must provide an affidavit pursuant to Pennsylvania Code 23.83 (referenced above). Any students that are partially immunized are counted as non-compliant by the state, and therefore are reflected in the overall percentage of non-immunized students on state records. Waldorf schools do all they can to ensure the safety and health of the children in our schools. We encourage all parents to consult with their physician about their personal preferences regarding immunization.

In the event of an outbreak of communicable diseases including but not limited to chicken pox, measles, mumps, or pertussis, children whose immunizations for such disease are not current may be excluded from the school and its activities for the duration of the outbreak. It is an acceptable excuse should a parent choose to keep their child at home when any infectious disease is active in the school community.

If for religious, medical, or philosophical reasons your child has not been immunized or has been partly immunized, an exemption form (available in the office) must be completed, according to PA State regulations. The completed exemption form will then be placed in your child's health file in the SWS office.

Every student must have a current, dated, signed immunization record or immunization exemption form on file.

Visiting School Nurse

A school nurse is provided through the Donegal School District to ensure compliance with our status as a PA state licensed private school. Through regular visits she maintains students' health records, obtains immunization information, and ensures compliance with state laws. She conducts annual vision and hearing screenings, as well as height and weight charting for all children in kindergarten and the grades. Physical exams are required for students entering kindergarten and 6th grade. Dental exams are required for kindergarten, 3rd and 7th grades. Notification of physical and dental exams will be sent home in advance so parents may have a personal physician complete the form or schedule an exam. The Donegal School Physician and Dentist also provide these exams at the Susquehanna Waldorf School, if desired, on notified, scheduled dates.

Head Lice Policy

The Susquehanna Waldorf School has adopted the following policy. Because we do not have a school nurse, if a child is suspected to have head lice, the child will be sent home.

1. Once a case of lice is suspected, the child's parents will be notified immediately to pick the child up from school. All siblings of suspected cases will also be inspected and may be sent home from school. Every effort will be made to remove affected students from the classroom until parents arrive.
2. The school will provide links to educational materials to parents.
3. The school has a "No Lice/No Nit Policy". Students will be readmitted to school only after all lice/nits are removed and a written approval from a doctor or licensed removal service is received.

4. A “No Lice/No Nit Policy” calls for:
 - a. The removal of all lice, eggs (nits), and egg cases following the application of a lice-killing product.
 - b. The exclusion of a child from school and school activities until such measures have been accomplished.
 - c. Community education to insure that parents understand their responsibility under a “No Lice/No Nit Policy” which includes a notification to the school if their child has been infested with head lice.
5. A student’s absence from school due to head lice is considered an excusable illness.
6. Parents will be notified by the class teacher if an infestation is reported in the class.
7. The school administration reserves the right to close the school.

Emergency Procedures

Inclement Weather

In addition to *OneCallNow* you may find weather related information on the following:

Television Stations: WGAL (8), WHP (21), WHTM (27), WPMT (43) and/or their websites and Lancaster Online.

This information is subject to change and notification will be by separate announcement.

Other Emergencies

The Susquehanna Waldorf School lies outside the Three Mile Island 10-mile evacuation circle. If an emergency situation concerning Three Mile Island were to occur, children who live within the 10-mile radius will be kept at school until a parent or authorized person picks up the child. An emergency operations plan is available in the office.

If the school must close early due to power difficulties, threatening weather, or other unforeseen problems, notification will be posted on the same channels as inclement weather and communication will be sent directly from the school by way of *OneCallNow* (which includes phone, email and text).

Emergency drills are conducted regularly as required by the state.

Conduct and Discipline

Politeness is expected. A child who is disruptive not only affects his own school experience, but that of his classmates as well. Children are expected to respect their teachers, school staff, classmates, and all property.

Classroom Conduct and Expectations

- Class starts on time; children are on time.
- The main lesson teacher shakes the hand and looks in the eyes of each student. The day starts with a verse.
- Students are expected to follow the school dress code policy.
- No gum chewing is allowed on campus.
- No eating or drinking is allowed during class without specific teacher approval.
- Bathroom and water breaks are encouraged during recess time.
- Students stay in their seats unless otherwise directed or given permission.
- Permission to speak and/or leave one’s seat is given in response to a raised hand, unless otherwise agreed upon.

- Basic courtesy is always expected.
- The class is standing quietly (in their classroom or outside the subject teacher's classroom) and ready to greet the subject teacher and engage in the lesson.
- Unrelated interruptions are discouraged.
- Students take responsibility for their own trash.
- Students help to clean the room daily.
- The teacher shakes the hand of each student at the end of the day, as the students are dismissed.

