

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

Contents

1. Days and Hours  
Calendar  
Inclement Weather and School Closings
2. Age Range of Children Served  
Daily Schedule
3. Admission Requirements and Enrollment Procedures
4. Fees and Payment Plan and Finance Office Policies
5. Services Provided by EWS
6. Items to be provided by Parents  
Dress Code Policy
7. Other  
Birthdays  
Developmental Readiness  
Medication  
Illness
8. Schedule of Daily, Weekly and Monthly Cleaning
9. Procedure for Reporting Suspected Child Abuse
10. Discipline Policy  
Additional NC Child Day Care Standards
11. Opportunities for Parent Participation
12. Nutrition Policies

*Revised August 09*



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

### **1. Days and Hours**

- The EWS Early Childhood Education Buildings are open from 8:00 a.m. until 3:00 p.m. This center houses classes for the pre-k/k, nursery and parent-child (Morning Garden) classes.
- Parent-Child (Morning Garden) classes are held on Mondays 9:00 a.m.-11:00 a.m.
- PreK/Kindergarten classes start at 8:30 a.m. and end at 12:00 noon. Children should bring a bag lunch and stay for lunch from noon to 12:30 p.m. Afternoon Nap Program begins at 12:30 p.m. and ends at 3:00 p.m. Children may be picked up at 12:30 p.m.
- Nursery hours are 8:30 a.m.-12:30 p.m.
- Children stay for lunch from 12:00 noon until 12:30 p.m. Children participating in the Afternoon Nap Program are to be picked up by 3:00 p.m. There is a ten-minute only “grace period.” Parents will be phoned if they have not picked up their child by 3:10 p.m. Parents arriving after 3:10 p.m. will be charged a late fee of \$1.00 per minute. If the child has not been picked up by 3:30 the child will be taken to the grade school Afterschool and the late fee continues at \$1.00 per minute.
- Afterschool and Aftercare Tuition: Payments for the Afterschool program (Grades 1-8) and Aftercare (N-K) are in addition to the tuition payments and are billed in arrears, due monthly, at the first of the month. Separate enrollment agreements are available through the directors of each program. The 2009-2010 fees for these programs will be \$14/day for Aftercare (N-K), \$15/day for drop-in Afterschool (Grades 1-8) . Parents can choose to pre-register for Afterschool (Grades 1-8) at a reduced rate of \$13/day. Late pick up fees of \$1/minute will be charged for late pick up from Afterschool and Aftercare. Classes begin on the first Tuesday after the grade school and high school begin.
- Classes end in June on the Thursday preceding the last day of classes for the grades.
- EWS provides a Parent Handbook online, phone and address book, and calendar for the year. Below is the calendar as it relates to Pre-K/K and Nursery and Parent-Child Programs.
- Window into Emerson Tours- generally the second Tuesday, September through May, with the exception of October, which is the first Tuesday, October 6, 2009.
- Open Houses-Sunday October 25 and January 23 (part of Waldorf Education Day)Pre-K/K Parent Evenings are held throughout the school year, dates posted in the Emersonian and on our online calendar at our school website.
- Faculty meetings are Thursdays from 3:30-5:30 p.m., College of Teachers meetings are Wednesday 3:30 to 4:30 p.m.
- Board meetings are four times a school year; Parent Organization meetings are currently being updated and changed.

