



# Family Handbook

Revised for 2020-21

Valley Waldorf City School 17424 Sherman Way Lake Balboa, CA 91406 Phone (818) 776-0011

Valley Waldorf City School is a non-profit 501(c)3 school, supported by tuition and voluntary contributions.

VWCS does not discriminate on the basis of race, religion, sex, gender, ethnic background or national origin, or any other protected class.

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# VALLEY WALDORF CITY SCHOOL

17424 Sherman Way, Lake Balboa, CA 91406

Phone: 818-776-0011

Info@valleywaldorf.org

[www.valleywaldorfcityschool.org](http://www.valleywaldorfcityschool.org)

## General School Information

### School Hours (Regular Schedule):

Preschool	Full Day	9:00 AM – 1:00 PM
	Extended Day (includes nap)	9:00 AM – 2:30 PM

Note: There is no care available for preschool children before 9:00 am or after 2:30 PM.

Kindergarten	Full Day	9:00 AM – 1:00 PM
	Extended Day (includes nap)	9:00 AM – 2:30 PM

Grades 1-5*	MON-FRI	9:00 AM – 2:30 PM
Grades 6-8*	MON-WED, FRI	9:00 AM- 3:15 PM
	THURS	9:00 AM -2:30 PM

(\*Note: when class 5 is part of a 5/6 combination class, their schedule goes until 3:15)

Drop-off time for kindergarten and grades students begins at 8:30 AM.

Kindergarten and grades students remaining after 3:00 pm will be checked into aftercare. See aftercare policy for details. Aftercare is available from 3:00 PM to 6:00 PM for an additional fee.

### School Hours (Distance Learning Beyond the Classroom Schedule):

Preschool/Kindergarten	MON-WED	9:30-10:15 AM
Grades 1-5	MON-FRI	9:00-1:00 PM
Grades 6-8	MON-FRI	9:00 AM-2:30 PM

An optional study hall period is offered Monday through Thursday from 2:30 PM - 3:15 PM for grades 1-8 as part of regular tuition for those who need it.

Aftercare Options may be offered as classes, beginning at 3:15, which will be registered for ahead of time. No drop in options for aftercare are available during Beyond the Classroom.

## Contact Information:

Financial  
Registration, General Info

[finance@valleywaldorf.org](mailto:finance@valleywaldorf.org)  
[info@valleywaldorf.org](mailto:info@valleywaldorf.org) or text 818-515-1002 to  
schedule a meeting with the school office  
Please email or text your class teacher as soon as  
you know your child will be absent and no later than  
11:00 AM

Absences

## VALLEY WALDORF CITY SCHOOL MISSION, VISION, AND VALUES STATEMENT

*Our highest endeavor must be to develop free human beings who are able of themselves to impart purpose and direction to their lives. The need for imagination, a sense of truth, and a feeling of responsibility—these three forces are the very nerve of education. -Rudolf Steiner*

### Vision

Valley Waldorf City School is committed to cultivating critical thinkers, global citizens, and creative-minded individuals in pursuit of a peaceful, verdant society through the curriculum first envisioned by Rudolf Steiner.

### Mission

The Valley Waldorf City School joins with all who work towards creating a truly human world. We believe education is a source of social change, awakening children to their higher capacities of thinking, feeling, and willing. We are committed to an education that reaches beyond content to freeing the human spirit and engendering enthusiasm for life and service to the world.

### Values

- The family and community life
- The healthy unfolding of childhood
- Joy in the learning process
- A Waldorf education focused on wholeness in body, soul and spirit
- Intellectual excellence, imagination, strong memory, and problem solving skills
- A viable alternative to high-stakes testing
- Age-appropriate use of media
- The training of ethical and moral judgement

## SCHOOL STRUCTURE

The City School (aka Valley Waldorf City School, abbreviated here as “VWCS”) is a non-profit 501(c)(3) public benefit corporation.

At the time of this writing, our kindergarten is an associate member of Waldorf Early Childhood Association of North American (WECAN), and our 1-8 program is an associate member of the Association of Waldorf Schools of North America (AWSNA).

VWCS follows the impulse of the original Waldorf School in being a teacher-led school. The College takes responsibility for the vision and pedagogy of the school, as written in The City School's by-laws; we are closely sustained in this vision by the Board and supported by the Faculty and the VWCS community.

**The Community** includes every member of the school: teachers, staff, board, parents, students and supporters.

**The Faculty** includes all teachers (kindergarten, grades, specialty, pre-k, Parent & Tot, classroom assistants, aftercare supervisors.)

Overview: This section addresses the faculty as a whole. The individual responsibilities of the faculty members are covered in Employment Agreements, Handbook, and Procedures Manual. Decisions are made by The College of Teachers informed by their own pedagogical insight and discussions in faculty meetings. Any suggestions in faculty meetings are subject to confirmation by the College of Teachers.

Mission: To encourage and facilitate the development, training, and growth of teachers as individuals, as faculty, and in support of students.

Membership: Although all teachers are included in faculty, Main Lesson Class Teachers are expected to attend faculty meetings on a weekly basis. Specialty Teachers and Assistant Teachers are welcome to attend faculty meetings. Administrative staff and others attend by invitation from the College of Teachers. Community members may request to bring issues to the Faculty via their class teacher in coordination with the College Chair.

Meetings: Meetings take place each Wednesday throughout the school year. The meetings begin at 3:15 PM, and last approximately 2 hours. The agenda is set each week by the College Chair. An additional week of meetings are held the week after school lets out to review and wrap up the school year. At least two weeks of August meetings are held to prepare for the new school year.

## **The College**

Mission: To develop the vision of Valley Waldorf City School, oversee its growth direction and safeguard the implementation of Waldorf Pedagogy as a practical, daughter-movement born out of Anthroposophy.

Membership: The College is composed of senior teachers, who have demonstrated professional competency, demonstrated a commitment to the ideas of Waldorf Education, and have an open-ended relationship to Valley Waldorf City School. Specifically, College Members must have:

- Experience in Waldorf education
- Are meeting their present teaching responsibilities competently
- A minimum of one year of employment at VWCSI (though this may be waived at College's discretion, if it seems in the best interest of the school)
- Are committed to Waldorf pedagogy, VWCS, and personal inner development
- Are able to fulfill and willing to accept the responsibilities of College membership

Additionally, College may invite members of the administrative staff, if they meet criteria for becoming a college member.

The number of College members at any given time may fluctuate based on individual faculty member's strengths and the needs of the school.

Rarely, a College member may request to take a leave or ask to step down, if this seems appropriate under particular circumstances.