Any of the following incidents may lead to stronger disciplinary actions including student suspension or dismissal:

- Fighting, bullying or any behavior that violates the person or possessions of another.
- Foul, rude, obscene language or gestures.
- Belittling or teasing.
- Pushing, pinching, or hitting.
- Littering.
- Possession of collectable items, toys or electronic equipment.
- Physical or verbal sexual harassment.
- Possession of knives or other weapons.
- Drugs and/or drug paraphernalia, alcohol, or tobacco.

Weapons, drugs and/or drug paraphernalia, alcohol or tobacco will be immediately confiscated and along with the student, taken to the office. The class teacher will be found immediately to manage the situation, if s/he is not with the group.

Waldorf education uses the principle of imitation as one method of directing the behavior of children. If the children see teachers treating each other, the students, and all property with care and respect, then they are likely to follow suit.

However, at times, disciplinary actions may have to be taken at school. This can include the child's name on the chalkboard, elimination from an activity, removal from the group, or the assignment of special tasks such as writing an apology, work as retribution and/or a pedagogical story. Corporal punishment or punishment which shames, demeans, or belittles the child is not used.

Teachers may have to call upon parents for support in their efforts to bring a disruptive child back into the class flow. Disruptive behavior that does not respond to either verbal correction or techniques such as those listed above will warrant a call from the teacher to the child's parents. Consequences for such behaviors include, but are not limited to, sitting out at recess, removal from after school sports activities, and after-school detentions. A faculty member may inform colleagues of these difficulties and request therapeutic recommendations from the Care Group or a child study (please see Care Group Program for more information on child study).

Continuing disruptions may necessitate a suspension (1 to 3 days) from school and school activities. If a grades student is having continuous difficulties following the classroom rules the following steps will be taken by the teacher and the school:

- The Management Team will be notified
- A Parent/Teacher conference will be held
- The Care Group and additional faculty will observe the student in classroom settings and give recommendations
- A Child Study will be conducted

- A Behavior Improvement Plan will be utilized and MT will monitor the progress of the plan
- The Behavior Plan will contain but will not be limited to:
 - A time frame for improvements
 - Specific goals for the student
 - Acceptance of the Plan will be documented by the signatures of parent, student and teacher and submitted to MT
 - A review of the plan carried over into another school year

When unimproved, repeated behavior disrupts or affects the safety and well being of the class, the teacher along with the Management Team may ask that a child no longer attend the school.

Waldorf Home Life

Television and Other Media

Television, video, radio and electronic games have many noticeable effects on children. This includes shortened attention span, reduced perseverance, less initiative, and less play. A child's imagination is the vehicle for learning and growth, and children need opportunities to develop this crucial capacity.

Television watching is in the domain of the family, and you must decide what role it will play in your children's lives. The faculty strongly prefers that children not watch television, movies, or play electronic games because it negatively affects the class environment. The process of weaning your children from these influences takes courage and creativity on the family's part. Your child's teacher can suggest a number of books on this topic. Other parents who have changed media habits are also a great resource and can be supportive with ideas and play dates.

Electronic Devices & Cell Phones

A reminder to parents and students—**electronic devices (with the exception of cell phones) may not to be brought to school.** Cell phones may not be used during school hours. Any student will be given access to an office phone when needed. Cell phones on field trips will be left to the discretion of the class teacher or other accompanying teachers.

The use of these devices compromises the quality of children's experience of the Waldorf pedagogy, including the social realm, the reverent attitude with which we enter the school day, and the calmness needed to focus on their coming day's work.

Rest and Sleep

Being in school is both exciting and tiring to the children. To ease your child's transition, we suggest you provide quiet time after lunch and use the time after dinner for calming activities leading into a bedtime routine.

During the hours before midnight we get our deepest and most restful sleep. Seven o'clock is certainly not too early for a three- to six-year-old child's bedtime. Older children also need their rest and an eight o'clock bedtime with a book is a soothing way to settle in. How nice it is for the child to wake up by

himself in the morning rested and refreshed and ready for an active day in school. Your child's teacher or any faculty member will be happy to share some suggestions on bedtime routines.

Home Toys

A child thrives in an environment of simplicity and beauty and absorbs the impressions around him. A few simple, natural playthings will help enliven the child's creative play. We prefer that toys such as stuffed toys and electronic games stay at home.

Children are always welcome to bring gifts from nature to school, and they can find a place on the nature table for all to enjoy until the child is ready to take it home again. Please check with the teacher if your child wants to bring in an animal.

Recess and Outdoor Time

Recess is an important part of the rhythm of any Waldorf school. Children benefit from the balancing effect of lively outdoor play. Parents must send their children to school with clothing appropriate for any conditions likely to occur in a given season, as it is the practice in any Waldorf school to go outside for recess daily, even when conditions are less than ideal. In the case of heavy rain, a teacher may elect to keep his or her class indoors. In the event of dangerously cold weather, which the school defines as a temperature factor of 10 degrees Fahrenheit or colder, teachers will hold indoor recesses.