## EWS School Calendar for 2009-2010

DATE	TIME	EVENT	WHO
August 25	1/2 Day	Rose Ceremony - 1st day for 1st-12th grade <b>1/2 DAY NOON DISMISSAL</b>	
September 1		First Day of Kindergarten and Nursery	N/K
September 7	No School	Labor Day - No School	All
Sept. 11 or 12		Jubilee Kick-off Potluck 25th Anniversary TENTATIVE	All
September 18	1/2 Day	<b>1/2 DAY NOON DISMISSAL In-Service Day</b>	All
September 29		Michaelmas celebration	
October 9 - 11	1/2 Day	Parent/Teacher Conferences <b>1/2 DAY NOON DISMISSAL Oct. 9th</b>	N-8th
Oct. 12 - 16	No School	Fall Break - <b>No School</b>	All
Oct. 19 - 23		TENTATIVE - HS curriculum trips	HS
November 4-7		Kim Payne Visit	
November 6	1/2 Day	Kim Payne Visit <b>1/2 DAY NOON DISMISSAL</b> In-Service	
November 11		Martinmas	
November 14	5pm	Kindergarten Lantern Walk	
November 24	1/2 Day	Thanksgiving Assembly <b>1/2 DAY NOON DISMISSAL</b>	All
Nov. 25 - 27	No School	Thanksgiving Break - No School	All
December 5		Holiday Faire	
December 11		Winter Music Concert	
December 12	5pm	Spiral of Light	
December 17		Nursery/Kindergarten Potlucks NO NAP	N/K
December 18	1/2 Day	Shepherd's Play <b>1/2 DAY NOON DISMISSAL</b>	All
Dec. 21 - Jan. 1	No School	December Break - No School	All
January 18	No School	Martin Luther King Day - No School	All
January 23		Waldorf Education Day	
February 12-13	1/2 Day	Parent/Teacher Conferences <b>1/2 DAY NOON DISMISSAL Feb. 12th</b>	N-8th
February 15	No School	President's Day - No School	All
February 16-19	No School	February Break	All
March 19	1/2 Day	<b>1/2 DAY NOON DISMISSAL In-Service Day</b>	
March 20		EWS Silver Jubilee Dinner & Dance	
March 26		Spring Music Concert	
April 1	1/2 Day	Grandparent's Day Assembly <b>1/2 DAY NOON DISMISSAL</b>	All
April 2	No School	Good Friday - No School	All
April 5-9	No School	Spring Break - No School	All
April 30	11am	Kindergarten May Day Celebration	
May 1		May Day Celebration	All
May 28	No School	NO SCHOOL	All
May 31	No School	Memorial Day - No School	All
June 10		Nursery/Kinder. Potlucks NO NAP Last Day	N/K
June 11	1/2 Day	Rose Ceremony- Last day for 1st-12th grade <b>1/2 DAY NOON DISMISSAL</b>	
June 12		Graduation (Saturday)	
June 14-18		Work Week	

**Please visit our online calendar for up-to-date information at [emersonwaldorf.org](http://emersonwaldorf.org)**

## **School Closing Due to Inclement Weather**

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

### Delayed Opening

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

### Closure after school in session

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

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

## **2. Age Range of Children Served**

- Children from four to six years of age make up the combined pre-k/k classes. Children who have reached the fourth birthday by September 1st are eligible to apply for admission. Generally, older four year-olds are considered pre-kindergartners and five year-olds are considered kindergartners. Enrollment in two years of the pre-k/kindergarten is highly encouraged to help the child fully experience the curriculum in order to prepare him or her for future social and academic success.
- Admission to the pre-k/k is not a guarantee of admission to first grade. **A child should be six years of age by June 1 to be considered for first grade in the fall.** Each spring the pre-k/k teachers determine whether a child is eligible for promotion based on social, behavioral and developmental readiness. Of great importance are whether the child has had successful years during the Pre-K/Kindergarten terms and whether the teachers and parents have a relationship that is consonant and mutually reinforcing for the child.
- Pre-k/k teachers will consider admission for a child who reaches the fourth birthday between September and December, but children younger than 3 years, 9 months are not eligible to apply.

- Children ages 3 and 4 years make up the nursery. A child as young as 2.5 may be eligible to apply but must be potty trained for acceptance. For a child who shows consistent accidents, the teacher will first speak to the parents. If the accidents continue the School may ask the child to remain home for a few weeks during which time tuition is still due.