Central Areas of Responsibility: As a group of colleagues, the College forms policy and holds the shared vision of the school in each of the following areas of responsibility:

Pedagogical:

- Pedagogical study based on Anthroposophy
- Pedagogical policy
- Curriculum and Program Development and Oversight
- Vision for the school
- Mentoring, teacher development and evaluation
- Parent education and communication
- School Publications, such as overseeing newsletter, brochures and school website content

Hiring and Release of Teachers:

- Creation and definition of faculty positions
- Teacher search and recommendations for hiring and release of teachers

Board and College Joint Work:

- Oversight of administration
- Salary and benefits
- Parent relations
- Conflict resolution
- Hiring and release of teachers

Meetings: The College of Teachers meets weekly on Mondays, starting at 7:00 PM. The agenda is set in advance by the College Chair with input from the College members. The College of Teachers strives to work in consensus.

Special Positions and Committees:

Care Committee: Members nominated by College to facilitate communication and resolve issues, which may arise between a parent and a class teacher, or between parent(s) and the school's policies in general or occasionally between class parents as it impacts work with the school. This Care Committee or any other communication with College members is NOT designed to replace direct communication with the class teacher and should only be sought after direct communication of the issue at hand with the class teacher.

College Chair: Represents the College of Teachers and the school at large and is receptive to the requests and needs from the other bodies of the school and community. The chair is nominated through consensus by the College of Teachers and is selected or confirmed at the end of each school year. The chair prepares and provides the agenda, calls and prepares extra meetings as necessary, and chairs meetings.

**The Board of Trustees:** See: BYLAWS OF THE CITY SCHOOL – ARTICLE 3 TRUSTEES

Mission: To provide for the financial stability, physical well-being, legal standing and compliance of The City School as a Corporation in California and a 501c3 Non-Profit entity. The decisions at the Board are mindful, made in support of and in harmony with Waldorf Pedagogy and its underlying philosophy.

Membership: The Board is composed of parents, teachers and other parties who support the work of Waldorf education, and who work together to guide the managerial and financial work of the school. The mission of teachers on the Board is to ensure the presence of a pedagogical voice in Board business, discussions, and decisions. Criteria for selection include, but are not limited to:

- Familiarity with Waldorf Education and its underlying philosophy
- Proven commitment to and track record in the school
- Commitment to support the philosophical underpinnings of VWCS
- Willingness and ability to accept the responsibilities of being a Board member and abide by the Trustee Pledge. See: BYLAWS OF THE CITY SCHOOL: **ARTICLE 3 TRUSTEES, SECTION 3. POWERS**, namely . . . “except that the responsibility for the pedagogical life of the school shall be delegated to the College of Teachers.”

Meetings: The Board meets weekly on a date by agreement of the Board members. Board meetings are open to community members by arrangement with the Board Secretary or Board President.

#### Central Areas of Responsibility:

As a group representing all aspects of the VWCS community, the Board shares in the vision and holds responsibility in the following areas:

##### Fiscal:

- Funding for School operations
- Budget, Salary, Tuition
- Tuition Adjustment Program
- Development, Fundraising, and Outreach in partnership with the College of Teachers

##### Legal/Human Resources

- Liability issues and contracts
- Human resources policies, procedures, and employee benefits
- Jointly with College, teacher hiring and release to ensure proper legal procedures
- Manage administrative staff in coordination with the College of Teachers

##### Physical Site Management

- Landlord Relations
- Maintenance and operations and safety
- Emergency and disaster preparedness

##### Conflict Resolution

- Work with College of Teachers and Care Committee as needed

##### Committee Management

- Create and amend mandates of the Board committees
- Ensure that committee activities are consistent with school's needs, policies and pedagogy

##### Long Range Planning

- Financial
- Strategic

To add something to the agenda, contact the College-Board Liaison, Almut Schroeder at [almut@valleywaldorf.org](mailto:almut@valleywaldorf.org)

# COMMUNICATION

## COMMUNICATION FOLDER

During times of on-campus learning, please check your family folder and your email daily for important communication from the school and your teachers. Mailboxes are located underneath the School News bulletin board. When we are in Beyond the Classroom distance learning, files and notices will be provided electronically.

During on-campus learning, parent announcements may be shared on our Community News board located in the walkway by the Sun classroom. During Beyond the Classroom distance learning, announcements will be provided electronically and/or by text. We also provide updates and announcements in the Community Newsletter which is typically published 1-2 times per month.

During on-campus learning, the Valley Waldorf City School Community Roster with addresses, phone numbers and emails, will be provided to all enrolled families in order to facilitate communication. This is never to be used for marketing or self-promotion, but to facilitate school business and playdates when allowed, birthday parties, volunteer/committee work, etc.

## COMMUNICATION MODEL

At VWCS, we use direct communication to foster understanding and to resolve conflicts as they arise. These pathways form a structure and process that encourage parties who have concerns, or who are involved in a conflict, to reach resolution or, respectfully and consciously, agree to disagree.

## Communication: Social Media Guidelines

Valley Waldorf City School strives to maintain an atmosphere of support, respect, privacy, and dignity for each member of our community. Whether in our distance learning program, (Beyond the Classroom), or in the day to day life of the school, we expect each member of our school community, no matter their position or age, to follow these guidelines for electronic communication and social media use:

- **Embody our community values of truthfulness, dignity, and respect for the inherent worth of every human being** whenever we are associating ourselves with the school, whether in the classroom, in the wider community, or in electronic and social media communications.
- **Respect the privacy of our children** by not posting pictures/videos of children's faces to social media without the explicit permission of their guardians. We welcome the joyful parent postings about our school and also want to respect the privacy of our students and their families.
- **Our official school social media presence is created and managed by our Enrollment Director, who has the appropriate permissions on file.** If you have pictures of students, teachers, or parents in classes, on field trips or at school events these may be wonderful for use in the Yearbook and should be sent to the Yearbook Coordinator and the Enrollment Director. The Enrollment Directors email is: [frederique@valleywaldorf.org](mailto:frederique@valleywaldorf.org) and any images you wish to share for the coming yearbook can be sent to: [info@valleywaldorf.org](mailto:info@valleywaldorf.org).
- **Respect the privacy of each community member** by not using e-mail or any other address list generated by the VWCS for personal or business purposes, including advertising. During distance learning, please do not record any of our online content without permission from Valley Waldorf City School or its employees.
- **Respect the integrity of our community** by taking up confusion, questions or dissatisfaction directly with the class teachers or administration, rather than writing class- or community-wide emails, or posts to



WhatsApp, Facebook groups or any other social media. If directly addressing the teacher or administration is not appropriate, the College Chair is always available to listen to concerns from families.