Food and Hot Lunch

Please help your child start the day with a wholesome breakfast and pack nutritious lunches and snacks. Please do not send soda and sweets.

At an additional cost, lunches are provided through class fundraising efforts on various days throughout the week. These lunch programs are announced on the website and in the Welcoming Packages. Only Kindergarten children enrolled in the Afternoon Garden program may participate in these programs or they should bring a lunch from home. Please refer to the Fundraising section for lunch fundraiser policy information.

Most of the food offered in our lunch fundraiser program comes from private homes that are not licensed or inspected (The pizza lunch comes from a local restaurant). According to the PA Department of Agriculture, SWS is exempt from licensure or inspection under the Retail Food Facility Safety Act because we are a private school (not a retail food facility), we receive no public monies for and do not offer our program to the public. Even so, we strongly encourage everyone who is preparing and/or serving lunches to follow the Safe Food Handling recommendations from the US Department Of Agriculture.

Please be informed of these conditions as you plan your lunch choices. If you have questions, please check with your Class Parent or teacher. See page 28 for the complete Class and Lunch Fundraiser Policy and additional information.

Clothing

The child's school experience is affected by clothing — for the wearer and the observers as well. A child's dress and appearance can affect and reflect their own attitude toward school and schoolwork.

We encourage children to be cleanly and neatly dressed in sturdy play clothing in good repair. This allows them to participate in all activities. We prefer simple clothing, with no characters, cartoons, or

other inappropriate-for-school images. The Waldorf School seeks to create a mood of reverence, wonder, and beauty that can live in the child. Cartoon images are distracting and have a deleterious affect on the Waldorf experience. The final decision as to what is or is not appropriate in regards to apparel and accessories rests with the teachers.

Children not only enjoy recess, they truly need it. Please send children to school with the proper outerwear and shoes. You may leave rain boots, snow pants, a jacket, and a complete extra set of clothing in the classroom. Please label your child's clothing so it can be identified. Special dress may be requested for school assemblies and special occasions. During the days your child has Games class, please be sure to have your child wear appropriate shoes and attire.

Student Dress Code Policy

As a Waldorf School, we work hard to create a beautiful environment for our children. We teach them to put care into everything they do. The teachers set examples by putting care into their work, their classrooms and their clothing. The desire for individuality in clothing is strong in modern culture and seeps down to the youngest ages due to the effectiveness of advertising. Yet within the Waldorf approach, the unfolding of the child's freedom and individuality is best demonstrated in the student's work and relations with his classmates. It is our humanness that needs development, not our responsiveness to advertising, slogans, sports allegiances, etc. In dress, competitiveness, precocious behavior and self-absorption can contribute to unnecessary conflict between students and between students and teachers, undermining a productive learning atmosphere. The following guidelines will ensure that students are dressed in a way that is consistent with our school philosophy:

- Simple, functional clothing, with no media characters or writing of any kind (with the exception of the school logo). Nature-inspired images are acceptable.
- Skirts/shorts must be long enough to be below the student's fingertips, when the student's arms are resting at their sides.
- Clothing must cover torso and underwear.
- No strapless tops (i.e. tube tops) or spaghetti straps (strap width must be wider than a half inch).
- No sports-oriented or military clothing.
- Logos must follow the thumb rule, meaning they are too large if they cannot be covered by the child's thumb.
- Shoes should be sturdy and appropriate to the activities of the day. Backless shoes, such as flip-flops, or shoes with electric lights are not allowed. Closed-toe shoes must be worn during Woodworking classes. Athletic shoes must be worn during Games classes.
- Hair must be neat, clean and out of the face, avoiding extremes that become distractions.
- No dyeing or highlighting of hair.
- Only ear lobes may be pierced.
- Jewelry is acceptable as long as it does not interfere with activities.
- No nail polish or make-up in early childhood classes and grades one through six.
- In grades seven and eight, light use of make-up as well as light nail polish may be worn.
- Festive dress may be requested for assemblies, class trips or other special occasions. This consists of a dress shirt or blouse, dress slacks, skirt or dress, and dress shoes and socks, with optional sweater, vest jacket or blazer, especially during the cold season.
- In Early Childhood, children should wear shorts or leggings under skirts or dresses. All EC children should have a complete set of dress code clothing, clearly labeled, in their extra clothes bags in their classrooms.

If a student's attire, hair or accessorizing is found questionable by any faculty or staff member, that person may speak to the child's teacher or to the Management Team if necessary. The MT may approach the child's parents for further discussion. It is within the Management Team and faculty's purview to

make decisions around the appropriateness of a child's appearance at school. Some of the other consequences in not following the dress code may include the following:

- Children may be asked to change clothing that is inappropriate.
- Parents may be called to bring in suitable clothing if none is available at school.
- A class teacher may require students to keep a complete set of extra clothing, including shoes, at school.
- A child may be sent home.

