

ALABAMA WALDORF SCHOOL

PARENT & GUARDIAN HANDBOOK

UPDATED AUGUST 2025

Receive the children in reverence;

Educate them in love;

Send them forth in freedom.

- Rudolf Steiner

CONTACT INFORMATION AND SCHOOL HOURS

Alabama Waldorf School

5901 Crestwood Blvd.
Birmingham, AL 35212
Office: (205) 592-0541

ADMINISTRATION

Annie Damsky- Administrator and Director of Advancement
adamsky@alabamawaldorf.org

Kristin Nunnelley- Director of Enrollment
enrollment@alabamawaldorf.org

Jeannie Leighton- Director of Marketing and Communications
marketing@alabamawaldorf.org

Kaitlin Caruso- Director of Business
kcaruso@alabamawaldorf.org

Lindsay Parris- Director of Operations
lparris@alabamawaldorf.org

EXTENDED CARE PROGRAMS

Preschool Extended Care
knunnelley@alabamawaldorf.org

Grades Extended Care
knunnelley@alabamawaldorf.org

OFFICE HOURS

Monday- Friday: 8:00 a.m. – 3:00 p.m.

SCHOOL HOURS

Early Morning Extended Care	7:30- 8:15 a.m.
Nursery	8:30 a.m.- 12:30 p.m.
Kindergarten	8:30 a.m.- 12:30 p.m.
Early Afternoon Extended Care until	3:00 p.m.
Late Afternoon Extended Care until	5:30 p.m.
1st Grade	8:15 a.m.- 3:00 p.m.
2nd Grade	8:15 a.m.- 3:00 p.m.
3rd Grade	8:15 a.m.- 3:00 p.m.
4th Grade	8:15 a.m.- 3:00 p.m.
5th Grade	8:15 a.m.- 3:00 p.m.
6th Grade	8:15 a.m.- 3:00 p.m.
7th Grade	8:15 a.m.- 3:00 p.m.
8th Grade	8:15 a.m.- 3:00 p.m.
All outside doors locked at	9:00 a.m.

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STATEMENT REGARDING HANDBOOK POLICY REVISIONS

Alabama Waldorf School reserves the right to modify the policies included in this Parent & Guardian Handbook without notice in order to best serve the interests and safety of our students, faculty, staff, and families and to ensure continued compliance with applicable federal, state, and local (including health department) policies and regulations as they evolve.

Any appeals to vary from these Policies and Procedures must be made in a formal written letter directed to the appropriate governing body.

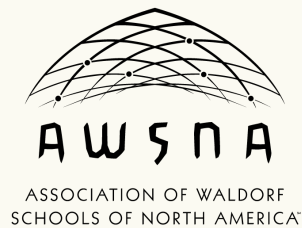
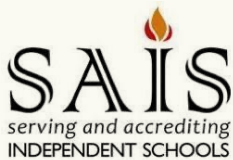
WELCOME TO ALABAMA WALDORF SCHOOL

Alabama Waldorf School began as The Redmont School in the Waldorf Tradition, and was initiated by a small group of Birmingham-area parents who desired a more well-rounded and creative educational experience for their young children than what was readily available in 1987. It has grown from a basement daycare to a flourishing school with its own four-acre campus.

Multi-age programs in Nursery, Kindergarten, Elementary, and Middle School culminate to prepare students to enter high school with compassion, confidence and an academic foundation permeated with joy. Our graduates continue their education in public and private high schools and then beyond in their chosen universities.

From its inception, the school has developed because of the knowledge, dedication, and hard work of the school's founders, supporters, parents, and educators. The school is accredited by the Southeastern Association of Independent Schools (SAIS) and by the Association of Waldorf Schools of North America (AWSNA). AWS is also licensed by the Waldorf Early Childhood Association of North America (WECAN) and the Alabama Department of Human Resources.

We welcome you to utilize this handbook as a resource and a guide to policies, procedures, and your role as a member of the Alabama Waldorf Community.



OUR VISION, MISSION, AND PHILOSOPHY

OUR MISSION

The mission of Alabama Waldorf School is to cultivate healthy, confident, compassionate learners who excel academically, socially, and civically.

OUR VISION

The vision of Alabama Waldorf School is to strengthen and nurture human connection, and transform the community by advancing Waldorf principles.

COMMUNITY PLEDGE

The education of a child is best served when the school and parents/guardians share a commitment to collaboration, open lines of communication, mutual respect, and when roles, responsibilities, and expectations are clearly defined.

As teachers, staff, Trustees, parents, and guardians committed to the principles of Waldorf Education, we hereby pledge to uphold the following guidelines and contribute to the wellbeing of our community, helping to fulfill the mission of Alabama Waldorf School:

1. Respect for the Waldorf Philosophy
 - Respect that the Alabama Waldorf School educational policies and curriculum are informed by the anthroposophical lens of developmental life stages in the child 0-14 years.
2. Basis of Mutual Trust
 - Commit to fostering relationships on the basis of mutual trust between parents/guardians and faculty/staff, recognizing its significance in creating a positive educational environment.
 - Be aware that events have many perspectives, be prepared to listen to them, seek to verify facts, and demonstrate an ability to give others the benefit of the doubt.
 - Recognize that there will be situations in which all the adults involved will not agree on action taken, but with a commitment to mutual trust, all the adults can respect decisions and support one another.
3. Respect for Governance and Policies
 - Demonstrate respect for the governance, policies, and procedures of the school by reading this handbook and requesting additional information as necessary.
 - Support members of the school community in following school policies

by directing them to the school handbooks or school personnel.

- Contact your class teacher or school leadership directly when you have a question or need clarification of a school matter rather than depending upon the interpretation of parents/guardians or other non-official school sources.

4. Active Communication and Conflict Resolution

- Use courteous, polite, and socially acceptable language at all times.
- Agree to follow the school's established process for communicating and resolving concerns, maintaining respectful discussion of concerns or disputes with those who are able to bring about change.
- Respect the individual needs and privacy of each family by placing a high value on maintaining confidentiality.
- Seek to clarify a child's version of events with the adult's view in order to avoid misunderstanding and to help bring about successful resolution.
- Consider the safety of others' emotional and physical well-being and embrace a culture of compassion by not labeling individual children and their behavior within the classroom community.
- Commit to having constructive and restorative conversations aimed at bringing about positive resolution, and refrain from using social media, group email and texts, or group social events to fuel discontent or spread unsubstantiated criticism or gossip of individual school employees, other parents and guardians, students, school programs or services.

5. Participation and Shared Responsibilities

- Commit to staying informed through school communications, and to attending parent/guardian support nights, back to school events, and other school functions.
- Be an active volunteer with the Family Association, participating in workday activities, special events, and other requests as available.
- Contribute to fundraisers and giving campaigns.
- Honor and respect the diversity of humankind, demonstrate tolerance for individual differences, and commit to responsible care for the natural world.

