

## 2023-24 Family Tip Sheet

### Welcome!

The start of school will be here before you know it! Here are a few tips pulled from our Parent Handbooks to help the start of the school year go smoothly for your child. If you have any questions, please feel free to contact any one of us. We are excited to start the year!

### Mission

To provide a lasting education that cultivates resilient and creative human beings who are capable of free thinking, confident action, and deep connections with others and the world.

### Contact Information

#### Main Office

203-364-1113, [office@waldorfct.org](mailto:office@waldorfct.org)

Daniela Squizzato, Office Manager, Communications Director & Registrar, x103, [dsquizzato@waldorfct.org](mailto:dsquizzato@waldorfct.org)

Marcus Rooney, Administrative Assistant, x106, [mrooney@waldorfct.org](mailto:mrooney@waldorfct.org)

Heather Parrish, HR Coordinator and Office Assistant, x101, [hparrish@waldorfct.org](mailto:hparrish@waldorfct.org)

#### Enrollment Office

Megan Vojack-Weeks, Enrollment Director, x107, [MVojack-Weeks@waldorfct.org](mailto:MVojack-Weeks@waldorfct.org)

Emily Gray, Enrollment Assistant, x102, [egray@waldorfct.org](mailto:egray@waldorfct.org)

#### Executive Office

Leslie Lew, Director of Pedagogy & Community Affairs, x815, [llew@waldorfct.org](mailto:llew@waldorfct.org)

Janine Elise Tesbir, Director of Finance & Operations, x104, [jtesbir@waldorfct.org](mailto:jtesbir@waldorfct.org)

#### Development Office

Jessica Preece, Development & Volunteer Coordinator, x108, [jpreece@waldorfct.org](mailto:jpreece@waldorfct.org)

#### Facilities

Alex Volage, Facilities Manager, x105 [avolage@waldorfct.org](mailto:avolage@waldorfct.org)

#### Leadership Council

Janine Elise Tesbir, Leslie Lew, and Sunshine Lucas, [leadership@waldorfct.org](mailto:leadership@waldorfct.org)

### Calendar

The school calendar is available on the website: [www.waldorfct.org/calendar](http://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](mailto: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 as well as health and wellness. If your child is sick, we need to know!

## Health

All students are required to complete the [HVWS Nursing Office Update Form](#), which will help our nurse determine any health and medical needs your child may require during the school year.

Health Assessment Forms are required after enrollment. State law requires complete primary immunizations and a health assessment by a legally qualified practitioner of medicine prior to school entrance in Connecticut. We require a State of Connecticut Department of Education Health Assessment Record for the following students:

- all early childhood students (annually),
- rising seventh graders,
- students newly enrolled at HVWS.

If your child falls into one of these groups, please email your updated Health Assessment Record to Christina Benoit (School Nurse), [cbenoit@waldorfct.org](mailto:cbenoit@waldorfct.org) or mail it to the school at 40 Dodgingtown Rd., Newtown, CT 06470 before the start of school. If your child's next physical is scheduled for after this date, please email us the date of the appointment.

Any child with an allergy that may require medical attention needs to submit—annually—an allergy action plan and send in any required medications (labeled with the child's name), along with signed instructions and permission for administering medication.

## School Communication

### Website

The school website, <https://www.waldorfct.org>, is our primary tool for school news. It houses the school calendar, directory, and parent handbook, as well as news postings, updates from the office, and information about special events. We make every effort to keep the information on the website up to date.

### Parent Portal

Parents may self-generate a login for the parent portal at <https://www.waldorfct.org/parent-portal> using the email address on file with the school and clicking, "Create New Account."

**All parents should login and review their child's emergency contacts and authorized pickups each August, making any necessary changes in advance of the start of school, or as changes arise throughout the year.**

## Newsletters

The Friday Flyer is a bullet-point e-reminder of important upcoming events, distributed on most Fridays. This newsletter goes to the current school community only; therefore, updates to personal contact information for the School Directory will also be published in the Friday Flyer.