- **Cultivate social harmony** by using language in a manner which promotes cooperation and does not interfere with the educational process. This guideline applies not only to speech, but also to written and electronic communications such as email, social media postings, and messaging apps.
- **Nurture the dignity of each individual** by refraining from obscene or defamatory communication in speech, writing, and other modes of expression, including electronic expression, in their interactions with the school community.
- **Observe appropriate boundaries** by limiting communication to proper channels, using teachers' school email accounts rather than text messages or social media to communicate about school-related matters, unless specifically directed otherwise by the class teacher.
- **Strive for good habit life around phone and email communications** by attempting, whenever possible, to limit late-night and weekend communications. We ask all employees to model and practice good media balance in their personal and professional lives. Teachers will likely respond to emails and texts sent outside of normal business hours on the following business day. Email is an efficient tool for communication, but if used without care, it can result in serious miscommunication. To that end, we have developed a few simple email guidelines for all families, faculty, and staff of Valley Waldorf City School:
  - Communication should not be shared outside of the people directly involved without the express consent of the original sender(s).
  - Words should be carefully considered, bearing in mind that tone can be difficult to convey in this format. At times, arranging a meeting may be both more practical and more harmonious. Before using 'reply all' think carefully about whether all parties need the information.

Frequently Asked Question: To Whom Do I Speak?

Please review the following regarding where to direct a specific question or concern:

**General Questions** concerning daily operations, technical issues during Beyond the Classroom studies, committee work, volunteer hours, school newsletter, etc. should be addressed to the Office Manager at [info@valleywaldorf.org](mailto:info@valleywaldorf.org). They will either be able to answer your question or direct you to the appropriate person.

**Questions Concerning Your Child or Any Incident Occurring in Class** should be addressed to your child's main lesson teacher, even if it relates to a specialty class, nap or aftercare. Healthy, open communication between parent and teacher is essential for your child's educational experience.

If you need to relay a message to the teacher, you may send them an email during Beyond the Classroom or place a note in their teacher mailbox during on-campus learning. In the event that the message requires dialogue, you may communicate directly with the teacher after school or leave a message at the office to schedule an appointment. Unless your class teacher has specifically stated otherwise, before school is not the time to deal with issues, as the teachers are focused on preparation for the day. Whenever possible, please try to contact your class teacher during normal business hours.

**Questions Related to Finances** should be directed to our finance department at: [finance@valleywaldorf.org](mailto:finance@valleywaldorf.org)

**General Questions Related to Overall Educational Issues**, such as curriculum, teaching methods, classroom management, and teacher-student relationships should be addressed to the College of Teachers.

**Questions Related to Legal Issues of Policies** should be addressed to the Executive Board. Board meetings are held weekly and are open to the community with prior notice. Check with a board member if you have an item or request to add to their agenda. To add an item to the agenda, please start by emailing Almut Shroeder at [almut@valleywaldorf.org](mailto:almut@valleywaldorf.org)

## DRESS CODE

For all students whether in Early Childhood or Grades, clothing needs to be neat, simple, and comfortable, allowing students to work and play freely.

Dress Code applies whether in person or during Beyond the Classroom. If you are asked to submit photos of your child during this time for our yearbook, please make sure that dress code is observed.

We want the children to have a rich experience of color. Within Waldorf color theory, black is an intellectual color more suited to be worn by high school students and adults. With this in mind, black clothing is not allowed to be worn at school or during Beyond the Classroom learning.

- All clothing must be free of writing, advertising, logos, and graphics/characters. (Solids, stripes, polka dots, plaids, etc. are all appropriate)
- Shirts will be long enough to cover midribs while hands are raised above the head.
- Pants, shorts, dresses and skirts appropriate for weather and class activities, such as Eurythmy and games. (Not too long, too baggy, too tight etc. Pants and shorts must be worn above the hips. Skirts and shorts must be at least long enough that the student's fingertips can touch the hem when arms are fully extended at their sides.
- Undergarments must not be sticking out of clothing.
- Socks must be worn at all times.
- Sturdy shoes must be appropriate for games class and the active movement of all classes. (No shoes with lights, flip-flops, strappy sandals, high heels or big boots.)
- Hair must be kept out of students' eyes and must not be color treated.
- In keeping with simplicity and preservation of childhood: makeup, nail polish, jewelry, temporary tattoos and elaborate daily hairdos are not appropriate.
- Festive clothing to be worn for assemblies and special occasions. Ask your class teacher if you have any questions about appropriate festival clothing.

Students dressed inappropriately may be asked to turn a shirt inside-out, cover-up or may even be sent home to change during on-campus learning. They will also be asked to step out of class and change their clothing off-camera during Beyond the Classroom learning. Please contact your class teacher with any questions.

Special Considerations:

It is recommended that you label all clothing with your student's name on an inside tag, to make it easier to identify if lost.

During on-campus learning, please supply a small bag with one extra change of clothing, including undergarments, to be kept in your child's cubby for PK through Grade 3. Please be sure to check this bag regularly to see if any items need to be washed and replaced.

## Rainy Days:

During on-campus learning we encourage students to experience nature and as such, rainy day play is encouraged. In order to play outdoors on rainy days, students need proper attire: rain boots, and a raincoat with a hood. If the raincoat has no hood, students must have a rain hat or an umbrella. Puddle pants are encouraged when possible.

## Early Childhood:

The following guidelines apply to on-campus learning. Hats are recommended every day; in the winter for warmth and in the summer for coverage. Sunflower Preschool provides students with yellow hats which are worn outdoors each day. Rosemary Kindergarten students may wear their own hat within dress code guidelines.

For rainy or muddy days, and water play, students should keep a pair of rubber boots at school. (Donations of outgrown boots for borrowing are welcome!)

When our EC program is both indoors and outdoors, families will supply a pair of soft soled shoes, which are to be used in the preschool/kindergarten room only. These shoes should be fully fitted (covering both the heel and toe) and be of the type which allows for unencumbered movement.

## BELONGINGS FROM HOME

Toys, money and valuables from home are easily lost or damaged and should not be brought to school. VWCS and your class teacher take responsibility for engaging the children in creative play and providing the appropriate materials for school. All items in the classroom are lovingly and thoughtfully chosen and there is plenty for all! Please keep other items at home unless specifically asked to bring them by the class teacher.

## NUTRITION

During on-campus learning, lunch and a water bottle should be brought in a simple basket or lunchbox with two cloth napkins. No sweets or desserts. Please make your food choices as healthy as possible and keep packaging natural and simple as possible: cloth napkins and reusable containers are the best way to reduce trash. We compost and recycle as much as possible. If your child will be in aftercare, please pack an additional snack. Please make sure all lunch containers are free of characters, logos, and advertising.