By embracing these principles and the guidelines within the Parent and Guardian Handbook, we actively pledge a positive contribution to the nurturing and supportive atmosphere of Alabama Waldorf School, and to preserving an environment conducive to the well-being and development of our children.

EDUCATIONAL PHILOSOPHY

Alabama Waldorf School established its curriculum utilizing the traditional Waldorf philosophy as defined by world-renowned scientist, philosopher and artist Rudolf Steiner (1861-1925). Waldorf education evolved from Steiner's thorough understanding of human development and addresses the needs of children as they move through development on every level: physical, mental, and emotional.

Through a curriculum that includes 4,000 years of history, annual dramatic plays, and a phenomenological approach to Physics and Geometry, Alabama Waldorf School students gain high levels of critical thinking ability, and they possess the self-awareness and confidence needed to foster success and a lifetime love of learning. Worldwide, 94% of Waldorf graduates choose to attend college, and 91% consider themselves active in lifelong education.

DIVERSITY, EQUITY AND INCLUSION PHILOSOPHY

We actively affirm that all people — of all creeds, cultures, and communities — are inherently worthy and deserving of our respect and welcome. It is our responsibility to bear witness to what is happening in the world, to elevate the voices of marginalized people, to change the course of inequities, and to break down structural prejudice in all forms where it exists. We are committed to the continued pursuit of improving diversity, equity, and inclusion in our school community for the sake of transforming the lives of our students, families, and community for generations to follow.

DISAVOWAL OF RUDOLF STEINER'S RACIST IDEAS

We do not condone or endorse any of Steiner's depictions of gender, religious, or racial hierarchy, and we actively oppose any racist understanding of evolution. Alabama Waldorf School actively repudiates racism in all its forms. As Waldorf educators, we hold the dignity of every human being at the center of our work. Our school is founded on the principles of education developed by Rudolf Steiner, and we acknowledge that Steiner did express racist ideas in some of his writings. However, our school rejects any and all ideas that state or imply that any person or group of people are inherently inferior to any other person or group of people. These ideas are not a basis for our curriculum or our pedagogical approach.

Please inquiries regarding Alabama Waldorf School's non-discrimination policies to:

School Administrator
5901 Crestwood Blvd.
Birmingham, AL 35212
(205) 592-0541

Waldorf Educational
Philosophy



Diversity, Equity
and Inclusion



Disavowal of
Racist Ideas



PROGRAM OVERVIEW

PRESCHOOL: NURSERY AND KINDERGARTEN

In Nursery and Kindergarten, play is the children's work; it exercises their creativity and imagination and lays the groundwork for a life-long love of learning. Seasons are celebrated through crafts, stories, songs, and special activities that deepen the child's connection to the rhythms of nature throughout the year.

PLACEMENT IN THE NURSERY AND KINDERGARTEN

Alabama Waldorf School strives to protect the childhood years in order to promote the healthy and balanced growth of the whole child. For this reason, we do not rush children forward, but instead allow them the time they need to develop physically, emotionally, socially, and intellectually before moving them forward. Therefore, age-eligibility does not guarantee placement in a program.

Typical eligibility for the program is:

Nursery: 18 months- 3 years old

Children who turn 3 by June 1 are eligible for Kindergarten

Kindergarten: 3- 6 years old

Children who turn 6 by June 1 are eligible for First Grade

However, age-eligibility does not guarantee placement in a program.

Prior to enrollment each year, the Nursery and Kindergarten teachers meet to discuss and consider student program placement for the following year. Teachers may confer with parents and guardians to discuss their recommendations for the child's program placement. Age-eligibility does not guarantee placement in a program. The final decision determining class roster will be made by teacher consensus.

FIRST GRADE READINESS

Discerning a child's readiness to begin grade school is an important responsibility for early childhood educators and the child's parents. Readiness is not only about beginning first grade alone but of embarking upon an educational path that will last for the next twelve years or more. Age is only one of several aspects we look to in Waldorf education, which pledges to consider the whole child. Readiness is the culmination of a developmental process. We look for signs of physical change and maturation,

First Grade
Readiness



Kindergarten
Program



social and emotional development, language skills, movement coordination for both large-limb and fine motor activities, memory, and ability for inner picturing. There is no “score” that indicates readiness.

In terms of chronological age, enrolled Alabama Waldorf School students must turn 6 on or before June 1 to be eligible for first grade. Some chronologically eligible children are sometimes in need of another year of maturing to be fully ready for first grade. A well-timed entry into school supports the child’s chances for a positive school experience.

The First Grade Readiness Committee meets several times a year to make program placement recommendations for children who are eligible for first grade. Parents and guardians will be informed of the committee’s program placement recommendation for their child by the child’s Kindergarten teacher before Open Enrollment and may request a meeting with the First Grade Readiness Committee if they wish to discuss the recommendation.

GRADES

Waldorf Education recognizes that capacities emerge in students in developmental stages, while also allowing room for individual rates of maturation. This is the foundation for the curriculum and teaching methods employed through the years in the grades. While the young child until age 6 or 7 learns primarily through physical activity, imagination, and imitation, the children in the Lower Grades learn best when academics are conveyed through artistic and other kinesthetic experiences that engage their feelings. A sense of beauty weaves throughout the day as the child experiences movement, music, storytelling, and drawing while engaged actively in learning.

In Middle School, academics continue to be experienced through the arts, but the pictorial thinking of the earlier grades now turns toward more abstract thinking. Teaching methods adapt to this change to meet the developmental stage of the child.

CLASS TEACHERS

Alabama Waldorf School has historically adopted the Waldorf Educational method of the class teacher looping up, ideally, students and teachers together, grades 1 through 8.

Class Teachers come to know their children well. They can work creatively to bring the curriculum in a way that meets the needs of their class, accommodating individual learning styles as needed. The teachers work in close partnership with parents to ensure the best possible educational experience for each child.

Elementary
Program



Middle School
Program



SUBJECT CLASSES

After Main Lesson in the morning, the children have periods to allow for special subject classes. These vary from grade to grade and may include Music, Handwork, Spanish, Russian, Movement, and Gardening.

ACCOMMODATIONS FOR STUDENTS WITH SPECIAL NEEDS

Alabama Waldorf School is committed to inclusivity and to offering the benefits of Waldorf Education to all students. Our teachers incorporate many learning modalities in our teaching and embrace various learning styles. However, the school does not have formal special education services, specially trained personnel for all special needs, or access to funding for additional services for students with special needs, such as may be available in public schools. We provide reasonable accommodations to all students, but additional services such as tutoring, aides, occupational therapy, or other services are not provided by the school and may be an additional expense. Even with reasonable accommodations, Alabama Waldorf School may not be able to meet the learning needs of all children. For questions regarding early detection, outside assessment referrals, etc., please speak with your class teacher.