The Management Team and faculty ask the parents to comply and support the dress code. The Waldorf School seeks to create a mood of reverence, wonder and beauty that can live in the child. The quality and style of clothing can truly enhance children's feelings about themselves and the school. If you have any questions regarding the dress code or are unsure about your child's attire, feel free to talk to your teacher or an MT member.

Photo, Internet and Social Media Policy

Photos

SWS policy prohibits photographing or recording school events by anyone other than designated persons. These occasions include The Rose Ceremony, School Assemblies, Festivals, Concerts, Advent Garden and Class Plays

Picture taking often makes the children self-aware which compromises their capacity to fully engage in their experience. Consistent with many of the activities we do each day (painting, drawing nature walks, etc.) we aim to keep the students focused and mindfully present. This preserves the freedom of the imagination while fostering the discipline of the will forces. Taking pictures diminishes this experience for the children. It is also contrary to the reverent mood that is oftentimes created in these events.

We recognize that photographic records can be important to you. At each event, one photographer for each class is assigned discrete access for picture taking. For The Rose Ceremony and our concerts, a professional photographer will take photographs which are then made available to you. (Please see your Class Parent). Your class teacher may arrange a "photo call" after a class play so that you have a chance to photograph your child and his or her classmates in their costumes.

We thank you for respectfully observing this policy. The parents sitting next to you in these events will also appreciate your cooperation.

Internet and Social Media

The prevalence of Internet access and social networking has presented new challenges to everyone. Many times both young people and adults do not consider the possible negative consequences of internet activity. Parents should be vigilant in understanding the issues and vulnerabilities of these activities.

We request that parents refrain from flash photography during school festivals and events. The school controls how photographs are used in our own publications both electronic and printed. However, we cannot govern others' use of photos on social media and therefore we cannot take responsibility for their actions. We ask that all members of our community be sensitive to each other's privacy in this matter. SWS reserves the right to post photographs with signed permission.

SWS policy also prohibits posting negative commentary of any kind about anyone in the School community or photographs taken within the context of the School without the express permission of the individual.

Please think carefully about these policies and the reasons underlying them. Violation of these policies may result in being asked to leave the school.

Lost and Found

Lost items can be claimed in the baskets under the bench in Williams Hall. The last week of every month unclaimed items will be donated to a charity. Labeling items is a must to ensure against losing valuable items.

Fundraising

Each year we work towards fulfilling our mission as well as to enhance programs and facilities. We manage operations within our annual budget and actual resources. Tuition covers roughly 85% of our total costs and the remaining 15% is generated from fundraising efforts of the entire school community and through charitable gifts.

Our Fundraisers are required to meet certain criteria that align each effort with our mission and school values derived from the tenets of Waldorf Education. Themes, advertising, posters, invitations and decorations must be congruent with these values. There is a faculty liaison available to offer input to the Fundraising chair person and team regarding these criteria.

Any designated contributions are accepted with respect to the donor wishes however SWS reserves the right to reallocate funds to general operating expenses when necessary. Monetary gifts specified as memorial gifts will be deposited to our endowment fund.

Principles & Policies

The Susquehanna Waldorf School is a non-profit 501(c) 3 organization. All donations to the school are tax deductible to the fullest extent allowed by law. The school gratefully accepts gifts of cash and cash equivalents including stocks, securities, bonds, bequests and charitable trusts. Donations of tangible items and services (in-kind) are often needed and requested. Many businesses offer corporate matches for employees who donate to educational entities. We encourage families to take advantage of these kinds of programs if their employer is willing to match a financial donation to the school. Additionally, our nonprofit status qualifies SWS to receive United Way donations.

Educational Improvement Tax Credit Program (EITC)

The Susquehanna Waldorf School participates in the Pennsylvania EITC program as an approved scholarship organization. This program allocates millions of dollars each year in tax credits to encourage incorporated businesses to donate money to scholarship and educational improvement organizations for primary and secondary education. Scholarship organizations, such as Susquehanna Waldorf School, offer tuition assistance to improve educational opportunities for children.

When your own business or a business you know participates as an EITC donor, any contribution to Susquehanna Waldorf School will help a child to develop a lifelong love of learning through a Waldorf

educational experience. Each year a business can receive up to a maximum of \$200,000 in state tax credits.

