

2019-20 New Family Tip Sheet

Welcome!

The start of school will be here before you know it! Here are a few tips put together by parents to help the start of the school year go smoothly for your child. Do make the time to attend a New Parent Orientation; these sessions are offered on several different days and times for your convenience. Our hope is that this informal discussion will help you understand how our school works, give you an opportunity to ask any questions, and help you feel even more at home. As a part of the orientation you will learn about the Parent Handbook. This handbook has been assembled with great intention and includes extensive information about our school and what makes it unique, including its history, operations, policies, and procedures.

In advance of the orientation, we want to offer ourselves as resources and highlight a few areas to get you through the first few weeks of school. If you have any questions, please feel free to contact any one of us. We want to support you with making the easiest possible transition into our school community. We are excited that you are joining us!

Contact Information

Main Office

203-364-1113, office@waldorfct.org

Christina Dixcy, Office Manager and Communications Director, x103, cdixcy@waldorfct.org

Sara Wiley, HR and Office Assistant, x101, swiley@waldorfct.org

Enrollment

Therese Lederer, Enrollment Director, x102, tlederer@waldorfct.org

Leadership

Alex Exley, Therese Lederer, Leslie Lew, and Laura Stotz, leadership@waldorfct.org

College Chair

Leslie Lew, llew@waldorfct.org

Business Office

Alex Exley, Business Manager, x104, aexley@waldorfct.org

Volunteering and Donating

Carrie Donat, Development and Volunteer Coordinator, x106, cdonat@waldorfct.org

Calendar

The school calendar is available on the website: www.waldorfct.org/calendar.

Absences

If your child will be absent from school please call the attendance line at 203-364-1113 x600 or e-mail office@waldorfct.org. We ask that you please make every effort to notify the school before 8:00 am so the office can notify your child's teacher. If you need to leave a message, please indicate the reason for your child's absence. We are serious about attendance for security reasons – we want to know who is on campus—and not on campus—at all times.

School Supplies

There is no need to buy school supplies. The school will provide all the supplies that the children use throughout the year with a few small exceptions of which your teacher will make you aware at the time.

Parking

Parking is available in the following locations:

- Taunton Hill parking lot (entrance on Taunton Hill Rd, just North of Rt 302)
- Early Childhood/North Campus horseshoe (40 Dodgingtown Rd.)
- Grade School/South Campus parking lot (1 Jacklin Rd.)
- Dodgingtown Firehouse (front lot only)

During special events we will rent the rear Firehouse parking lot and our neighbors at the Dodgingtown Deli also allow us to park on the grass behind their building. During these special events our neighbors kindly ask the following:

- In the rear Firehouse lot, please do not park in the spaces against the Firehouse or blocking the Firehouse bay doors. Do not park in any location that blocks the parking spaces against the Firehouse.
- Do not park in the lot in the front of the Dodgingtown Deli, liquor store, etc...We are free to park anywhere on the grass behind the deli, but please leave enough room on the asphalt for trucks to maneuver and do not park in spaces reserved for tenants.

There is no parking at the Administrative Cottage as it is designated for emergency vehicle access. Please do not leave unattended children younger than 12 years of age in a parked car.

Security

The school has a strong security system with several protective measures, including that all school buildings remain locked throughout the day. Unless otherwise instructed, all visitors must sign-in at the Administration Cottage to receive a visitor badge. Staff will escort or buzz you into the building where you need to be.

School Communications

Honeywell Alert System

Please be sure to register with the Honeywell Alert System, which is how the school communicates with you in the event an emergency or an unexpected (i.e. weather-related) closure or delay:

<https://instantalert.honeywell.com>. Based on your selected settings, you will be notified by text, email, and/or phone about school delays and early closings. Please call Christina Dixcy in the school office with questions.

E-Mail

The majority of school communications are sent through e-mail and contain essential information and reminders about upcoming activities. We encourage you to plan time to keep up with these communications. In addition to the following newsletters, we also send dedicated emails about festivals, key staff changes, or other important school events.

- News, Notes & Updates contains essential information about the school calendar as well as official news and is sent to our entire mailing list. Issues are archived on our website.
- The Friday Flyer is sent on most Fridays (alternating with News, Notes & Updates). It is a summary of upcoming events and office reminders. It is sent to current parents, staff, and Trustees only.
- Community Connections, published monthly, is a community newsletter where any member of our community can make announcements regarding their services, housing, or items they have available, etc....All items must be forwarded in writing to Christina Dixcy, Communications & Outreach Director at cdixcy@waldorfct.org.

School Mail Folder

Each child also has a school mail folder. This folder should travel to and from school with each student each day. It is used for sending paper communications between parents and school (i.e. field trip permission forms from the school, or pick-up notices from the parent).

Pet Policy

We love animals! However, the HVWS campus is a dog/pet-free campus for health and safety reasons, with exceptions made only for approved classroom projects. Please do not bring any pets to drop-off, pick-up, festivals or other school events. Thank you for showing your consideration to others, and for not putting us in the position of turning away your adorable furry friends.