FAMILY AND SCHOOL PARTNERSHIP

As Alabama Waldorf School parents, faculty, and staff, we are joining together in a special partnership for the care and development of our children. We are continually humbled by the time, energy, and support our parent community provides. There are numerous opportunities throughout the year to engage in supporting your child's education and the wider community- volunteering for festivals and field trips is always a great way to get involved. We also encourage parents and guardians to familiarize themselves with the Family Association and to attend parent meetings to learn more about what is happening on campus and in the community.

RHYTHM AND SLEEP

The students expend enormous amounts of energy during the school day. Thus, a period of quiet, rest, or naptime after school is helpful. Likewise, early bedtimes provide students with sleep sufficient for a cheerful awakening and a happy, productive day at school. Most children require ten to twelve hours of sleep each night. Teachers can easily see the effects of overtiredness in the student's classroom behavior, and we ask that parents be mindful.

Family and
School Partnership



Rhythm at Home



Screen
time
Guidelines



Rhythm is another word for consistency. Children do best when their lives are ordered and rhythmic. In school, we follow an established daily, weekly, monthly, and seasonal rhythm that builds security and inner strength in the children. At home, regular times for rest, play, meals, baths, and sleep help the child feel more relaxed, secure, and happy, and less apt to quarrel and argue.

The use of rhythm is one of the most important ways in which adults can help children develop healthily. If you would like assistance in developing rhythms in your home life, your child's teacher or a member of the Administrative Staff can recommend additional reading on this subject.

SCREEN TIME GUIDELINES

Childhood is a time for learning through activity. For the preschool child, this means experiencing the wonders of nature, growing socially, and playing creatively and imaginatively. For the older student, it is the same, while also developing an understanding of the world through literature and discourse. When a child displaces these kinds of activities with television, computer use, or video games, research shows that their ability to be inwardly imaginative and outwardly creative is adversely affected.

While at school, electronics are prohibited unless an exception is signed by the class teacher and the parent or guardian, and placed in the student's school file in the office. While at home, we ask that families be intentional about when and how media is introduced to and consumed by their children.

SLOW MEDIA SUGGESTIONS

- Alabama Waldorf School recommends that parents and guardians limit media use for young children as much as possible, especially for those in Nursery, Kindergarten, and lower Grades.
- Media use includes television, video games, emailing, texting, and social media (such as Snapchat, Instagram, Facebook), and devices including phones, tablets, computers, television, and smart watches.
- When screen-time is permitted for older children, through middle school, we recommend especially limiting watching and playing on school nights (Sunday through Thursday). We recommend that any media use that is allowed be limited in duration as much as possible (e.g., less than an hour each day).
- We ask that parents/guardians also be conscious of media content, in keeping with the guidelines of our Community Pledge (see page 2), i.e. avoiding violent imagery and commercial influences.

Slow Media
Suggestions



- For more information, please see the American Academy of Pediatrics recommendations on the subject.

Please feel free to ask your child's teacher or a member of the Administrative Staff if you need help limiting media exposure for your child.

EXTRA-CURRICULAR ACTIVITIES

The Waldorf Curriculum is full, rich, varied, and involves the children in daily artistic, academic, and physical expression. We ask for your support in balancing your child's life by limiting the number of extra-curricular activities in which your child participates. Today's children seldom have "time off," yet this time off provides an opportunity to consolidate the many impressions of each school day. Please consider that time to simply "be" is as valuable, if not more so, to the child as any number of after-school activities.

Remember, there will be plenty of time for extracurriculars when children are older and can more capably handle the extra demands.

COMMUNICATION WITH FAMILIES

School Calendar

The Alabama Waldorf School calendar is established by the end of the prior school year. Calendars will be emailed to parents, accessible on the website, and posted on campus.

Website

Alabama Waldorf School's website, alabamawaldorf.org, features information about our school's history, faculty and staff, programs, tuition, Waldorf Education, and events.

Social Media

Through Alabama Waldorf School's Facebook and Instagram accounts, we provide insight into each aspect of Waldorf Education and insight into our day-to-day rhythms on campus.

Texts & Emails

Important information will be sent weekly via email to all families. We also use text services sparingly. Please ensure that your contact information is updated in TADS. If you are not receiving weekly emails from Alabama Waldorf School, please email marketing@alabamawaldorfschool.org with a request to update your email address.

COMMUNICATION WITH TEACHERS

We believe that nurturing healthy relationships between teachers and parents and guardians is fundamental to meeting our common goal of

Teacher &
Parent Relationships



providing the best care and education for each child within our school. Effective and respectful communication is essential to building these connections. Therefore, we ask that:

- Electronic communications (texting, email, voice mail) are limited to the simple sharing of information and to set meeting times.
- Concerns or conflicts are addressed in person at an appropriate time rather than through email, voice mail, or texting. In an urgent situation, teachers and parents and guardians may substitute a telephone conversation for an in-person meeting.
- Drop-off and pick-up times are not used for meaningful conversations. The teachers' attention needs to be on the students.

Please be respectful of these guidelines and of your teacher's stated availability, and be aware that any and all contact may be documented.

A Note On the Child's Perspective

In communicating with faculty and staff regarding the child's experience, it is important to recognize that due to developmental maturity, a child's perception is not the same as an adult's perception.

There are times when your child will describe their experience in the classroom very differently than the description of an adult who was present at the time. Children may not be lying when their story conflicts with another or when the adult's perception doesn't match the child's. They are simply telling the story through their own felt experience. We encourage all adults to listen beyond the words of the child when they tell their reality, and to hear and validate their feelings. It is critical that as adults, however, that we also seek to clarify a child's version of an experience by attempting to verify facts and demonstrate an ability to listen to the experiences and observations of others involved.

While the adults seek clarification and resolution, it is imperative that the child is not privy to the detailed discussions between the adults regarding the child's experience. This helps to maintain a safe and comfortable learning relationship for the child. To accept your child's perspective as fact, or to deny their felt experience, can create deep misunderstanding resulting in a disservice to the child, and harm to the school's ability to best serve their needs.

COMMUNICATION WITH THE ADMINISTRATIVE OFFICE

The Administrative Office functions as a communication center for the groups that make up the life of the school. Virtually all school business –

Alabama Waldorf School Parent and Guardian Handbook

financial, enrollment, communications, site management, event planning – passes through the office. The school's administrative staff works on a day-to-day basis to serve the needs of the students, parents, and faculty. It does so according to the policies, procedures, mandates and strategic vision established by the Board and Faculty.

DIRECTING COMMUNICATION

Contact the Class Teacher directly regarding any concerns about a child's experience in the classroom. If the matter is not resolved, please communicate this to your child's teacher. The next step is to confer with the Administrator.