### **Daily Schedule Pre-K/K**

8:00- 8:30	Arrival
8:30- 8:40	Morning circle - attendance, greeting and opening verse
8:40- 9:40	Teacher-directed activities - activity and learning centers open, free play
9:40- 9:50	Transition - room tidying
9:50-10:30	Mid-morning circle - teacher-directed group activity
10:30-10:40	Transition – restrooms and hand washing
10:40-10:50	Snack
10:50-11:00	Transition – clothes changing for outdoor play
11:00-11:30	Child -directed outdoor play
11:30-11:50	Transition-tidying outdoor area, clothes changing for indoor play, hand washing
11:50-12:00	Story
12:00-12:30	Lunch or Early Departure
12:30-2:00	Nap
2:00-2:10	Transition – clothes changing for returning indoors
2:10-2:50	Outdoor play
2:50-3:00	Dismissal

### **Daily Schedule Nursery**

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

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

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

### **3. Admission Requirements and Enrollment Procedures**

#### Application Criteria

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

#### EWS Admission Process

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

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

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

#### EWS Admission Policies

- Priority - Priority is given to:

- 1) students whose families appreciate the Waldorf pedagogical approach and seek Waldorf education for their child from early childhood through high school
  - 2) students already enrolled or whose siblings are enrolled at EWS
- Re-enrollment Process– All students returning for the coming year must re-enroll each winter. Re-enrollment forms are mailed in December. A nonrefundable deposit of \$500 per child (\$250 for those applying for tuition assistance) is required along with all re-enrollment forms, including the enrollment agreement. The return due date is the end of January, the exact date to be announced in the re-enrollment cover letter and in the weekly bulletin.
  - Enrollment and Re-enrollment Forms
    - 1) Parent, guardian or responsible person must present a certificate of immunization on the child's first day of attendance to the child care facility. If a certificate of immunization is not presented on the first day, the child care operator must present a notice of deficiency to the parent, guardian or responsible person. The parent, guardian or responsible person has 30 calendar days from the first day of attendance to obtain the required immunizations. Additional days, upon certification by a physician, may be allowed to obtain the required immunizations if the approved intervals require a period in excess of 30 calendar days. Upon termination of 30 calendar days or the extended period, the child care operator shall not permit the child to attend the child care facility unless the required immunization has been obtained. All immunizations and records must be completed and on file with EWS by the time the child has reached the fifth birthday. This means parents will file once for their 4 year-old and then again with updates following the fifth birthday, but before the fall of entering or re-enrolling in the pre-k/kindergarten as a 5 year-old. For immunization purposes, a five year-old is defined as having reached the 5th birthday by October 15. Please see your health care provider and refer to NC Immunization Rule 15A NCAC 19A .0401 for specific dosages and age requirements. You may also go to [www.immunizenc.com](http://www.immunizenc.com) for more information.
    - 2) The Enrollment Agreement and Facility Maintenance Fee Agreement are filed in the Finance Director's office.
    - 3) The Application for EWS Pre-K/Kindergarten and Nursery, discipline policy, permission to play outside fenced area, pre-k/k and nursery release, permission to administer medication, and Afternoon Nap Program registration forms are filed in the pre-k/kindergarten office. The emergency information is filed in both the main and the nursery and pre-k/k offices. A child will not be enrolled or permitted to attend classes unless: the name, address, and phone number of a physician and dentist are written on the emergency card; the hospital preference is listed; the names and phone numbers of adults to whom the child can be released in case the parent cannot be reached are listed on the emergency information card. There will be no exceptions.
    - 4) Signature of receipt of the EWS discipline policy (See Section 9), operational policies (See addendum), and summary: NC Child Care Laws and Rules are kept in the student's school file in the pre-k/kindergarten office.

## 4. Fees and Payment Plan and Finance Office Policies

### 2009-2010 FINANCE OFFICE INFORMATION June 2009

**Application Fee:** a \$50.00 non-refundable fee for applications for students not currently enrolled must accompany the application form.

**Payment of Tuition:** Families may opt between paying tuition for the entire year in advance and paying in twelve monthly installments.

**Advance Payment:** Families electing to make a single tuition payment will be eligible for a 4% discount. To make a single annual payment, please pay the amount shown on the Tuition Schedule in full to TADS by July 1st.