Since 2002, Susquehanna Waldorf School has received tax credit donations each year which help to provide scholarship aid to SWS students and SWS faculty members. We also annually satisfy our EITC program obligation by awarding scholarship funds to outside students. For more information on the EITC program, contact the Director of Admissions & Marketing and visit <https://dced.pa.gov/programs/educational-improvement-tax-credit-program-eitc/>

Volunteer Opportunities

As with many public and private schools, much of the work done outside the classroom is done by volunteers. The Susquehanna Waldorf School relies on this same practice. Volunteering gives each of us a sense of community and a sense of meaning. Our school is sustained by a strong parent body; one that supports their teachers in their work and the school as a whole to provide a Waldorf education for our children.

Parents are the cornerstone of many of our fundraising events. They produce our major fundraiser, the Winter Fair, along with the Spring Fair, Auction, etc. Through these volunteer efforts parents become involved in the school, meet other parents and families, and get a taste of the wonders of Waldorf education.

School Fundraiser Policy

Once the fundraising calendar is set, no other fundraisers will be placed on the calendar unless requested by the Board and/or Finance Committee. All proposals must be submitted to the Management Team. This includes all on and off-site class fundraisers.

Class and Lunch Fundraiser Policy

Most of the food offered in our lunch fundraiser program comes from private homes that are not licensed or inspected (The pizza lunch comes from a local restaurant). According to the PA Department of Agriculture, SWS is exempt from licensure or inspection under the Retail Food Facility Safety Act because we are a private school (not a retail food facility), we receive no public monies for and do not offer our program to the public. Even so, we strongly encourage everyone who is preparing and/or serving lunches to follow the Safe Food Handling recommendations from the US Department Of Agriculture.

Please be informed of these conditions as you plan your lunch choices. If you have questions, please check with your Class Parent or teacher.



UNITED STATES DEPARTMENT OF AGRICULTURE FOOD SAFETY AND INSPECTION SERVICE

7 Food Safety Steps for Successful Community Meals

Whether preparing food for a family reunion or a community gathering, people who are great cooks at home don't necessarily know how to safely prepare and store large quantities of food for large groups. Food that is mishandled can cause foodborne illness. However, by following some simple steps, volunteer cooks can make the event safe and successful!

1. Plan Ahead — Make sure the location meets your needs.

- Be sure you have enough oven, stovetop, refrigerator, freezer, and work space.
- Find out if there's a source of clean water. If not, bring water for preparation and cleaning.

2. Store & Prepare Food Safely

- Refrigerate or freeze perishable food within 2 hours of shopping or preparing; 1 hour when the temperature is above 90 °F.
- Find separate preparation areas in the work space for raw and cooked food.
- Never place cooked food back on the same plate or cutting board that held raw food.
- Wash cutting boards, dishes, utensils, and work surfaces frequently with hot, soapy water.
- Wash hands with soap and warm water for at least 20 seconds before and after handling food and after using the bathroom, changing diapers, or handling pets.

3. Cook Food to Safe Minimum Internal Temperatures — It's the only way to tell if harmful bacteria are destroyed!

- Use a food thermometer to check the internal temperature of meat, poultry, casseroles, and other food. Check temperature in several places to be sure food is cooked to a safe minimum internal temperature.
- Never partially cook food for finishing later because you increase the risk of bacterial growth.

4. Transport Food Safely — Keep hot food HOT. Keep cold food COLD.

- Keep hot food at or above 140 °F. Wrap well and place in an insulated container.
- Keep cold food at or below 40 °F. Place in a cooler with a cold source such as ice or frozen gel packs.

5. Need to Reheat? Food must be hot and steamy for serving. Just "warmed up" is not good enough.

- Use the stove, oven, or microwave to reheat food to 165 °F. Bring sauces, soups, and gravies to a boil.

6. Keep Food Out of the "Danger Zone" (40-140 °F).

- Keep hot food hot - at or above 140 °F. Place cooked food in chafing dishes, preheated steam tables, warming trays, and/or slow cookers.
- Keep cold food cold — at or below 40 °F. Place food in containers on ice.

7. When In Doubt, Throw it Out!

- Discard food left out at room temperature for more than 2 hours; 1 hour when the temperature is above 90 °F.
- Place leftovers in shallow containers. Refrigerate or freeze immediately.

Be Food Safe! Prepare with Care

- CLEAN. Wash hands, utensils, and surfaces often.
- SEPARATE. Don't cross-contaminate.
- COOK. Use a food thermometer.
- CHILL. Chill food promptly.

All monies earned from fundraisers must be given to the Business Manager to be deposited in the class's account.

Grades Classes may choose to participate in a lunch fundraising program. Lunch fundraiser proposals are considered on a first come first serve basis. Please use the fundraising form provided by the Business Manager and it must be submitted to the Management Team no later than July 1. Class 8 has the first choice of the pizza fundraiser.

Class 6 through 8 may opt for additional short-term fundraisers after review and approval by the Management Team.