Grade School Drop-Off and Pick-Up

For the Grade School the first day of school is always the Wednesday after Labor Day and is an early dismissal (12:35 pm) day.

1st and 2nd graders have early dismissal every Thursday; 12:35pm. You may sign them up for extended care with 3:00 pm, 4:30 pm, and 5:30 pm pickup options.

Morning Drop-Off

All grade school students should be brought to the South (Grades) Campus playground between 8:00 am and 8:15 am. Please enter the South Campus driveway, noting the one-way traffic flow. Remain in your car and pull forward as the line moves up. When you get to the drop-off point, your child/children will get out of the car where two faculty members will be waiting to greet them at the gate. Please do not get out of your car or congregate at the drop-off area. You are also free to park across the street in the designated lots and walk your child/children to the playground.

Late Arrival – If you arrive after 8:20 am, please park and walk your child to the Administration Cottage to fill out a late slip (located near the copier). A staff member will walk your child to their classroom.

Afternoon Pick-Up

Dismissal is at 3:00 pm (except on Thursdays or 1st and 2nd Grade students.) Students remaining for Extended Care will be walked across the street by a member of staff.

Please follow the same procedure as drop-off. Stay in your car and form a line in the South Campus driveway and wait for your child/children to appear within the blocked-off area of the parking lot. Move up when the car ahead of you leaves. Please do not get out of your car or congregate at the pick-up area. You are also welcome to park and walk to the pick-up area to wait for your child/children.

Late Pick-up – If you arrive after 3:15 pm, your child will be waiting in the Administration Cottage until 3:30 pm when they will be walked across the street to the Extended Care program. Please call the Office (203-364-1113) or e-mail office@waldorfct.org if you are running late.

Early Childhood Drop-Off and Pick-Up

Morning Drop-Off

- Sunflower and Rose drop-off is 8:10-8:40 am
- Dandelion and Bluebell drop-off is 8:40-9:00 am

Please pull into the semi-circular driveway in front of the Early Childhood classrooms and pull up to the playground gate. Parents remain in the car while a teacher meets each child at the car and escorts them into the EC building or onto the playground. If you arrive after 8:40, please walk your child to the front door and ring the buzzer. You are highly encouraged to arrive as close to 8:10 as possible to allow the children some time for outdoor play with their friends before the formal morning routine starts. This makes for a smoother morning for everyone!

Afternoon Pick-Up

- Sunflower and Rose pick-up is 12:15 pm
- Dandelion and Bluebell pick up is 12:30 pm

Please park in either the front semi-circular parking lot or in the parking lot on Taunton Hill Road and walk to the playground bench to meet your child at dismissal. The teacher dismisses each child directly to the parent. From dismissal time on, parents are responsible for supervising their children (and any carpool children and play dates) on the playground. Parents may socialize and the children linger to play, but you are now in charge of your children; the teachers are only in charge of children still waiting to be picked up. For your child's welfare, please be prompt. A parent arriving late can cause unnecessary stress and worry for the child. If you are unavoidably delayed, please call the Office (203-364-1113) so the teachers can reassure your child and make any necessary arrangements.

Extended Care

HVWS offers Extended Care for all enrolled students on a contracted and drop-in basis. Early care begins at 7:30 am. Extended Care afternoon pickup times are 3:00 pm, 4:30 pm, and 5:30 pm. If you arrive after a pickup time, you will be charged the rate for the next pickup time. Please provide a healthy lunch for children staying 12:30-3 pm.

Dismissal to Authorized Parties

The school will only dismiss your child to parents and guardians of record or to those on your authorized pickup list. If your child will be collected by someone not already in their file, even if another family at the school, please notify the office in advance.

Food

Allergies

To ensure the health and safety of all students, restrictions due to allergies may be placed on foods in a classroom, within a building, or schoolwide at any time.

Snack and Lunch

Early Childhood students prepare and eat a healthy snack each day as part of their program. Each family shops once or twice a semester for a small list of groceries for the class.

No food is prepared in the Grade School. Please pack your child healthy, balanced snacks and lunches, and refrain from including sweet, sugary snacks and drinks, especially soda and candy, as they can hinder your child's ability to concentrate and participate fully in class. The lead class often offers hot lunches as part of their fundraising efforts. Information regarding hot lunch orders will be e-mailed to parents early in the year. Hot lunches will be billed through TADS.

Student Birthday Celebrations

These are celebrated in class, with summer birthdays usually celebrated as half-birthdays. Families are asked to bring in one birthday treat that is low-sugar or uses natural sugar. Some suggested birthday treats are below. Each class will have an understanding of dietary restrictions/allergies that are respected for these celebrations in that particular class.

Special Occasions

During the year, teachers may bring in treats to celebrate the culmination of a block, after a concert, for Valentine's Day or other holidays or festivals. In these cases, any food allergies or dietary restrictions will be respected. In addition, specialty teachers are informed of any food allergies or dietary restrictions. All teachers do their best to avoid bringing sugary foods.