## ARRIVAL AND DEPARTURE

### Good Neighbor Guidelines:

The following guidelines (also included in your enrollment contract) are part of our agreement with our neighbors and serve to help lessen the impact of our school on local residents Please read the following guidelines carefully and make sure you follow them when engaging in drop off and pick up at VWCS..

- ✧ Use the legal side of the street when dropping off, picking up or parking.
- ✧ Walk your child in. It is dangerous to allow your children to cross the street alone - we cannot emphasize this strongly enough.

- ✧ Do not utilize the school driveway with the sliding gate for temporary stopping or parking your car whether the gate is open or closed. This is illegal and unsafe.
- ✧ Do not utilize the alleyway adjoining our driveway for pick-up or drop-off, as this impedes the neighbors' access to their residences.
- ✧ Whenever possible, use Sherman Way rather than the neighborhood streets. We wish to keep the neighborhood safe and quiet for its residents
- ✧ Further protocols in adherence to county health guidelines will be provided in advance of reopening for the 2020-21 school year or as soon as possible.

#### Departure:

During on-campus learning, Preschoolers must be picked up no later than 2:30 There is no aftercare available for preschool children.

During on-campus learning, please pick up your Kindergarten child at 1 PM promptly if they are not signed up for the extended day (nap). For those with extended day, pick up occurs between 2:30 and 3:00 each day. Kindergarteners are welcome to stay for aftercare (see aftercare information page 13-14). Be sure to sign your child out daily with the Aftercare teacher.

**When returning from Beyond the Classroom periods, drop off and pick up procedures will be modified to comply with county health guidelines.**

**EXTENDED DAY PRESCHOOL HOURS (NAP):** 9 am to 2:30 pm, 5 days per week, when available.

During on-campus learning if nap is able to be offered and your child is staying for naptime, please provide a sheet, small blanket and small pillow that can be bundled small enough to be stored in the cupboards in the classroom and slipper socks.

A small, simple, non-commercial, soft-comfort item (doll or stuffed animal) may be brought for use exclusively at naptime. Your child's friend may sleep in their cubby until it is time to nap.

**Nap Program:** An optional nap-time will be offered when available, and if deemed appropriate for the individual child. There is an additional fee for the Nap Program. For those participating in the optional nap-time, child pick-up will be at 2:30 pm. Parents with children participating in the Nap Program are expected to provide nap bedding and an optional nap-friend to cuddle (as deemed appropriate by the Co-op Preschool Teacher).

There is an additional fee for the Extended Day Nap Program (See Tuition Schedule in Enrollment Agreement for costs).

#### **Kindergarten Extended Day (Nap)**

An optional nap-time will be offered when available, and if the School deems it appropriate for the individual child. The child must be able to lay quietly on their bed for the extended day program. If this cannot be maintained, a child may lose nap privileges. There is an additional fee for the Extended Day Nap Program (See Tuition Schedule for costs). For those participating, child pick-up will be at 2:30 pm. Parents with children participating in the Extended Day Nap Program are expected to provide nap bedding, slipper socks, and an optional nap-friend to cuddle.

## ABSENCES AND TARDINESS

During both on-campus and Beyond the Classroom learning, school begins promptly at 9:00 AM for Grades 1 - 8. In the grades, after greeting students, the teachers take attendance each morning. Attendance records are kept on file in accordance with state law.

The school calendar is carefully designed to provide enough instructional hours per day and days per year to cover the requisite curriculum for each grade. It is in the best interests of your child, both socially and academically, to be present and on time for school each day. When a child is absent it detracts from the learning environment, not only for your child, but for all the students in the class. Please utilize school breaks for vacations and scheduled appointments when possible. Absences from school should be reserved for emergency or illness when possible.

In cases of excessive tardiness or absences, a parent meeting will be called to discuss this in more detail and develop an appropriate corrective plan of action.

During on-campus learning, students who arrive after the 9:00 AM school bell must be accompanied to the school office to obtain a tardy slip. Students will not be admitted to class without it. We will update this protocol as needed based on county health guidelines when returning to on-campus learning.

If your child will be absent, please contact your class teacher, even during Beyond the Classroom.

During on-campus learning, in the event that your child needs to leave or return during the school day for any reason, they must be signed in or out at the main office. Children may **not** sign themselves out or back into school and must be accompanied by a responsible adult if possible.

Protocols will change based on county health guidelines for pick up, drop off, and tardy slips, when return to campus is allowed after a period of distance learning. See communications from the school office and up to date postings on our website for current guidelines.

### AFTER-CARE PROGRAM (During On-Campus Learning)

Time: 3:00 pm – 6:00 pm, Monday through Friday

Ages: Kindergarten children (age 4 years 9 months) and older

Cost: 1 child: \$7/hr    2 children: \$9/hr    3 children: \$12/hr.

Note: Discounts are available when families pay by the month. See enrollment contract for details.

**Children remaining after 6:00 pm will be billed at the rate of \$1.00 per minute.**

Billing: After-Care is billed in half-hour increments and begins promptly at 3 p.m. Any child remaining at the School at 3 p.m. will be signed into After-Care and billed for a minimum of (30 minutes) one half-hour. Charges for participation in After-Care will be added to your tuition and payable no later than 1 month after charges were incurred.

***Important: You must sign your child out of After-Care. If you do not sign your child out, you may be billed for the full After-Care time of 3 hours.***

Snack: Please pack a snack for your child on the days they will be staying in After-Care.

Volunteer Use: Parents volunteering at the School will not be charged for After-Care when provided during their volunteer time. They must, however, sign their children in and out of After-Care and inform the After-Care provider that they are onsite volunteering.

**An important note to all parents:** If you are here at school during After-Care time (and you are not volunteering), you are expected to be actively supervising your child. “Actively” in this case means that you must keep your child in your sight at all times. It is **your responsibility** to let the After-Care provider know if you are not able to do this and your child(ren) will be signed into After-Care.

**Please note that the only provision for free after school care is during the time parents are actively involved in an approved volunteering activity Monday – Friday from 3:00 to 6:00 PM, when After-Care is being provided by the School.**

During Beyond the Classroom, virtual aftercare may be offered based on community need. If you feel that your family would benefit from After Care during distance learning, please reach out to the school office at: [info@valleywaldorf.org](mailto:info@valleywaldorf.org).

See current Beyond the Classroom guidelines on our school website for details. Return to campus protocols also dictate that drop-in aftercare may be suspended in a given school year to follow state or county health guidelines. See communications from the school office and up to date postings on our website for current guidelines.