Contact the Administrator at adamsky@alabamawaldorf.org regarding:

- Curriculum standards
- Teacher evaluations, mentoring and professional development
- Pedagogical policies, student assessment and support
- Parent education
- Outreach activities
- Facilitating communication around unresolved concerns including helping to frame concerns, and bringing concerns directly to the other party
- Management of human resources and policies
- Safety and health concerns
- Student information and statistics
- Financial or legal policies and procedures
- Budget development and budget management
- Governance

Contact the Director of Advancement at adamsky@alabamawaldorf.org regarding:

- Fundraising, festivals, events and community development
- Outreach activities

Contact the Director of Enrollment at enrollment@alabamawaldorf.org regarding:

- Absences, tardies
- Enrollment Questions & Contracts
- Extended Care and Drop-In Extended Care
- Summer Programs
- School Tours
- Student records (including immunization records)

Contact the Director of Finance at finance@alabamawaldorf.org regarding:

- Alabama Waldorf School's Financial Aid Program
- Tuition & Financial Agreements
- Aftercare billing/payments,
- Accounts receivable and payables

Contact the Director of Marketing and Communications at marketing@alabamawaldorf.org regarding:

- Marketing and Publications for the school
- Newsletters
- Website and Social Media
- School Bulletins and Updates

Contact the Board Chair at ashley.briana.wright@alabamawaldorf.org regarding:

- Board Committees
- Strategic Plan

GRIEVANCES

If you have a grievance with a teacher or an employee of the school, please follow the steps outlined below:

1. The first part of resolving a grievance is creating a space and time for a meeting between the concerned parties; it is incumbent upon you to arrange this and to do so with a level head.
2. If resolution is not reached, contact the Administrator for a Voicing A Concern (VAC) form, complete and return it.
3. The Administrator will forward the VAC confidentially to the Chair of the College of Teachers who will review the form and determine a positive course of action to ensure resolution. Confidentiality around this process is asked for and appreciated.

TEACHER CONFERENCES

Grades teachers and Preschool teachers schedule at least two conferences during each school year with parents and guardians. One typically scheduled in the fall, and one in the spring. The intended audience for any conference or report are the child's parents and guardians. In other words, these reports are geared toward adults and are not meant to be shared with the child. Parents and guardians are welcome to schedule additional conferences with their child's teacher any time questions arise. Parents and guardians may schedule a time to talk with their child's teacher rather than engaging teachers during drop-off or pick-up times.

STUDENT WORK

Teachers are happy to share student work with parents and guardians at any time. If a teacher has requested a parent or guardian signature, the signed work must be returned to the teacher by the requested date.

School Festivals
& Events



Daily Rhythms



GRADES AND PROGRESS REPORTS

Preschool parents and guardians receive written reports on each student's developmental progress. For Grades students, online progress reports are created twice a year, once in the fall and once in the spring. Final grades are available online in TADS four weeks after the school year concludes.

CLASS PARENTS OR GUARDIANS

Class Parents or Guardians support the class teacher and act as a liaison with the other parents. They are also Family Association Officers. Common duties include: helping with communications between the teacher and other parents, making and maintaining volunteer lists, assisting with field trips, and organizing the class project. If you are interested in taking on the role of Class Parent or Guardian, please speak to your class teacher or the Family Association President.

SCHOOL FESTIVALS AND EVENTS

Alabama Waldorf School's interests in spiritual matters are aimed at awakening the child's natural reverence for the wonder and beauty of life. While religion is not taught at our school, we do observe traditions and celebrations associated with Christianity, Judaism, Hinduism, and other religions that reflect the diverse faiths, customs, and traditions of all of our families. If you are interested in celebrating special holidays in your child's classroom, we encourage you to give suggestions to your child's class teacher. Parent and guardian participation helps to make these festivals meaningful and special. Parents and guardians are also welcome to keep their children home in observance of their own religious/spiritual practices.

DAILY SCHEDULES, SAFETY, AND ATTENDANCE

PARKING LOT SAFETY

In an effort to keep the children safe and guard against accidents on school property, please park only in marked spaces in the parking lot and follow the prescribed traffic loop. Drive slowly, stay off your phone, and remain watchful of all types of traffic, including young children who may or may not be paying attention.

There is a dumpster in the parking lot. Please park in such a way that it can be emptied with no damage to surrounding cars. Please note, the dumpster is for school use only.

STUDENT SUPERVISION

The parent or guardian is responsible for the child until the child is officially signed over to a teacher or staff member in the morning. Please make sure the teacher or staff member sees and acknowledges that the child is present. Younger children must be signed in on the teacher's clipboard. Once the parent or guardian returns to pick up a child and signs them out on the teacher's clipboard, they have resumed responsibility for the supervision of the child. Please always closely supervise your child for the entire time you remain on campus.

DROP OFF AND PICK UPTIMES

Program	Start of Day	End of Day
Nursery	8:30	12:30
Kindergarten	8:30	12:30
1st Grade	8:15	3:00
2nd Grade	8:15	3:00
3rd Grade	8:15	3:00
4th Grade	8:15	3:00
5th Grade	8:15	3:00
6th Grade	8:15	3:00
7th Grade	8:15	3:00
8th Grade	8:15	3:00

GUIDELINES BY PROGRAM

During drop-off and pick-up, please follow these guidelines based on your child's program:

- Drivers of students in Grades 5- 8 may drop off and pick up their students in the traffic loop, allowing them to safely walk to and from the buildings under supervision.
- Drivers of students in Grades 1- 4, Nursery, and Kindergarten may utilize designated parking spaces, and walk to their child's class.
- Grades teachers are prepared to receive students beginning at 8:10 am. Nursery and Kindergarten teachers are prepared to receive students at 8:15 am.

Preschool Core Day Pick-up

Following the core program, preschool classes transition into quiet rest. We ask that adults picking up students at 12:30pm respect this important part of their daily rhythm. In doing so: All families may exit classroom and

Alabama Waldorf School Parent and Guardian Handbook

breezeway areas quietly and promptly Children and families may not gather in outdoor classrooms or common areas during this time Please refer to the parking lot safety portion of this handbook and depart the campus safely.

Please make arrangements for your child to be picked up by the time indicated on their enrollment or Extended Care contract. We realize that emergencies may arise; in the event that a parent or guardian will be late to pick up a child, notify the office or teacher immediately. Drop-in Extended Care charges or Late Pick-up charges may apply.

Late Pick-up

If a designated adult is late to pick up a child, we allow a 5-minute grace period that is fee-free. If the child is not picked up from their core program by the end of the grace period (12:35 or 3:05), the child will be placed in the age-appropriate Extended Care program and the parent/guardian will be charged a standard drop-in fee for one day of Extended Care. In the event of a scheduled early dismissal where Extended Care is not available, a \$20 Late Pick-up fee will be charged to the family TADS account after the grace period.

Similarly, if a child is not picked up from Late Extended Care by the end of the grace period (5:35), a \$20 Late Pick-up fee will be charged to the family TADS account.

ATTENDANCE AND PUNCTUALITY

NURSERY AND KINDERGARTEN

Children thrive in an atmosphere with clear rhythm and structure. Regular attendance is critical to your child's sense of comfort and well-being at school. Please make sure your child attends regularly and on time for the harmonious running of the classroom as a whole. If your child will be absent, please let admin and teachers know ahead of time. In case of illness, email your child's teacher and absences@alabamawaldorf.org or call the Administrative Office. Attendance is recorded.