**Monthly Payments:** Families electing to pay monthly will be enrolled in the TADS Tuition Program. Monthly payments are due on the 10th of each month beginning in the June before the school year starts. TADS handles tuition payments through a coupon book, automatic draft, or credit card.

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

**Tuition Levels:** Tuition levels for 2009-10, not including applicable sibling discounts, will be:

	Base Tuition	Single payment - 4% discount	Monthly payment amount	
			Re-Enrolling Students (deposit of \$500)	New Students (deposit of \$750)
Nursery 4-day	\$5,655	\$5429	\$429	\$409
Nursery 5-day	\$6,938	\$6,660	\$536	\$516
Kindergarten	\$8,774	\$8423	\$690	\$669
Grade School	\$12,360	\$11866	\$988	\$967
High School	\$13,845	\$13291	\$1,112	\$1,091

**Tuition Deposit:** The deposit for families enrolling their children for the first time at EWS is \$750 per child; the deposit for re-enrolling families is \$500. The tuition deposit is non-refundable and non-transferable. The deposit will be applied fully towards next year's tuition provided the enrollment agreement and deposit are submitted by the re-enrollment deadline. If the enrollment agreement or deposit is received after the deadline, only half the deposit will be credited towards next year's tuition.

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

**Late Fees:** Monthly tuition accounts for which a payment is received 10 business days past due are assessed a \$29 late fee by TADS. Parents/guardians having difficulty paying tuition or other fees should contact the Finance Manager to make alternate arrangements. Also see the EWS Arrears Policy.

**Facilities Maintenance Fee:** All families are required to pay a one-time \$1,300 Facilities Maintenance Fee for each student enrolled. We encourage families to pay for the Facilities Maintenance Fee in full when the first tuition payment is due. New students enrolling in the Early Childhood program have the option to make a smaller deposit towards their Facilities Maintenance Fee (\$200 for Nursery, \$300 for Kindergarten) rather than paying the entire fee immediately. For all new students, payment plans may be set up through the Finance Office. For complete details, families of new students should refer to the Facilities Maintenance Fee Description and Agreement found in your enrollment package.

**AfterSchool and AfterCare Tuition:** Payments for the AfterSchool program (Grades 1-8) and AfterCare (N-K) are in addition to the tuition payments and are billed in arrears, due monthly, at the first of the month. Separate enrollment agreements are available through the directors of each program. The 2009-2010 fees for these programs will be \$14/day for AfterCare (N-K), \$15/day for drop-in AfterSchool (Grades 1-8). Parents can choose to pre-register for AfterSchool (Grades 1-8) at a reduced rate of \$13/day. Late pick up fees of \$1/minute will be charged for late pick up from AfterSchool and AfterCare.

**Late Pick Up Fees:** Lower School children not picked up by regular dismissal time, will be enrolled into AfterSchool and charged accordingly. Early Childhood children who are not pre-registered for AfterCare and not picked up by regular dismissal time, will not be enrolled into Aftercare, but will be charged a fee of \$1/minute.

**PO Dues:** Parent Organization dues for EWS families will be included in the tuition on the enrollment agreement.

**Direct EWS Statements:** Monthly statements are sent at the end of each month for amounts billed by EWS (e.g., Facilities Maintenance Fees, AfterSchool) and are due no later than thirty days after the invoice date. EWS accepts credit card payments for single-payment tuitions and will include a 5% transaction fee on those payments. This fee is subject to change without notice.

**Returned Check Fee:** There is a \$35 charge for all returned checks. This fee is subject to change without notice.

**Tuition Adjustment:** The School will consider Tuition Adjustment (TA) for families who demonstrate financial need; this adjustment applies to tuition only. It may not be possible, however, to accommodate every family's unique circumstance. Therefore, the School asks parents/guardians to pursue all other sources of income for tuition payments. Information concerning the Tuition Adjustment program, as well as applications, is available through the Director of Administration.