## EMERGENCY CONTACTS AND NEEDS

Please make sure that your emergency contacts are up to date and clearly designated in Gradelink. If you are unsure how to update your Gradelink profile, please contact the school office at: [info@valleywaldorf.org](mailto:info@valleywaldorf.org)

In case students would ever need to spend the night at the school, we ask you to provide a few emergency supplies. Each family will provide \$10 in cash per child in an envelope clearly labelled with your child's name, to the school office in August, prior to the first day of school. This will go towards purchasing non-allergenic community food supplies and other necessary items.

If your student would require any medication or special item that your child would need for an overnight situation (i.e. epipen, inhaler), please bring it in a bag labeled with the student name and type of medication. This does not need to include standard first aid items, which will be provided by the school.

(Depending on enrollment compared to current supplies, new families may be asked to provide one blanket and a flashlight with the batteries in a separate package. If this is required, the office will let you know prior to the start of school.)

## GRADING POLICY

At VWCS, teachers utilize a number of methods to grade and evaluate a student's progress and their comprehension of the subject matter. These include, but are not limited to, observing student work in class, their interaction and participation in the lessons, and relation with their peers. After second grade, these evaluations include more formal grading methods, i.e., quizzes, tests, evaluation of written reports, and,

sometimes homework. Teachers keep notes of the students' attendance, daily participation, and performance in each aspect of the lesson, their scores in spelling, math quizzes, etc.

Our teachers write a detailed outline of the curriculum covered with their class then, based on the teacher's knowledge and experience of the student, the teacher prepares a comprehensive narrative report, summarizing the student level of activity, skills, abilities and performance in each subject. These comprehensive reports are written by the main class teacher on the child's academic abilities in language arts, mathematics and the sciences, as well as sections from every specialty teacher on the student's artistic, social and physical abilities and talents, such as – foreign languages, music, games, movement, instrumental music, drama, wood work, handwork, painting, drawing, etc., and typically discuss the student's temperament, social skills, and point to specific strengths, weaknesses, areas of growth and individual needs. The reports are given to and discussed with the parents and become a part of the student's cumulative record, just as a report card would be at a traditional school.

In grade 7 and 8, students are also given letter grades which help them prepare for how their work will be evaluated in high school. Upon graduation, these reports are sent to, and appreciated by, the high school of the family's choice and give their counselor an excellent picture of the students' achievements and abilities.

Parent-teacher conferences are scheduled at least once a year, and more frequently as necessary, to facilitate a child's growth and development within the classroom and school as a whole.

## COMMUNITY HOURS AGREEMENT

During Beyond the Classroom, the Community Hours requirement for enrolled families has been temporarily suspended. If on-campus learning is able to be reinstated at any point during the 2020-21 school year, the Community Hours requirement will be prorated to fairly reflect the available weeks remaining in the school year and ample opportunities for both virtual and on-campus volunteer projects will be provided to all enrolled families within county health guidelines. For any enrolled families who choose to engage in volunteer virtual activities as provided by the school during Beyond the Classroom (such as Yearbook Committee and the Patreon Fundraising Committee, etc.), they should track their volunteer hours and submit those to the school office to be credited against any future prorated requirement for the 2020-21 school year. For instructions on how to submit Community Hours for the 2020-21 school year, as the process has changed from previous years, please reach out to the school office at: [info@valleywaldorf.org](mailto:info@valleywaldorf.org)

Our Valley Waldorf City School Community relies upon the efforts of our School families to make the school year a success. Our festivals, assemblies, gardens and grounds, field trips, seasonal crafts and new projects all rely upon parent participation in numerous and varied forms. As one of the ways for parents to contribute, we have created this Community Hours Contract, which you signed as part of your Enrollment Contract. It is included here for your reference.

Families enrolling children at Valley Waldorf City School are asked to contribute a minimum of sixty (60) hours of volunteer time each school year. As a school community, not only are these hours integral to the operation of the School, but also essential to its fiscal viability. Volunteering also serves to build relations among parents and faculty to strengthen the School as a supportive community.

- This obligation may be fulfilled by any adult (parent, grandparent, guardian, etc.), but by no person under age 18.
- Any volunteer task to be performed must be authorized, by a committee person responsible for the event or by a faculty member given that responsibility **before the work begins**, with their signature appearing in the "Who Authorized the Work" box on the Community Hours Form supplied by the School.

- Community Hours Forms are available in the office, or can be found in a folder marked 'Community Hours' in the School-to-Parents file case. After volunteer work has been completed, the forms need to be filled-out with date, start and finish times, and **signed by the on-site project coordinator, no later than seven (7) days after task completion. Completing, retaining and timely submitting the forms is the responsibility of the parents. Late, improperly authorized or filled out forms will not be accepted.**
- 35 hours will be due on the first deadline; and 25 hours will be due on the second deadline. See Enrollment Contract for the specific dates of this school year. Any Community Hours performed but not submitted by 3:00 PM on the first deadline, may be credited toward the second deadline. Any Community Hours performed but not submitted by the second deadline will become null and void, no exceptions. Any Community Hours performed after the second deadline may be accounted for and credited the following scholastic year.
- COMMUNITY Hours not completed, or not submitted on time, will be charged to the family at the rate of \$18 per hour, billed with the March and June invoices and will be considered outstanding tuition.

A financial alternative is available for those who choose to opt out of Community Hours. The exchange rate has been set at \$18 per hour. Please indicate below your preference for fulfilling this obligation.

## MEDIA GUIDELINES

### Television, Videos, Computers, and Media

These amusements have a strong influence on our culture and particularly on the children who experience them. The quality or aesthetics of the subject matter of television programs are easily determined by discerning adults. The content is not as much the question, but rather the effect of the medium on the developing human being which concerns VWCS educators and parents. In other words, the effects that on-screen images or audio quality have on the developing child are just as important to consider as the content of the programming itself.

Recent research is pointing, more and more, to their harmful effects on many areas of development:

- neurological and cognitive development
- attention span
- sense development (eye, ear)
- motor skill development
- speech/language development
- feelings life
- inhibition of imagination/creativity
- behavior
- interpersonal relationships

We ask that your child watch no television or videos and that they do not use the computer, video games or other electronic devices of this nature during the school week, with the exception of Beyond the Classroom time if needed. If the family engages in media on the weekends, we ask that it be very limited in terms of both content and time. Media use can be especially disruptive if children are allowed to engage in these activities in the morning before school. Research demonstrates that these activities before bedtime are very disturbing to a child's sleep life.

The teachers will be happy to have a conversation on any of these subjects, and a more detailed description of our school media guidelines can be found in the [Media Guidelines](#).