If you know that your child will be arriving late due to a scheduled event such as a doctor's appointment, please let teachers know in advance and preferably in writing (email is fine). If children consistently arrive late, teachers may call a conference with parents or guardians in order to discuss the situation.

GRADES ATTENDANCE

Attendance at a grade school is required by State law, Ala. Code, §16-28-16(1975). It is crucial that children are present in order to fully experience a Waldorf education. The curriculum is created to unfold throughout the day, week, and year. Teachers thoughtfully and meticulously plan every

lesson so that it builds upon the lessons that came before it. There is also an emphasis on students learning together as a class community.

Regular attendance develops personal responsibility, ensures consistent acquisition of knowledge and skills, and contributes to the social health of the class community. Absenteeism develops poor habits, diminishes accountability, negatively impacts a student's connection to their work, and erodes the social fabric of the class community.

Noncompliance with the attendance policy may jeopardize a student's completion of a course of study and the student's enrollment status at Alabama Waldorf School. If a child must be absent, please notify your child's teacher and the office through email absences@alabamawaldorf.org by 8:00 a.m. of the day of the absence. Absences are recorded on Progress Monitoring Reports, and students are responsible for all make-up work. Attendance in the Grades is required by Alabama state law.

Excused Absences

1. Personal illness or injury
2. Personal medical appointment
3. Death of an immediate family member
4. Observance of religious holidays or ceremonies
5. By request of the school (suspension, COVID-19 protocol, communicable illness, etc.)
6. Approved school-sponsored event

In any of these six circumstances, an absence is considered excused. Depending on the grade, the teacher will decide the best course of action for making up missed work.

All regular medical or dental appointments should be scheduled whenever possible outside of school hours. All other absences will be considered unexcused.

Unexcused Absences

1. Family travel plans that extend beyond the published starting and ending dates of school holidays and vacations.
2. Willful truancy on the part of a student.
3. Those that are not excused by standards 1-6 above.
4. Any absence without a note of explanation emailed to absences@alabamawaldorf.org within three days of the absence will be considered unexcused.

Any unexcused absence is unacceptable and is documented in the child's school record. Three unexcused absences may result in a meeting between the parent/guardians and the Class Teacher. After five unexcused absences,

Extended Care



they may be asked to meet with the College of Teachers to discuss the situation. Alabama Truancy Laws require court intervention in the case of seven or more unexcused absences.

Absentee Policy

A student may not exceed 20 absences, either excused or unexcused, in any school year. Students who accumulate more than 20 total absences can only be promoted to the next sequential grade at the discretion of the Grades Team. Missed instructional time will only be counted in increments of halves or whole days. Students arriving after 9:30 a.m. but before 11:30 a.m. will be counted as absent for a half-day. Students who arrive after 11:30 a.m. or leave before 11:30 a.m. are considered to have been absent for a full day. If a pattern of missing the same Subject Class occurs, parents/guardians may be asked to meet with the Subject Teacher.

Tardiness in the Grades

Grades students are expected to arrive on time and ready to engage in their lesson. Tardiness occurs when a student arrives after the teacher is finished accepting their students into the classroom in the morning at 8:15 am. Students arriving after 8:20 must be checked in through the office. A parent or guardian must then wait with their child until the teacher is able to transition the student into the classroom. This may be after circle or other morning activities are completed. After three tardies, parents or guardians may be asked to meet with the class teacher to discuss the situation.

Attendance records, including excused and unexcused absences and tardies, will be electronically entered into the student's school record after 10 am each day.

EXTENDED CARE

Extended Care Contracts are found on our website. These are billed monthly to your TADS account. Once you submit a contract, you will be billed that amount monthly until the end of the school year, unless you notify the office to cancel it or complete a new contract online.

NAPS AND REST – PRESCHOOL

Preschool children who remain at school for Extended Care have a rest period daily. These rest periods are more than 45 minutes but less than 2.5 hours, per DHR guidelines.

- Please provide a clearly-marked crib sheet, blanket, and pillow.
- A cuddly toy is welcome, if desired, for your child to rest with.
- All bedding should be taken home weekly to be laundered.
- Please make sure first and last names are clearly marked on each item

Naps & Rest



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- Bedding and cuddle toys must be free of media characters, lights, and sound.
- Children who nap may sleep until 3:00 pm and those who rest may get up after one hour to play quietly or participate in afternoon activities.

PRESCHOOL PROGRAM

Preschool Extended-Care Program is available during school days: early mornings, early afternoon, and late afternoon. Early Morning Extended Care transitions smoothly into the school day. Our Afternoon Extended Care program is intentionally designed to offer supervised play and free choice activities as opposed to structured group activities requiring participation. During this time, the children nap or rest, depending on their needs. Crafts and game options are available by child choice.

Preschool Extended Day Times

Early Morning	7:30 a.m.	8:30 a.m.
Early Afternoon	12:30 p.m.	3:00 p.m.
Late Afternoon	12:30 p.m.	5:30 p.m.

These programs provide a comfortable environment and consistent rhythm for your child's early mornings and late afternoons. The children enjoy ample opportunity for social interaction and rhythm.

GRADES PROGRAM

The grades students spend time both inside and outside during Extended Care, which provides the older children an opportunity to socialize and enjoy free time after their school day.

Grades Extended Day Times

Early Morning	7:30 a.m.	8:15 a.m.
Late Afternoon	3:00 p.m.	5:30 p.m.

SIGN-IN AND SIGN-OUT FOR EXTENDED CARE

Outside of each Extended Care Room, there is a binder with a page to track monthly hours spent in aftercare for each child. Preschool through 2nd Grade children are walked to the appropriate Extended Care program by a staff member and signed in. When you (or a person authorized by you) picks up your child, the time is noted when the adult signs-out the child. Aftercare ends at 5:30 pm. The aftercare teacher leaves promptly at the end of the day. After 5:30 p.m., there is a late pick-up fee. Please refer to the current year's contract for more details.

DROPPING-IN TO EXTENDED CARE

Extended Care information costs for the current school year can be found on the Extended Care contracts.

Availability	Coordination of dropping in to Extended Care Programs for those children who do not usually attend should be arranged with the Administrative staff. Please call or email ahead of time to ensure a spot and to inquire about fees.
Drop-in Fees	If your child is not picked up at the scheduled time or arrangements have not been made for them to go to Extended Care, drop-in fees will be charged. If you believe you were charged a drop-in fee in error, drop-in fees must be disputed within 90 days of the charge being posted to your account.
Late Pick-up in Extended Care	Our late pick-up policy allows a 5-minute grace period for school pick-up. If after five minutes the child is not picked up, the child will be placed into Extended Care and your account will be charged an Extended Care drop-in fee. If a child is not picked up from Late Extended Care by the end of the grace period (5:35 pm), a \$20 Late Pick-up fee will be charged to the family TADS account.
Dropping in to Preschool Extended Care When Core Program Not Attended	If the student has not attended the Core Program that day and is not sick, they may attend Extended Care in accordance with their contract or drop-in if space is available. Extended Care; however, children must be present by either 12:30 pm or 3:00 pm. No drop-ins will be allowed between 12:30 pm and 3 pm.