Suggested Birthday Treats

fruit salad, popcorn, smoothies, applesauce, applesauce cake, apple crisp, muffins (blueberry, banana, chocolate), cookies

Weekly Bake Sale

The 8th grade/lead class traditionally holds weekly bake sales. Treats are sold after the school day as a fundraiser for their class trip. This is an optional activity for students and community members. The students/families that bake make every effort to offer gluten-free and savory options as well as the more traditional baked goods. Organic ingredients and natural sugar substitutes may be used.

Early Childhood Back-to-School List

Please label all clothing and shoes with your child's name or initials. We will provide a canvas bag that your child will bring back and forth daily. PLEASE do not send your child with a backpack as they take up too much cubby space. We do not require a uniform but our dress code policy, on the following page, prohibits clothing bearing words, media logos, images, as well as sequined shirts. It also prohibits light up shoes (both indoor and out), and we ask that children leave key chains, jewelry, and toys at home. Adhering to these guidelines provides fewer distractions for the children. Thank you for your support.

Items to be Left at School

Indoor shoes:

- for Rose, Sunflower, and Dandelion please send in canvas, lace-up sneakers with a flexible sole (i.e. Keds or Converse);
- for Bluebell, please send in sturdy slip on shoes.

Extra clothing:

- long pants,
- 1 long and 1 short sleeved shirt,
- 2 pairs of socks,
- 2 pairs of underwear.

Outdoor Clothing

We spend a lot of time outdoors in the play yard. Please make sure your child has appropriate outdoor clothing for various weather conditions, so they can participate in all activities.

During inclement weather, we require all children to wear:

- raincoat,
- rubber boots,
- rain pants.

During cold weather, we require all children to wear:

- warm coat,
- snow pants,
- mittens (both knit and waterproof),
- warm hat (preferably one that covers ears and neck),
- snow boots
- a warm under layer (we strongly suggest wool or silk).

Our school store places a group order in the Fall for woolen and silk underlayers. More information to follow. Some sources for children's outdoor clothing: Oakiwear (great 1-piece rain suits); Patagonia; L.L. Bean; Land's End; Campmor; Boggs; and Mucks.

Dress Code and Personal Property

Philosophy

The purpose of the HVWS Dress Code is to provide guidelines for dress and appearance so that students in all grades and programs can learn in comfortable clothes without distractions. We appreciate your support, as your care in this matter helps our school. In the event that a student is in violation of the dress code, they may be asked to turn clothing inside out to hide images or text, they may be asked to change into their spare set of clothing, or they may be sent home.

Guidelines

Children should be dressed in clean, neat, comfortable clothes. Your child should be able to join in all of our activities without feeling self-conscious about getting dirty; activities may include gardening and gym.

Required Clothing

1. A change of clothing appropriate for the season of the year must be kept at school for each child for each school day, regardless of grade or program.
2. Rainwear is required in inclement weather. Waterproof raincoat, waterproof head covering and waterproof footwear are required without exception in order for children to participate in recess or other outdoor activities during rainy days.
3. Classroom footwear: Each child needs a pair of indoor shoes to change into at school. Open-backed sandals or sneakers, Crocs, clogs and flip-flops, light up shoes and heeled shoes are not acceptable.
4. Painting smocks are normally required for all students at HVWS, subject to teacher discretion.
5. Gym: All children need a pair of sneakers. If a student does not have the appropriate footwear for this class s/he may be asked to sit out for safety reasons. No jewelry is permitted in gym class.

Unacceptable Clothing and Property

1. Sunglasses, hats and hoods may not be worn in class, however baseball caps with logos are allowed outside the classroom.
2. Clothing: Shirts should be long enough so that when arms are raised, belly buttons are not visible. Halter tops, see through or torn clothing are not permitted. Shorts and skirts should be of a style and length that allows students comfort and ease during all school-related activities. Undergarments may not be exposed. Shorts, short skirts, and sandals may be worn through the second Friday in October and after Spring Break.
3. Logos & lettering: It is very distracting for students to be dressed as walking signboards or advertisements. Students should be dressed in clothing without any lettering, insignia, logos, or images larger than one inch.
4. Makeup, dyed hair, nail polish, tattoos, perfume, and piercings other than ears are not permitted.
5. Cell phones, iPods, video games and other electronic devices (including wearable electronic devices such as FitBits and Apple watches) are not permitted during school, on field trips, or during assemblies and performances.
6. Chewing gum is not permitted.

7. No toys, dolls, stuffed animals or pets are permitted at school, although a given class may hold designated “pet days.”
8. Field trips: The Dress Code is in effect for field trips.
9. Costumes may only be worn in the classroom at the teachers’ discretion. Witch hats, Santa Claus hats, leprechaun hats, etc. are considered costumes.
10. Watches may not be worn to school before Grade 3, when time is studied. Only analog watches with clear numbers are permitted, because unlike digital watches they actually require time-telling skills.

Performance and Concert Attire

The focal point of all school performances is the work of the students, not their clothing. Unless otherwise specified, attire for school performances is as follows:

- Concerts: White tops with long or short sleeves, black or navy pants or skirts, and dress shoes.
- School Performances/Assemblies and Picture Day: Children must be dressed in accordance with the dress code and should be wearing clothing that they would wear for special occasions.