For all the reasons above, during periods of Beyond the Classroom distance learning, it is of even more importance that non-school-related screen time be minimized or eliminated. Children need plenty of time in nature and engage in imaginative play.

### Videotaping and Flash Photography

Our assemblies are, first and foremost, educational opportunities for the students, allowing them to round off some of their school work with a presentation to fellow students, families, and teachers. Everyone in attendance is given a window into the classroom, so to speak. Assemblies and even class plays are not finished products or productions for their own sake.

Our teachers strive to enable the developing people in their care to be fully present with all of their senses and live in the moment.

In this view, each gathering is a unique moment in a child's life, and we strongly encourage it to stay that way.

Our yearbook, for example, is not meant to be an exhaustive documentation of everything done in a school year or at any particular event, which would truly be an impossible task. Instead, the pictures selected for the yearbook are intended to serve as memory springboards to help stimulate the child's own memory. Too many pictures would, in fact, undermine and interfere with such an effort.

We have a dedicated photographer for assemblies. If they cannot attend, they will arrange for a replacement. (In case you are asked to fill in, we ask that no flash pictures are taken and that all camera sounds are off.)

If you are not the designated photographer, please leave your camera or phone at home or in your bag and enjoy the event unencumbered, giving your child and the other students your undivided attention. The bonds built this way and the trust you help us create in the beauty and preciousness of the moment will be long-lasting gifts for all the students of VWCS. It demonstrates for the students that the experience that counts, not the mechanical record.

At the discretion of the College of Teachers, the designated school photographer may create recordings as well as still photographs. If these are made available to families in any form, we ask that they not be shown to the children. All the spoken and musical offerings should retain their uniqueness in space and time. Any recording would undoubtedly disappoint the child, as the performance is much grander in their own experience. It will also likely serve to make the child unnecessarily self-conscious and camera-attentive in the future.

We are aware that some parents, grandparents, and other friends may not be able to attend a given assembly and faculty children are no exception to this dilemma. It is our hope that nevertheless you will join us in celebrating the festive moments we share together as they are intended- educational opportunities for the children we all cherish.

At the end of the school year, yearbooks will be printed that can be ordered and sent to those special people in the child's life who were unable to attend school events. These can serve as springboards for further conversations in person (or via phone, letter, etc.) and thereby become a different sort of shared memory and bonding experience.

We welcome you to take unobtrusive pictures of field trips, including camping trips (unless otherwise guided by your class teacher), and of course our seasonal festivals. Please submit these to [info@valleywaldorf.org](mailto:info@valleywaldorf.org) throughout the year, so they may be used for the yearbook.

Cell Phones:

Students are not permitted to have a cell phone, i-pod, video game, or any other type of electronic device on campus. Any such item will be confiscated and held in the school office for the family to pick up. If you have questions pertaining to this policy, please speak to your class teacher.

As adults, we use our cell phones and similar electronic devices to make our work more convenient and productive. However, we also have become somewhat unconscious about the effect that the use of these devices many have on others. At school, our goal is to connect with the world and each other in a human way. The faculty requests that you refrain from all non-essential use of cell phones while on the campus. If you must use your phone while on campus, please utilize an unoccupied classroom or the school kitchen away from children.

Students are asked to set aside electronic devices that are not immediately being used for Beyond the Classroom during times of virtual learning. While we understand we all need access to electronic devices during virtual learning, the overarching goal remains fostering quality human connections with minimal outside distraction as possible.

## SCHOOL FUNDRAISING

*The healthy social life is found  
When in the mirror of each human soul  
The whole community finds its reflection,  
And when in the community  
The virtue of each one is living.*

*Rudolf Steiner*

Fundraising is an essential part of our school's financial picture and ensures our continued success and growth. In order to serve our economically diverse families, we keep our tuition significantly lower than other Waldorf schools. However, our current tuition covers only 75% of our annual operating budget.

The remainder of the budget for teacher salaries, office supplies, utilities and myriad other expenses of running a school must be raised through our annual giving campaign and other fundraising programs. Below are various ongoing fundraising opportunities which we hope each family will participate in.

All these activities are contingent on this year's fundraising committee and are subject to modification.

### Scrip

Set up a family account by going to [www.shopwithscrip.com](http://www.shopwithscrip.com) and setting up a family page. Simply click on the link for Family Sign Up, and enter your information. On a subsequent page, you will be asked to enter our school code: 97E144BA18899. It only takes a few minutes to set up. You can have friends and family members set up their own page as well.

If you need assistance signing up, email [info@valleywaldorf.org](mailto:info@valleywaldorf.org) for information on how to best contact our current Scrip Coordinator(s).

### On-Line Shopping

Good Search:

If you Search the Internet, use the search engine at [www.goodsearch.com](http://www.goodsearch.com). ValleyWaldorf City School receives money for each search.

MS Explorer users can make Goodsearch their homepage as follows:

1. Select Tools | Internet Options.
2. Select the General tab.
3. In the Address textbox, type <http://www.goodsearch.com>.
4. Click OK.

Please visit the Goodsearch website for instructions on home pages for other browsers.

Go to your Goodsearch homepage and click on "Shop now". From this site you can access hundreds of online retailers for shopping and a percentage of your purchases will be donated back to the school. Places like Amazon, LL Bean, Travelocity, and so many more.

### Amazon Smile

Instead of just using Amazon's main website for your shopping, you can sign up for Amazon Smile and choose The City School as your charity by entering the code 95-4810579. (It does not seem to come up easily under our name) Visit [smile.amazon.com](http://smile.amazon.com) to complete any Amazon shopping.

## SCHOOL FUNDRAISING (CONT'D)

### In Store Shopping

Ralph's Supermarket:

Please double-check your designated Community Rewards charity each fall, to make sure that we are your designated community Rewards recipient. If you are new to the program, follow the directions below. They distribute rewards quarterly and it is an easy way to help the school just by doing your regular grocery shopping.

Sign up your Ralph's card:

1. Go to [www.ralphs.com](http://www.ralphs.com)
2. Click on "Community"
3. Click on "Community Contributions"
4. Click on "Enroll Now"

If you don't have computer access, you can call (800) 443-4438 for assistance

Our school Number is 84906

Valley Waldorf City School

Ralphs also has a program to deliver your groceries, to make life even easier!

Have Fundraising Ideas? Bring them to the College of Teachers by emailing College Chair Sarah Northrip at [sarah@valleywaldorf.org](mailto:sarah@valleywaldorf.org)

## PARENT RESOURCES

Sycamore Hollow School Store:

During on-campus learning, we are usually able to offer a treasure trove of gifts, books and handcrafted items! Special orders available. Located off the school patio. Store hours are as advertised in the school newsletter or by appointment.