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

**Non-Discrimination Statement:** The Emerson Waldorf School does not discriminate on the basis of race, color, creed, national or ethnic origin in the administration of its educational

policies, admissions policies, tuition adjustment program, athletic, or other school-administered programs.

***From the EWS Board:***

**ON MEETING OUR TUITION OBLIGATIONS: THE EWS ARREARS POLICY**

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

A family knowing it will have difficulty meeting its tuition payments must write a letter to the Finance Manager immediately. The school will work with the family to try to find a mutually agreeable way to meet the tuition obligation. As always, all financial information is confidential.

In the event a family falls into arrears with its tuition payments, and the Finance Manager has not received written communication from the family, the following steps will be taken:

1. When a payment is 30 days past due, the Finance Manager will send a statement to the family showing the past due amount.
2. When a payment is 60 days past due, the Finance Manager will attempt to contact the family by email or telephone to see whether temporary payment restructuring is needed to restart the payments. At this time a letter can be sent that warns that full payment or a satisfactory payment agreement will be necessary to ensure the continued enrollment of the child(ren) involved.
3. If steps 1 and 2 fail to result in payment within one or two weeks, the Director of Administration will be notified of the delinquency and will also attempt to contact the family to effect temporary payment restructuring.
4. When payment is 75 days past due, the family will be required to keep the child(ren) at home. If a child is brought to school despite this requirement, the class teacher or high school adviser will send the child to the office and the parents will be called for immediate pick-up.

No one at Emerson Waldorf School wants to lose a single family. We all appreciate the struggle and sacrifice made by many families in order to provide their children with a Waldorf education. We encourage you therefore to be in contact with the School in the event you foresee having difficulty meeting your tuition schedule.

## 5. Services provided by EWS

### Meals

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

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

## 6. Items to be provided by Parents

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

### **Dress Code**

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

### General Guidelines

- Clothing should be well fitted—not so large that it extends over hands or feet. Likewise clothing should not be overly short, tight, backless or strapless. Wide, sagging, overlong, baggy or mesh shorts or pants are unacceptable. Boys may not wear sleeveless shirts. No writing on any garments except for Waldorf school t-shirts, or shirts commemorating EWS cultural or athletic events.
- Clothing may not have tears, stains, holes, or unfinished edges (such as cut-off jeans). Inside out shirts or tops are not acceptable.

- As the children go outside every day, please send along appropriate gear i.e., raincoat, hood, hat, boots, warm coat, mittens or gloves, and leg coverings. Shorts are not acceptable in winter.
- Label clothing with your child's name, especially outerwear.

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

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

Not Acceptable patterns, colors, and designs:

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

Acceptable length:

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

Other

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

## **7. Other**

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

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

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

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

## 8. Schedule of Daily, Weekly and Monthly Cleaning

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

## 9. Procedure for Reporting Suspected Child Abuse

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

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

## **10. Discipline Policy**

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

### **Pre-K/Kindergarten and Nursery Discipline Policy**

- Childhood is a time for the child to learn about the world we live in, and how he is to relate to others in that world. Feelings are strong in childhood and we try to encourage children to express their feelings in ways, which help themselves and others. Anger is a natural feeling, but "people and things are not for hurting." Memories are short, however, and the discipline of "time out" is the usual procedure. "Time out" is the removal of a child for a short period of time--three to five minutes--from a situation in which the child is misbehaving and has not responded to other disciplinary measures. The time out space, usually a chair, is located away from classroom activity, but is always under the constant supervision of a teacher. During time out, the child is given the chance to think about the misbehavior that led to his or her removal from the group; frequently, this is an opportunity for the child to simply calm down. When the child returns to the group, that is the end of the incident and the child is treated with the same love and respect as the other children. We do not spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
- Sometimes, young children "forget " to go to the bathroom and accidents occur. When this happens we quickly, quietly, and privately help the child into clean clothes with the quiet reassurance that this sometimes happens to everyone and that there is nothing about which to be embarrassed. Children are never shamed or punished when bathroom accidents occur.
- At naptime, children are encouraged to completely relax and, if they can, to sleep. We never discipline children who are unable to sleep. We ask only that they not interfere with the others.
- We serve wholesome, nutritious snacks and encourage the children to try new foods. Once again, they are never punished for refusing to eat.
- We do not leave the children alone, unattended, or without adult supervision.
- If a child continually shows distress through aggressive behavior, we will meet with the parents to gain an understanding of the child and of what may be causing the problem. We may recommend changes in the child's routine or diet, or consultation with experts in child development. If the distress continues, the child will be given a six-week probation period. This is often long enough to show improvement, or it may be decided that another setting would be more helpful for both the child and the school. We expect parents to understand this procedure and to be willing to cooperate so that we can provide the best situation for your child.