In addition to the above information, lunch fundraisers:

- 1) Must have parent point person for contact;
- 2) May not give refunds (i.e. snow days, sick days);
- 3) May be sold by semester only. Semester I runs from Sept – Jan; Semester II runs from Feb – June
- 4) Forms for Semester I are to be prepared by July for the Welcome Packets and then are advertised on the website. Updated flyers for Session II are to be ready by January.

Any labor involved (i.e., copying, etc.) is done by class. Due to limited staffing, classes are unable to send any food items home.

As they are part of the larger community, each class is encouraged to contribute a percentage of class fundraisers to the school.

When we miss school due to cancellation and that day happens to be a lunch day - that lunch is not refunded either by cash refund nor alternate day replacement. The monetary value of that missed lunch just happens, then, to be a random benefit to the class whose day it was to serve lunch.

The assumption is that the forfeit of the missed lunch is recognized as a contribution or gift to that particular class. This gesture returns a great deal of good will to our community.

Finance

Tuition

Each year the Finance Committee issues to the board for approval, the tuition for the coming school year. The final figure is presented at the All-School meeting in the winter.

The monthly plan is paid by electronic draft over a 12 month period. Any delayed, late or returned funds subject the account to a late fee. Any balance past due 30 days will be charged interest.

If an account goes into arrears beyond 30 days, SWS may request disenrollment of the student(s) in that family. The student will be readmitted at the discretion of SWS and occur only after full payment has been made or other arrangement is accepted by the school.

Financial Scholarship

We are committed to a Financial Scholarship Program that is both appropriately responsive to our community while remaining true to the intentions of Waldorf Education. Our program attempts to work out of the original impulse of Waldorf Education and in service to the tenets of the Three Fold Social Order.

Our Scholarship program is needs-based and made possible by our strong sense of fiscal responsibility. The work of this program is accomplished by a committee led by the Board Treasurer and comprised of the Board Executive Committee and Business Manager.

More information about the program can be found on our school website. Please follow links found on the Admissions page.

Admissions

The SWS seeks to develop a culturally and economically diverse school community. SWS is a non-sectarian school and does not discriminate on the basis of race, color, gender, handicap, sexual orientation, religion, national or ethnic origin in its admissions or educational policies.

Waldorf Education is designed to meet the needs of children with a range of intellectual, emotional and physical needs. We are happy to meet with families to assess whether we are able to meet the needs of any child with special requirements.

Admissions Process

1. Parent/guardian requests and receives information packet.
2. Parent/child(ren) visit school.
3. Parent/guardian sends completed application and \$50 nonrefundable application fee to school office.
4. Parent interview is scheduled with Admissions and the Class Teacher. Topics to include:
 - Arrival/Dismissal
 - Class meetings
 - Class parent/Parent Guild
 - Class website-if applicable
 - Communication processes
 - Daily Schedule
 - Dress code
 - Support lessons
 - Festivals
 - Materials, etc. needed for visit
 - Media awareness
 - Orchestra expectations – new students in classes 3 through 5 are expected to take up a string instrument; older students-instrument dependent upon student’s interest and ability, and balance of orchestra. Private lesson teacher list is given to parents.
 - Snacks/Lunches
 - Management Team makes general operations and pedagogical decisions; Board financial/legal decisions.
5. Child’s class visit is scheduled. Grades visit for 3-5 days.
 - Completed emergency information form is to accompany scheduled visit.
 - Developmental screening of the grade student with the Care Group occurs during the visit.
 - Subject Teachers complete their class-specific form and returns it to Class Teacher.
 - Parents/guardians meet with Business Manager to review financial obligation.
6. Acceptance for grades students is made by Class Teacher and Care Group with input from the Subject Teachers.

7. Class Teacher along with Admissions meet with parents.

- Welcome packet is given which includes calendar, handbook, directory, state purchase form, medical and dental forms, lunch forms.
- Release of Records form is signed by parent, if applicable. (Admissions forwards to previous school)

8. Admissions drafts a formal letter of acceptance (copy to Class Teacher); Business Manager includes letter with enrollment agreement mailed to parent/guardian.

9. Enrollment agreement is returned with signatures of parents/guardians. Business Manager signs the agreement.

10. Home visits are a traditional part of the admissions process. Questions, please contact Admissions at (717) 426-4506 ext. 224.

Questions about the application process and status are directed to Admissions. Applications are valid for the current fiscal year and must be resubmitted each subsequent year. Questions about the enrollment contract are directed to the Business Manager.

Evaluation of new students

Pre-Kindergarten/Kindergarten

A child entering Kindergarten must be at least 3 years of age by September 1st. Children must be potty-trained. Upon receipt of an application and fee, the potential student is invited to visit the class for up to three days. During this visit, the teacher has the opportunity to observe the child's interactions with the other children as well as the child's behavior. The teacher then shares observations about the child with the parents either by phone or by a personal interview.