News, Notes & Updates is a longer-form community newsletter. It is distributed via email throughout the year to our wider Waldorf community.

Community Connections is a service to our parent community which allows community members to advertise services available, items for sale, items and services wanted, local classes or workshops, etc... Community Connections is emailed once a month. Submissions to Community Connections are accepted on a rolling basis and will be published in the subsequent month's issue.

E-mail all newsletter submissions to [office@waldorfct.org](mailto:office@waldorfct.org).

Event-specific flyers: Certain festivals and school events may have “stand-alone” flyers that are sent via email, but our goal is to cut down on the overall number of emails you receive from the school, and to encourage you to read the ones you do receive.

## Social Media

Please follow us on Facebook and Instagram, and join our parent Facebook group. You can be part of increasing our school's visibility by liking our posts, commenting on our posts, and sharing our posts to your own accounts. HVWS accounts are to be used for educational and informational purposes to introduce and promote the school to a wider audience and friends of the HVWS community. Please do not share your own photos of other school community members on social media without their permission.

Facebook: <https://www.facebook.com/HousatonicValleyWaldorfSchool>

Instagram: <https://www.instagram.com/waldorfct/>

Parent Facebook Group: <https://www.facebook.com/groups/1499367887013339/>

## 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. *Please see Health above regarding required paperwork and medications if your child has a severe food allergy.*

### 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.

If your child is remaining in Extended Care, please pack your child a healthy, balanced lunch, 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.

Lunch and snack are not 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 may offer hot lunches as a class trip fundraiser. Parents will be notified about such offerings via email.

## **Parking and Visitors on Campus**

Whenever possible, we ask that parents drive through drop-off and pick-up rather than parking and walking. When needed, 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 (please never park against the building in the rear or in any way that blocks the fire bay doors)

**Never leave unattended children younger than 12 years of age in a parked car.**

## **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 campus. Thank you for showing your consideration to others, and for not putting us in the position of turning away your adorable furry friends.

## **Dismissal to Authorized Parties**

The school will only dismiss your child to parents and guardians on 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.

## **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.

- Dismissal is at 12:35 pm for 1st Grade students every Thursday.

### 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. Please remain in one line. When you get to the playground gate your child will get out of the car where they will be met by faculty members. Please do not get out of your car or congregate at the drop-off area.

*Late Arrival – If you arrive after 8:20 am, please pull into the Administration Cottage driveway so a staff member can check your child in and walk them to their classroom.*

### Afternoon Pick-Up

Regular dismissal is at 3:00 pm

- Dismissal is at 12:35 pm for 1st Grade students every Thursday.
- Whenever we have a school-wide early dismissal day, dismissal would be at 12:35 pm.

Please follow the same procedure as drop-off. Stay in your car and form a line in the South Campus driveway,

moving up when the car ahead of you leaves. Please do not get out of your car or congregate at the pick-up area. Please do not pass other cars in line unless expressly asked to do so by a staff member on duty. *Late Pick-up –Late pick-ups may be billed for Extended Care through FACTS.*

## Early Childhood Drop-Off and Pick-Up

The Rose and Sunflower Classes are in the Rose Garden building. The Dandelion Class is in the Star Meadow building. Both buildings are located at 40 Dodgingtown Rd.

### *Drop off times:*

**Rose** and **Sunflower** classes will be 8:10 – 8:30am in the circular drive.

**Dandelion** class will be 8:10-8:30am in the parking area.

*Late Arrival – If you arrive after 8:40 am, please park and walk your child to your class's cubby door.*

### *Pick up times:*

**Rose** and **Sunflower** will be 12:30pm in the circular drive.

**Dandelion** will be 12:30pm in the parking area.

*Late Pickup – Late pickups may be billed for Extended Care through FACTS.*

**After dismissal, children are the responsibility of their parent or guardian. Parents may linger with their children in the Early Childhood playground until 1pm.**

## Extended Care

If you wish to sign up for the contracted Extended Care rate, please do so here:

<https://forms.gle/yNWGZxjxsaaHQAir9>

### Early Childhood

- Early Care: 7:30 am – 8 am, M-F (*drop-off at Rose Garden on EC side of campus*)
- After Care: 12:30 pm to 2:55 pm or 4:30 pm, M-F

### Grade 1

- Early Care: 7:30 am – 8 am, M-F (*drop-off at Rose Garden on EC side of campus*)
- After Care:
  - 3:00 pm to 4:30 pm, M-W and F
  - 12:35 pm to 3:00 pm or 4:30 pm, Th

### Grades 2-8

- Early Care: 7:30 am – 8 am, M-F (*drop-off at Rose Garden on EC side of campus*)
- After Care: 3:00 pm to 4:30 pm, M-F

*Late Pickup – Late pickups may be billed \$1/minute through FACTS.*

## Grade School 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.

### Guidelines

1. Children should be dressed in comfortable clothes that allow them join in all of our activities, including gardening and gym.
2. 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.
3. 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.
4. Classroom footwear: Each child needs a pair of indoor shoes to change into at school. Open-backed sandals or sneakers, Crocs, clogs, flip-flops, light up shoes and heelies are not acceptable.
5. Painting smocks (aprons or old large t-shirts) are normally required for all students at HVWS, subject to teacher discretion.
6. Gym: All children need a pair of sneakers. If a student does not have the appropriate footwear they may be asked to sit out for safety reasons.
7. The use of sunglasses, hats, and hoods may affect engagement and participation in class. A teacher may request their removal if they impede the student from interacting in the classroom. Students who wear head gear for spiritual or religious purposes will not be asked to alter their attire (example: hijabs, kippas, etc.).
8. Clothing should be of a style and fit that allows for students' comfort and ease of movement during all school-related activities. Students are expected to wear weather-appropriate clothing during changing weather, including warm coats, snow pants, mittens, warm hats and snow boots during winter weather.
9. Images and words on property or clothing will not have any of the following: violent images, nudity, profanity, drugs/alcohol, weapons.
10. Dyed hair (including tips, highlights, etc...) and piercings other than ears are permitted in grades 6-8.
11. Makeup is allowed for students in grade 8.
12. Cell phones, iPods, video games and other electronic devices (including wearable electronic devices such as FitBits and Apple watches) are not permitted at school, on field trips, or during assemblies and performances.
13. Field trips: The Dress Code is in effect for field trips.
14. Costumes may only be worn in the classroom at the teachers' discretion. Witch hats, Santa Claus hats, leprechaun hats, etc. are considered costumes.
15. Watches may be worn to school beginning in grade 3, when time is studied. Only analog watches with clear numbers are permitted because, unlike digital watches, they 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.
- Picture Day: Children must be dressed in accordance with the dress code.

### **Lost and Found**

There is a Lost and Found box in the Administrative Cottage. If you are missing an item of your child's clothing, please check with your teacher first, then call the office. Unclaimed articles may be donated during the summer.



## Early Childhood Back-to-School List and Dress Code

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, outlined below, 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.

The Early Childhood classes are active environments. Natural fibers allow the child's body to breathe properly and keep it warm. Every morning up to an hour is spent outside; it is important that your child be dressed appropriately. **Please dress you child in loose-fitting, practical, and comfortable clothing to withstand play and work. Each morning, please send your child in with a fresh, well-fitting face mask that covers both nose and mouth.**

### Items to be Left at School

Indoor shoes:

- flexible rubber soled, laced indoor shoes

Extra clothing:

- 1 long pants, 1 pair shorts
- 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).

**Please label all your child's clothing clearly! Every year we donate many unclaimed, perfectly serviceable clothes to Goodwill.**

When considering your child's wardrobe, remember that much of what is sold today is trendy and not suitable for a child's healthy development. Because of their potential influence on play and attentiveness in group settings, **we ask that children not wear clothing with media-inspired pictures, graphics, or writing. Sequins and glitter are also distracting to the children, as are shoes and boots that light up.** We ask that these not be worn to school. Please do not send children to school wearing jewelry or watches. Special circumstances may be discussed with the teacher on an individual basis (medical bracelets, etc.)

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