## The Valley Waldorf City School Website

Articles, photo galleries, information about curriculum and teachers, and much more, are all available on the school website, found at [www.valleywaldorfcityschool.org](http://www.valleywaldorfcityschool.org). Much of what you may be interested in can be found under the “Parents” tab.

## The Parent Lending Library:

We are working on creating a Parent Lending Library for when normal on-campus learning resumes in the future which will include a variety of books, articles and publications on Waldorf education, anthroposophy, gardening, crafting and much, much more! See your class teacher for help in finding and utilizing these resources. We maintain a database of online resources as well on the school website at:

<http://www.valleywaldorfcityschool.org>

## The Valley Waldorf City School Newsletter:

Our monthly e-newsletter keeps you up-to-date on school events, news and opportunities. Submissions and suggestions are welcome; send to [info@valleywaldorf.org](mailto:info@valleywaldorf.org) by the third Monday of the month for inclusion in the following month’s newsletter.

## Parent Education

As a school, we have various all-school parent education opportunities, both on our campus and virtually during Beyond the Classroom, and sometimes at other local Waldorf schools, scheduled throughout the year. The College of Teachers is responsible for determining the content and presentation of the meetings and welcomes input on topics or speakers. Email the College Chair at [sarah@valleywaldorf.org](mailto:sarah@valleywaldorf.org) with any suggestions.

Your class teacher will also arrange class meeting times including parent education with topics specific to your child’s age and curriculum. If you have specific areas of interest, please speak with your class teacher.

## SCHOOL SAFETY, DISCIPLINE, AND RESPECT

Valley Waldorf City School strives to be a community in which individuals speak and act out of respect for each other and their environment. All students have a right to a safe and healthy school environment and as a community, we have an obligation to promote tolerance, acceptance, and mutual respect. With this in mind, the following behavior guidelines have been written for our students and community members, including parents, staff, faculty, and board members. This list is by no means all-inclusive and there are a variety of other situations which will need to be approached individually.

### Respectful Speech

- Appropriate language usage which is supportive and respectful. Swearing, foul language, or language that is offensive is not welcome.

### Respectful Action

- Respect is given for others, including personal boundaries and body, personal belongings, and the school property.
- Smoking, alcohol, or mind-altering substances are not permitted on campus or at any school events whether on or off campus. This applies to all staff, parents, family members and staff, whether during regular school hours or at any Back to School gatherings, study groups, or field trips, or overnight curriculum excursions.

- Weapons or any kind may not be brought onto campus.

### Social Respect

- Bullying and teasing is not tolerated. Bullying and teasing may consist of the following.
- Direct physical contact, such as hitting, kicking, taking belongings, pushing, biting, pinching, throwing objects, spitting, etc.
- Verbal assaults such as put-downs, name-calling, threats, or insulting language.
- Physical gesture, negative body language, or tone of voice.
- Purposefully encouraged social isolation or manipulation

VWCS expects students and/or staff to immediately report incidents of bullying to the class teacher. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students anytime they are in school, whether on or off campus, and during any school-sponsored activity.

VWCS will provide staff development training in prevention of harassment and/or bullying and will cultivate acceptance, understanding. Our Diversity, Equity and Inclusion (DEI) team works to promote anti-racism/anti-bias in our school community, to build each school's capacity to maintain a safe and healthy learning environment.

At VWCS we recognize the changing developmental stages of children. Young children are imitative, of the role models around them and of one another. The teacher will guide behaviour in class through redirection, appropriate modelling, and pedagogical stories. Teachers will discuss kindness and appropriate actions with their students in age-appropriate ways and will assure them that they need not endure any form of bullying, though that word specifically would be used more with older students.

Students who harass, harm or bully are in violation of school policy and are subject to disciplinary action up to and including expulsion.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact any member of the College of Teachers. VWCS policy prevents retaliatory behavior against any complainant or any participant in the complaint process.

### Discipline Policy

Each teacher has their own rules of behavior expectations within their own classroom, appropriate to the age of the group. Additionally, each teacher has the freedom to work within their own framework for supporting and working with discipline concerns. Each class teacher is responsible for working with disciplinary issues of their students, in and out of the classroom.

Dependent upon the needs of the classroom, the following disciplinary steps may take place:

1. If a student is disrupting the class, they may be asked to sit outside of the immediate work-space, either in the classroom or directly outside the classroom, until the student is able to rejoin the class, as determined by the class teacher.

- a. If a student is unable to sit quietly without direct supervision, they may be required to sit in the school office or in another teacher's classroom until such a time as that student is able to rejoin the class.\*
- b. If a student is unable to rejoin the class appropriately, without disruption to the other students or the learning environment, the parent/guardian may be called to pick up the student for the day.
  - i. In such a case, a conference will take place between the teacher, parent, and at least one other member of the College of Teacher to discuss the student's behavior.
2. In the case of ongoing disciplinary concerns, a student may be suspended from school for a period of one to three days.
3. In the case of ongoing disciplinary concerns, a contract will be written clearly outlining the expectations for the student, the family and the classroom environment and whether the student is at risk of expulsion.

All of our teachers are supported by the College of Teachers and their own mentors for ongoing disciplinary concerns. The faculty of VWCS is committed to resolving discipline issues and supporting our students, so that they may participate appropriately in their school life. Certain issues may require College or Board involvement.

\*In Beyond the Classroom this may be being sent back to the "waiting room" or a breakout room for a minute instead.

## PARENT GRIEVANCE POLICY

It is important to the entire community of Valley Waldorf City School that questions and concerns be communicated openly and promptly. The faculty and staff of the school are committed to listening to parent concerns and resolving any issues through understanding, education, and mutual concern for the well-being of the children in our care.

Parents who have concerns or grievances are asked to follow these steps.

1. **A private meeting should be requested with the class teacher.**  
 It is important that this meeting be requested promptly for a number of reasons. Firstly, if a child's safety or well-being is at risk we want to know immediately. Secondly, prompt intervention can prevent the situation from reaching a crisis point. Thirdly, speaking directly with your class teacher facilitates open communication and bypasses school yard "gossip" which can be extremely detrimental to the child, the school, and the family.
  - a. Either the class teacher or the parent may ask that a member of the College of Teachers also be present.
  - b. Either the class teacher or the parent may request that notes be taken at this meeting.
2. In the case that the parent is not comfortable speaking with the class teacher, a letter or email should be written to the College of Teachers fully detailing the concerns and requesting a meeting with designated College members for consideration by the entire college. (Members of the College of Teachers called upon for this type of grievance resolution are referred to as The Care Committee.)
  - a. Note: Dependent on the content of this letter/email, the College of Teacher may refer the grievance to the Board of Trustees. In such a case, the parent will be notified of such.
3. If the parent is not satisfied that their grievance has been resolved, a second meeting should be requested, in writing, which outlines the grievance.