If the teacher has any questions about whether the school can meet the needs of the potential student, an observation or assessment can be requested of the Care Group. Based on all the above, the teacher makes the final acceptance decision as well as whether there needs to be other contingencies regarding the potential student's enrollment.

Classes 1 - 8

Upon receipt of an enrollment application and fee, a "Request to Obtain Student Records" form is given to the parents to fill out and return to the Admissions office. The teacher, parents and Admissions meet prior to the child's visit. The candidate is invited to visit the class for three to five days. During the visit, the teacher observes the child's interactions with the other children, evaluates the child's abilities, watches for any outstanding disciplinary issues and observes the child's self composure.

The teacher, then, shares his/her observations about the child with the parents. The sharing of information during this interview will include the teacher having read the student's school records and the application thoroughly. If there is any question about whether the school can meet the needs of the candidate, further Care Group observation or assessment may be requested by the teacher. The teacher makes the final acceptance decision and whether there will be any other contingencies regarding the candidate's enrollment. Acceptance decisions are based on the child's academic abilities, potential, past achievement, behavior, his/her "fit" with the class and the school, and a family's support of the school's philosophy.

After the teacher notifies the Admissions Office of an acceptance, the Director of Admissions and Marketing sends a letter of acceptance and the Business Manager will send an Enrollment Agreement (contract) to the family.

If necessary, we may have to work with the local school district to help assess a student. Home schooled students may be requested to bring student assessment forms from their school district.

Summer Provisional

If a child enrolls at SWS during the summer months, formal acceptance of that student occurs after the first full week of the following school year. Because a formal classroom visit could not be scheduled during the school year, the first full week of school will be considered the visitation week. By the end of the visitation week, if there is any reason for a student to be declined any tuition monies paid to that point is refunded.

Full Enrollment Policy

The College of Teachers, through the Management Team in consultation with the individual teacher, will qualify full enrollment on a case by case basis. Even if a class is considered full, Admissions will continue to recruit, offer visits and interviews with the teacher and create a waiting list for the class.

Continuing Enrollment Procedure

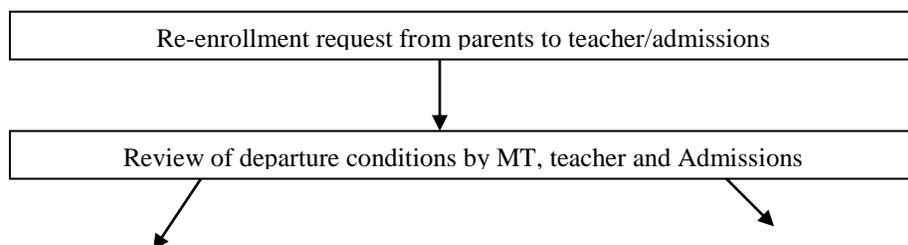
By March of every year, continuing enrollment forms are sent to all SWS families. The return date falls approximately three weeks later. The Board, Faculty and Administrative staff ask families to be punctual in returning these forms which are used to update the students' records for teachers to review and project the class sizes each year. This form also assures a place in the class for your child.

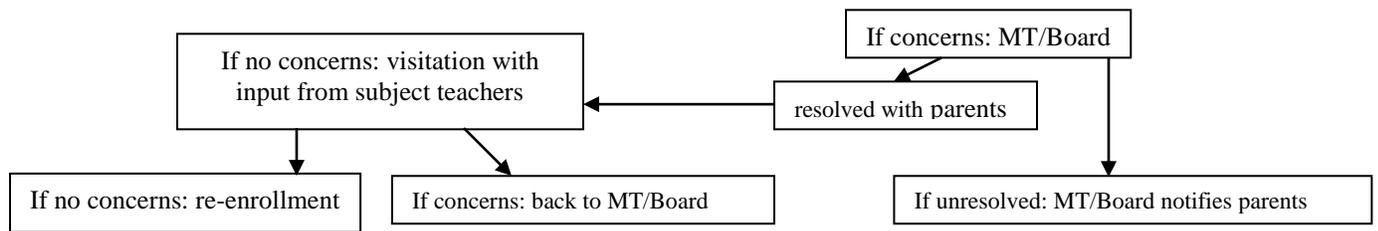
A nonrefundable fee must accompany the continuing enrollment forms. Please note the increase in fee if the form arrives after the due date. Continuing enrollment forms are valid for the current fiscal year. Once the fee and form are received, a contract is issued. Questions about the Contract are directed to the Business Manager.