### **Additional Discipline Procedure**

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

## 11. Opportunities for Parent Participation

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

## 12. Nutrition Policies

Morning snacks provided by EWS meet the USDA Food Guidelines.

**Meal Patterns for Children in Child Care Programs** (publication TA80, 10 NCAC 3U .0901, G.S. 110-91(2), Rev 3/92)

When good eating habits and positive attitudes toward food are established at an early age, the chance of an individual enjoying optimal health throughout life is increased. For young children, eating a nutritionally balanced diet is essential if they are to grow and develop normally. Daily nutrient intake judged by the National Research Council to be adequate for maintaining good nutrition has been formulated and called Recommended Dietary Allowance (RDA). The RDA is based on age, sex, weight, and height of an individual. The United States Department of Agriculture (USDA) has developed for use by the Child Care Food Program meal

patterns for breakfast/supplement/lunch that equal approximately 1/3 of the RDA. The meal patterns are based on the premise that if the meal pattern is followed, the food consumed will be equal to approximately 1/3 of the RDA. The Child Day Care Commission approved use of the USDA meal patterns as the minimum amount of food that can be served to comply with the licensing standards for adequate nutrition.

The following meal patterns contain the minimum food components needed to comply with licensing requirements:

	Children 3 up to 6 years	Children 6 up to 12 years
Milk, fluid	¾ cup	1 cup
Juice or fruit or vegetable	½ cup	½ cup
Bread, enriched or whole grain: or	½ slice	1 slice
Cereal, cold, dry, or	1/3 cup**	¾ cup***
Hot cooked	¼ cup	
<b>Midmorning or Midafternoon Snack &amp; Supplement):</b>		
(Select 2 of these 4 components)		
Milk (dairy or non-dairy-cow, soy, or rice	½ cup	1 cup
Meat or meat alternative	½ ounce	1 ounce
Juice or fruit or vegetable	½ cup	¾ cup
Bread, enriched or whole grain; or	½ slice	1 slice
Cereal, cold, dry, or	1/3 cup**	¾ cup***
Hot cooked	¼cup	½ cup
<b>Lunch or Supper:</b>		
Milk	¾ cup	1 cup
Meat or meat alternate		
Meat, poultry, or fish, cooked (lean meat without bone)	1 ½ ounces	2 ounces
Meat alternates:		
Cheese	1 ½ ounces	2 ounces
Egg	1	1
Cooked dry beans and peas	3/8 cup	½ cup
Peanut butter	3 Tbsp.	4 Tbsp.
Vegetable and/or fruit (two or more)	½ cup	¾ cup
Bread or bread alternate;		
Enriched or whole grain	½ slice	1 slice

\* ¼ cup (volume) or 1/3 ounce (weight), whichever is less. \*\* 1/3 cup (volume) or ½ ounce (weight), whichever is less.

\*\*\* ¾ cup (volume) or 1 ounce (weight), whichever is less.

\* \* \*

**The material contained in the Operational Policies is discussed with parents upon inquiry regarding enrollment for their child at the Emerson Waldorf School. Parents receive a copy of the Operational Policies and are notified in writing of changes. As acknowledgement of receipt of the policies, parents sign a form that is kept in each child's school file.**