- a. This meeting is to be attended by the class teacher and at least one other member of the College of Teachers, typically a member of the Care Committee.
  - b. Written notes will be taken at this meeting and approved by all parties in attendance.
  - c. These notes will be read to the College of Teachers at the next regularly scheduled meeting.
  - d. The parent will then be provided with a written letter from the College which will address any decisions, outcomes or plans of actions in relation to the concern. This letter will be sent to the parent no later than ten business days after the second meeting date.
4. The parent and the College of Teachers, and/or class teacher, may continue to have further dialogue to fully resolve and learn from the grievance.

It is the intention of the school that grievances be resolved. However, this does not necessarily mean that school policy or educational methods will be altered to appease a situation which may be perceived as unjust or problematic. The aim of the continuing conversation is to find a mutually beneficial solution within the relationship between family and school.

## STUDENT ACCEPTANCE AND DISMISSAL POLICY

At Valley Waldorf City School, the class teacher, with guidance and input from mentors and the College of Teachers, has the responsibility of making decisions for the direction and well-being of their students and the class as a whole.

### Application/Acceptance Process

1. The family attends an outreach event or private tour (tour of classes in session, experience Waldorf day, tour of classes in session).
2. The family submits a student biography and \$100 interview fee for each child to be enrolled in the school.
3. For kindergarten/pre-school applicants: The class teacher will meet with the parents to discuss the student biography as well as meet briefly with the child.
4. For grades applicants: The class teacher will meet with the child for an assessment of academic level and learning style, and also with the parent(s) to review the student history. The class teacher may request an applicant visit the classroom for a period of 1-3 days before making a final acceptance decision.
5. The class teacher will make the final decision regarding the child's acceptance into the class and communicate in a timely manner with the family regarding this decision, including sending the enrollment link.
6. Students may occasionally be offered conditional acceptance. In such a case, a written conditional acceptance agreement will outline the terms of acceptance and a period of review.
7. Upon acceptance, parent(s) will sign and submit enrollment paperwork via Gradelink along with fees and deposits, immunization records spelled out in the enrollment package.

### Placement Guidelines

#### Pre-School

Children must be at least 2 years and 9 months of age as of September 1<sup>st</sup> of the school year.

#### Kindergarten

Children must be at least 4 years and 9 months of age as of September 1<sup>st</sup> of the school year.

## Grade One

Children born before April 1 are generally ready to begin first grade the fall after they turn six. Children whose birthdays fall in April, May, or June may also be accepted. All children entering the first grade from our kindergarten class are observed and evaluated by their current and future teacher to determine if first grade at age six or seven will best suit their individual growth and development. New students will participate in the above Application/Acceptance Process to determine first grade readiness.

## Grades Two through Eight

Children wishing to enter the grades will be assessed for the grade determined by their age. During the Application/Acceptance Process, the class teacher may recommend placement in a different grade. Previous placement will be taken into consideration.

## Student Dismissal Policy

In all cases, the faculty strives to work with families to overcome any difficulties a student may have. However, on occasion we find it necessary to dismiss students whose needs we are unable to meet or who are disruptive to the learning of the class as a whole. In such a case, the following steps will be taken.

1. The faculty becomes aware of any difficulty a child may be having in the school through a child study undertaken in the faculty meetings. The fruits of the child study are implemented for a period of time to see if progress and change have been achieved. The class teacher reports to the faculty about the child's progress.
2. A parent-teacher conference will be held to discuss the student's needs, difficulties, predicament, and the possibility of future dismissal or need to transfer to another institution. In addition to the class teacher, a member of the College of Teachers will be present at this meeting. Notes on the meeting, including steps to be taken by the teacher and the family and a review timeline, will be taken and approved by both the faculty member and the family.
3. A second parent-teacher conference will be held to review progress and further steps to be taken. In addition to the class teacher, a member of the College of Teachers will be present at this meeting. Notes on the meeting, including steps to be taken by the teacher and the family and a review timeline, will be taken and approved by both the faculty member and the family. These meetings continue until the areas of concern are resolved.
4. If the student's situation has not resolved or shown progress by the end of the second review timeline, or if the family is unable or unwilling to support the recommendations, the student may then be dismissed.

## **TUITION SETTING AND TUITION ADJUSTMENT (TA)**

Our tuition is reviewed annually by our Board and increased as necessary with school expenditures or developments.

### Tuition Adjustment (TA)

Valley City Waldorf School is committed to broadening the accessibility of our Education through affordable tuition with our TA (Tuition Adjustment) policy.

The steps toward participating in this program are as follows:

- 1 .The family must be fully enrolled in the school prior to applying for TA (all enrollment forms completed, enrollment deposit and any other applicable application fees paid.)



2. The family submits the tuition adjustment application through TADS ([click here for application](#)). This service will offer additional support to TA applicants.
3. Those unable to submit the materials requested may inquire about alternative financial data that may be accepted under special circumstances.
4. A conversation between the family and members of the Tuition Adjustment Committee takes place. In this meeting, the social philosophy and financial status of the school is fully explained and the finances of the family are reviewed. In most cases, an agreement is reached as to the amount the family can contribute on a twelve-month basis to the school's finances. This agreement is kept **confidential** between the parties involved.
5. If, at any time, the family's financial situation changes, the family is to request another conversation and additional support documentation will be requested.
6. A new conversation takes place for each school year.

For more information on this integral part of our school, please contact our office directly at (818) 776-0011.

(To sign your FAMILY ACKNOWLEDGEMENT confirming receipt of this handbook, please scroll to the next page.)

## FAMILY ACKNOWLEDGMENT

The Family Handbook and Media Guidelines have been provided to you for information and immediate reference. Because we are a dynamic and changing organization, policies included in these documents are subject to unilateral change, revision, deletion or addition by this organization from time to time with or without prior notice. All attempts will be made to keep you up-to-date on revisions to the policies herein. If you have questions about specific policies, please contact the school office for clarification.

I acknowledge that I have received and read my copy of the Family Handbook and Media Guidelines, am familiar with and understand their contents, and agree to comply with their terms during my child's enrollment at Valley Waldorf City School.

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*\*Please use a free online PDF editor to provide a digital signature confirming that you have received this handbook, read its contents and are in agreement with our school guidelines. Once signed, please return only the signature page to the school office via email to: [info@valleywaldorf.org](mailto:info@valleywaldorf.org)*