RE-ENROLLMENT POLICY

When parents request re-enrollment for their child the conditions of departure will be reviewed by the Management Team together with the grades or early childhood teacher and the Admissions Office. If there are no concerns the teacher will schedule a 3-5 day visitation and collect input from the subject teachers during these days and re-enrollment proceeds, if not, the MT or Board will inform the parents that their child can not be admitted.

Flow Chart as follows:





First Grade Readiness

Kindergarten students may move on to grades if they are six years old by July 1st preceding the September enrollment. We also strongly recommend a child to be enrolled in the five-day half-day Kindergarten program (at the latest by January of the preceding September first grade enrollment) to ensure stamina strength and social maturity. The Care Group along with the Early Childhood teachers will assess all children who are potential first graders. The steps the team takes are as follows:

1. The Care Group observes potential first grade ready children in Kindergarten.
2. The Care Group will assess any potential first grader experiencing difficulties in the Kindergarten or whose birthday is out of the window for first grade acceptance. The Resource Coordinator will notify parents, request permission and secure assessment dates. Parents are invited to observe the assessment. There is no cost involved for this assessment.
3. After the assessment, the observations are taken back to the teachers to help create a support plan for the child or to accept a child into first grade despite the birth date falling outside the July 1st window. All plans and results will be brought back to the parents in written form and are open for discussion between the teacher and the parent.

A class study (of the potential rising First Graders) is presented to the Faculty by the Kindergarten teachers in the spring to help paint a picture of who this class may be as a whole. Several opportunities will be scheduled for the rising First Grade families to meet their new teacher and to get to know each other as a class. In addition, the First Grade teacher will schedule individual home visits during the summer months.

On the first day of school, the First Grade ceremony takes place in the gymnasium welcoming the rising First Grade children to their teacher, to the grades and to each other. Parents, particularly of the First Grade students, are encouraged to attend this ceremony, as it is a very special day for the entire school.

Departure Policy

If at any point during the school year or during the summer, a family makes the decision to dis-enroll it is the responsibility of the parents to inform the class teacher(s) personally and to communicate in writing their intent to the Admissions or Business office.

When school is in session, or during drop-off or dismissal, former students must be accompanied by an adult when in the building or on school property. This policy does not apply to visiting SWS graduates.

The Director of Admissions and Marketing/Business Manager will inform the Board and the Faculty of a student's disenrollment.

Exit information is used for the purpose of improvement and understanding in our work directed by the Management Team and Board of Trustees. A questionnaire or exit interview is offered. Please contact Admissions.

These policies and procedures are subject to change as may be determined to be in the best interests of the school or the students by the Management Team or the Board of Trustees.

Association of Waldorf School (AWSNA)

The Association of Waldorf Schools of North America supports educational research to further our schools with well-trained teachers, new curriculum development, educational publications and trained mentors, evaluators and consultants. SWS is a member of the Mid-Atlantic Region of AWSNA. Original accreditation occurred in January of 2004. The school is currently in the re-accreditation process.

Further Reading

You Are Your Child's First Teacher, by Rahima Baldwin

Discussion support for the child's development in the early years. This highly readable text offers a new way of seeing and understanding children helps us answer issues about living in the modern world.

The Children's Year, by Stephanie Cooper

Rediscover the joy and satisfaction of making things children can play with and use in their daily life. Organized by season.

Festivals, Family and Food, by Diane Carey

Full of activities, food, songs, games, and celebrations.

Lifeways: Working with Family Questions, by Gudrun Davy

A book about family life and being a parent – about freedom and how tension between family life and personal fulfillment can be resolved.

Who's Bringing Them Up? How to break the TV Habit, by Martin Large

The effects of television on children and families are examined. The book presents both gradual and drastic ways of cutting viewing.

Rudolf Steiner in the Waldorf School, by Rudolf Steiner

Informal lectures by Steiner from 1919 to 1924.

Waldorf Schools Volume I: Kindergarten and the Early Grades and Waldorf Schools Volume II: Upper Grades and High School, ed. Ruth Pusch

Collections of articles from the bulletin of North American Waldorf Schools on a wide variety of school topics.

Understanding Waldorf Education Teaching from the Inside Out, by Jack Petrash

Is wonderfully informative and will help mothers and fathers come to a deeper appreciation of their

child's education.

Waldorf Education: A Family Guide by Pamela J. Fenner and Karen L. Rivers

Highly recommended for new parents. This compilation addresses questions and concerns of parents.

Education Towards Freedom: Rudolf Steiner Education, by F. Calgren, B. Masters, and A. Klingborg

A comprehensive introduction to Waldorf education includes many beautiful illustrations.

School As a Journey, by Torin Finser

An absorbing account of one teacher's journey with his class written for both parents and teachers.

For expanded references, please go to the Waldorf Online Library at waldorflibrary.org.