SUMMER PROGRAMS

Our summer preschool programs follow the Early Childhood Curriculum and classroom rhythms. In addition to their typical circle, story, puppet plays, and people plays, Kindergarten will have water play and theme their crafts and meaningful work for each week.

Weekly specialty camps are also offered for rising 1 - 8 graders enrolled at Alabama Waldorf School, former Alabama Waldorf School students, and siblings of current and former students.

Grades Summer Programs



Nursery & Kindergarten Summer Programs



SCHOOL RULES AND POLICIES

STUDENT EXPECTATIONS AND DISCIPLINE

Students are expected to respect themselves, others, the environment, the school, and to reflect this respect in their actions, manner, and speech. In order to foster this attitude, we, as adults, should always strive to show care and responsibility in our communications and interactions with the students and with each other.

At the Alabama Waldorf School, faculty and staff work to provide a well-balanced and developmentally supportive educational experience for our students. Excellence in academic life, social life, practical skills, and a growing capacity for self-discipline are all characteristics of a well-balanced education and school environment. Consistent guidance in the classroom and on the school yard support a student's growth into a self-disciplined person. It is important that teachers and parents work in partnership to establish and clarify expectations around appropriate behavior on campus. Classroom rules are set by the Class Teacher.

NON-VIOLENCE POLICY

Alabama Waldorf School does not physically punish or verbally shame any child. We teach non-violence in our curriculum and support an ethic of non-violence in our school.

DISCIPLINE IN OUR NURSERY AND KINDERGARTEN PROGRAMS

Discipline in Waldorf Schools is achieved primarily through the establishment of love and respect between the children and teacher. We encourage children to show respect and kindness to one another. A close relationship between parents/guardians, students, and teachers helps to decrease discipline problems as well.

Childhood is a time for children to learn about the world in which they live and how to relate to others in a group. Feelings are strong in childhood, and we encourage children to express their feelings – both positive and negative – in ways that help themselves and others.

In situations in which a child is repeatedly showing inappropriate behavior and has not responded to a teacher's redirection, a "time out" is a typical discipline strategy. "Time out" is the removal of a child for a short period of time from the classroom activity. The time out space is located away from the group, but under the supervision of a teacher.

Kindergarten
Discipline



This time gives the child a chance to calm down and notice the behavior that led to their removal from the group. When the child returns to the group, the incident is over, and the child is treated with the same love and respect given to all members of the class.

Another discipline strategy employed at Alabama Waldorf School is that of “time in,” which involves bringing the child into the activity in which the teacher is engaging, or spending time in the teacher’s company until the child is interested in participating in more positive play or activities.

In instances of repeated misbehavior, parents or guardians may be contacted to take the child home. In instances of extreme misbehavior, parents or guardians will be contacted to take the child home immediately. Aggressive behavior includes acts that endanger the safety and security of other children. Such behavior is brought to the attention of parents or guardians right away, and a conference may be requested.

After a maximum of three notifications of aggressive or disrespectful behavior, the teacher will schedule a conference with the parents or guardians to gain an understanding of the child and of what might be causing the problems. Changes in the child’s routine or consultation with outside experts in child development may be recommended.

If the distress continues, the child may be given a probationary period, or the parents/guardians may be asked to withdraw the child. It is essential that teachers and parents/guardians cooperate to provide the best solution for each child. If parents/guardians are unable or unwilling to work with the teachers to find a solution, the parents/guardians may be asked to withdraw the child from the school.

Kindergartners who bite other children may have to go home; children who are bitten go home if the bite requires medical attention.

Other disciplinary measures may be instituted at the discretion of the College of Teachers, the school’s governing body for the faculty.

GRADES STUDENT DISCIPLINE

Particularly in the preschool and the lower grades, the children are held and guided by the rhythm of the day and the thoughtful attention of the teachers. Before children reach the age of 9, they have a limited sense of themselves as individuals; therefore we first try to address behavior through our teaching methods. We modify our response to the group rather than calling attention to the individual. Students beyond the nine-year milestone are developing as individuals and have an increased awareness of their own behavior and choices. Beyond the twelve-year milestone, students are able to comprehend cause and effect relationships and may be capable of greater involvement in this process. We take into account the development of the student and choose the path that will nurture healthy growth and motivate students to do better in the future.

GRADES CODE OF CONDUCT

Guidelines for Conduct at Alabama Waldorf School in the Grades are more formulaic than in the Preschool. In order to ensure that Alabama Waldorf School has a healthy social atmosphere that supports learning, we expect our students:

- To be courteous.
- To be respectful of their peers and teachers, and all visitors to the school.
- To consider the safety of others' emotional and physical well-being.
- To take care of their own property and that of others.
- To use polite and socially acceptable language at all times.
- To show good will by responding to requests and directions from teachers promptly and willingly.
- To be tolerant and respectful of individual differences.
- To show good will to peers by using courteous words and cooperative behaviors.

When a student fails to follow the Alabama Waldorf School Code of Conduct, teachers may employ the following approaches as guidelines for addressing the issue:

1-2-3 Magic created by Thomas Phelan

Disapprove – Affirm – Discover – Do-Over (DADD) created by Kim John Payne

Follow-up restorative activity.

Teachers will document behavior problems using incident reports.

1-2-3 Magic created
by Thomas Phelan



Disapprove – Affirm
– Discover – Do-Over
(DADD) created by
Kim John Payne



If a student demonstrates persistent behavioral difficulties the teacher may solicit help by referring the student to the Care Group (a subset of the College of Teachers interested in remedial education), initiating discussion with other teachers, and/or informing parents and guardians in writing. Parents and guardians may be required to attend a teacher conference. Working together, teachers and parents and guardians will develop a plan to help the student improve behavior. This plan will be signed by all involved, including the student if they are 12 or older.

If behavior problems cannot be resolved, the school determines that it is unable to adequately meet the student's needs, parents or guardians fail to comply with recommendations, the Grades team and College of Teachers will re-evaluate the child's continued enrollment at AWS. Parents or guardians will be informed of any decisions in writing and/or at a conference.

In cases where a student demonstrates extreme misconduct such as: physical aggression, persistent defiance, extreme disrespect, or leaving school grounds without permission, the student's parent or guardian will be contacted and they will be asked to leave the school immediately. The teacher will follow a detailed procedure outlined in the Policy & Procedures Manual relating to extreme misconduct.

AWS does not tolerate bullying of any kind – physical, emotional, or psychological, including cyberbullying, social-media threats, or any other form of harassment, and will be addressed through our developmentally appropriate discipline policies. Students are directed to speak to an adult at any time should the need arise. Concerned parents and guardians are directed to set up a conference with their class teacher, and/or follow our Voicing a Concern process.

DRESS CODE

Due to our protective gesture around childhood, we make a diligent effort to limit the intrusion of media characters in the life of the school.

Therefore, please select clothing that does not display words, television or movie characters, advertising slogans, logos (except in the case of Alabama Waldorf School logo clothing), flashing lights, etc. Nail polish is not allowed in the preschool.

We suggest simple and comfortable clothes that allow for active play. We recommend that students wear garments of natural fiber, such as cotton or wool, as these garments provide warmth and breathability. Daily outdoor work and play are very important components of our programs. Please be sure your child is dressed appropriately to be outside in the weather. This includes a sun hat and sunscreen as well as warm winter clothing.

NURSERY AND KINDERGARTEN

Extra Set of Clothes

A complete set of extra weather-appropriate clothes should always be kept at school. Please check these items daily and replace them as often as needed.

Inside Shoes

Each child needs a pair of inside shoes to keep at school. These should be soft and comfortable. Slippers, slipper socks, and ballet slippers generally work well. Regardless of the shoe type, please make sure they have backs and will stay on children's feet and allow them to play and move freely. Please do not send flip-flops.

Outside shoes

Please send children to school wearing active wear shoes that are comfortable and easy to run in. Tennis shoes are best for the playground, and closed-toed shoes are required. Please do not send your child to school without socks! Also, no cowboy-type boots or flip-flops allowed.

DRESS CODE FOR GRADES STUDENTS

Grades students may wear clothes that continuously cover torsos and undergarments during all daily activities.

Jewelry and nails should not inhibit students from participating in any school related activities. Makeup and hair dye is allowed for middle school students.

Grades students are required to wear shoes that support their feet and are appropriate for outdoor recess and movement activities at school. Closed-toed athletic shoes are required for movement classes.

FOOD POLICY

Alabama Waldorf School is committed to providing a food environment that supports student well-being, accommodates dietary restrictions, and aligns with the school's educational philosophy regarding nutrition and environmental stewardship.

Families needing accommodations due to medical or dietary restrictions are responsible for notifying the administration.

Students may not share food with others unless explicitly approved for a school-wide event, with all allergy considerations reviewed.

SNACKS AND LUNCH

- We ask all students to bring a packed lunch, including a water bottle, from home.
- Please strive to include wholesome, nutritious foods whenever possible. These enhance the child's learning capacities.
- Candy, gum, sugary foods, chocolate, juice boxes, and soda are not allowed at Alabama Waldorf School and will be removed if discovered.
- In our efforts to promote environmental stewardship, we further request that pre-packaged items be limited as much as possible.
- Many lunch boxes and pre-packaged food items have media characters on them, so please select items that are media-free.

Food and Nutrition



SNACKS AND LUNCH

	Nursery and Kindergarten	Grades
Healthy Morning Snacks	Parents and guardians provide fruits and vegetables for class on rotation. This will be served by teachers	Students bring morning snack in lunches
Healthy Extended Care Snack	Students bring extended care snack.	Students bring extended care snack
Lunch	Bring every day, each item clearly labeled with the child's first and last names.	Bring every day
Water Bottle	Bring every day clearly labeled with the child's first and last names.	Bring every day

BIRTHDAY CELEBRATIONS AT SCHOOL

Birthdays are special days, and birthday celebrations in the Waldorf classroom often reflect this. Kindergarten parents/guardians are invited to come into the classroom for a special birthday story told by the teachers. Grades celebrations vary from class to class. Whether Kindergarten or Grades, contact your child's teacher for more specific information.

BRINGING THINGS FROM HOME

It is natural for children to wish to show friends things that are precious to them. However, bringing toys, books, or electronic devices to school from home can create situations involving possessiveness, competition, anxiety, lost items, and other difficulties. With the exception of a stuffed toy for the preschooler who stays to nap or rest, we ask that home toys stay at home. We welcome gifts for the classroom nature table such as a feather, leaf, acorn, stone, or flower.

Waldorf Birthday
Celebrations



HEALTH AND SAFETY

STAYING HOME FROM SCHOOL

Please inform the office by email or call the school before 8:15 a.m. when your child is going to be absent from school. If you do not call, we may call you to verify your child's absence.

In case of a contagious disease, please inform the office as soon as possible so that other parents may be informed quickly. Your child's identity is kept confidential.

If your child is sick (see Appendix A- Health and Illness Guidelines), please keep them at home until he or she is well enough to participate in all normal classroom activities.

Alabama Waldorf School does not employ a school nurse. Please only send your child to school if they are well. The school will notify you if your child becomes ill while at school.

To prevent the spread of infections at school and to allow children to fully recover, please keep your child home for 24 hours following the cessation of fever, symptoms of a common cold, vomiting, diarrhea, or any other indication of contagious illness. In the case of fever (oral temperature above 100 degrees, temporal 100.4 or higher), the child needs to be fever-free without medication for 24 hours before returning to school.

SICK AT SCHOOL

If your child becomes sick at school, they will be sent/taken to the office to rest and to wait for parent pick-up. Our office will first call all parent phone numbers and then emergency phone numbers until someone is reached. To reduce the spread of infection and for the comfort of your sick child, please pick up your child immediately after being called.

SEVERE ALLERGIES

Parents/guardians must inform their child's teacher(s) (including Extended Care) of any severe allergies in writing. The teacher will remind other parents of the allergen before celebrations where parents may bring food consonant with our food policy into the classroom. With life-threatening allergies, the school should be provided with an epi-pen or similar medicine (with the appropriate "Request To Administer Medication" form) that is prescribed by a physician and the parent/guardian should discuss an emergency action plan with both the class or preschool teacher and the Administrative Staff.

MEDICAL TREATMENT

If a child suffers an injury during the school day, proper first aid procedures are followed. An incident report is sent home in the event of a more serious injury. Every effort is made to notify the parent/guardian immediately of a serious injury or illness. In an emergency, Alabama Waldorf School may call an ambulance, the expense of which is the burden of the parent/guardian of the injured child.

We will obtain emergency medical treatment as necessary if you cannot be reached immediately or if we cannot delay in seeking treatment.

EMERGENCY CONTACT INFORMATION

Health and emergency contact forms are kept on file for each child. The Department of Health mandates that Emergency Forms be updated every year or when any change to the information on the form has been made. Please ensure that the Administrative Office has the most current information. If your information is inaccurate and a health emergency occurs for your child, you will bear the expense of an ambulance, etc.

MEDICATION AT SCHOOL

PRESCHOOL AND KINDERGARTEN

In order to administer non-prescription medication to your child in our Preschool or Kindergarten, we need your written permission, detailing the method, amount, and schedule by which a medication is to be administered. For prescription medication, written instructions from the prescribing physician must be submitted along with your written permission. All medication must be brought to school in its original container.

Please fill out and submit the 'Parent Consent for Administration of Medication' to the office.

GUIDELINES FOR MEDICATION ADMINISTRATION

Medication

Should it be necessary for your child to have medication administered by a school employee during school hours, the following regulations will apply:

- Medication of any kind can be administered to a student only by a school employee.
- Medication can only be administered after a parent/guardian has completed the “Request to Administer Medication” form (available in the Office or on the parent page on the website). According to state recommendations, we cannot administer medication, including over-the-counter items without this completed form on file.
- Both prescription and non-prescription (over-the-counter) medication must be provided in original containers; pharmacist’s label and prescription information must be intact. To avoid unknown allergic reactions, the very first dose of any medicine must be administered at home.
- Medications and any accompanying form(s) must be delivered in person by a parent or designated adult whereupon both giving and receiving parties sign and date the Request to Administer Medication Form; the parent/guardian, upon the final date of the requested dosage time period, shall pick up all medications, or the school employee will effect disposal.

HYGIENE

To help prevent the spread of colds, flu and communicable diseases, all teachers, assistants, aftercare staff shall request that students wash their hands with soap and water before snack or meal time and after using the restroom. Children should be taught to cover their nose and mouth with a tissue when they cough or sneeze, then throw the tissue away and wash their hands. Alternatively, they should cover their mouth and nose with their sleeve, not their hand. If soap and water are not available, hand sanitizer may be offered as an alternative. Organic and chemical-free brands are used.

HEAD LICE

When lice or nits are detected by a parent or guardian, school staff, or a healthcare professional, the Administration must be notified immediately by emailing advancement@alabamawaldorf.org. All parents, guardians, faculty, and staff are required to participate in lice or nits detection, isolation, screening, treatment, and mitigation as outlined in our Head Lice Policy & Procedures (*V.K.1, Policy & Procedures Manual*).

The administration will communicate the relevant policy points and immediate next steps to parents, guardians, faculty, and staff when an initial case is detected. Parents and guardians may contact the Administration at any time for a copy of the complete policy and subsequent procedures.

PINWORMS

If a child contracts pinworms, they will not be allowed to return to school until they have begun taking medication and have bathed thoroughly. Clipping fingernails is also highly recommended. Standard hygiene measures – such as vacuuming daily, washing hands regularly, etc. – are the best ways to prevent further spread of pinworms. Diagnosis of pinworms is best done by a healthcare provider since they can often be hard to detect.

FIELD TRIP DRIVERS

If a parent/guardian wishes to volunteer as a field trip driver, they must have a copy of a valid driver's license and proof of insurance on file in the school Office. In some cases, a background check may be required at parent or guardian expense.

INCLEMENT WEATHER AND SCHOOL CLOSING

In the case of inclement weather or natural disaster or mechanical failure that is serious enough to close or delay area schools or our own school, parents and guardians should check the following sources to determine Alabama Waldorf School's status: our website, the local news station tickers, Alabama Waldorf School Facebook page, email, and text. Decisions about making up inclement weather days will be made by the College of Teachers. Weather days that are declared states of emergency by the Governor will not be made up.

If a student cannot make it safely to school in a weather emergency – even if Alabama Waldorf School is open – their absence will be excused until the weather emergency has passed. In these cases, the student's parent or guardian should endeavor to contact the school.

EMERGENCY ACTION PLAN

Emergency Action Plan drills, including fire, tornado, sheltering within, and lockdown drills, will be held on a regular basis (usually once a month).

ENROLLMENT

STUDENT INFORMATION

Please make sure that we have correct email addresses, phone numbers, and alternate emergency contacts for communication purposes. If your contact information has changed, or if any family member's contact information on your child's emergency form has changed, or to update the list of designated adults allowed to pick up your child, please login to your TADS account and update it, or notify the office at 205-592-0541, or email enrollment@alabamawaldorf.org.

MEDICAL AND IMMUNIZATION INFORMATION

Children are not allowed to attend school until the parent or guardian has provided proof of immunization or an exemption form. Immunization forms must be updated on a regular basis, as specified by your pediatrician. If a child is exempt from immunization, the office must have on file an official certification of exemption from the County Health Department.

It is the responsibility of the parent or guardian to update their TADS account or inform the school in writing if insurance policy information has changed. TADS asks for the insurance policy number, group number and name of insured in order that the school may provide this information to a hospital or ambulance in the case of an emergency.

PICK-UP LIST

In order to ensure the safety of our students, faculty members will only release students to persons listed on the pick-up list generated by the office based on the information provided by parents or guardians at (or after) the time of enrollment.

Parents or /guardians must give written permission for faculty members to release their child to someone not on their pick-up list. Teachers will ask to see identification for any unfamiliar person picking up a student. In the case of emergencies, parents/guardians may call the office and authorize someone else to pick up their child. The office will deliver this message to the appropriate faculty members.

PRIORITY RE-ENROLLMENT

Currently enrolled families are offered the chance to receive priority re-enrollment for their children for the following school year.

Priority Re-enrollment Forms must be signed by the end September of the preceding year in order to receive financial benefits for the upcoming school year, and to guarantee your child's placement in their class.

TUITION AND FINANCIAL POLICIES

Tuition Payment

Once a family signs the enrollment contract in TADS, they will receive an electronic financial agreement that must be completed; due dates for payments and payment schedules must be specified by logging on with your unique login. Parents and guardians are then responsible for the full annual tuition and fees as specified in the contract. Alabama Waldorf School offers several payment options for families, including auto draft and credit card payments. If you notice an error in billing, you must contact us within 90 days of the error being posted. AWS undergoes a financial audit or review each year, and errors must be reported and rectified in a timely manner.

Full Payment

Full tuition may be paid any time between enrollment and June 10 by cash, check, money order, or credit card. Families who pay in full still need to sign up with TADS so payment can be appropriately tracked for audit purposes; in addition, an incidental billing account can be created for school store purchases, etc.

Monthly Payment

If the family does not pay full tuition in June, they will automatically be placed on a twelve-month payment plan, with the first payment due in June, on the monthly payment date specified in their contract.

Please note that in general, payments are due over the summer months for the coming school year. If you choose to wait until August to enroll, TADS will automatically change the divisor from 12 to 10 (making payments slightly more each month). See the Finance Manager for details or email finance@alabamawaldorf.org. For rolling admissions that occur later in the school year, the division will be equal to as many months as there are remaining in the school year (through May). All accounts must be paid out by the end of May each year.

Late Payments / Contract Termination

Late payments are subject to late fees as specified on TADS and in our fee schedule. TADS is set up so that credit card or automatic withdrawal payments may be made on dates set by the account holder. Paper checks must be received by your TADS due date. It is the responsibility of the parent/guardian to contact the Finance Manager and TADS if they have any difficulty meeting financial obligations. Payment arrangements can be made in the case of hardship.

It is our policy that two consecutive missed payments constitute a termination of the enrollment contract. You will be notified of termination by email. If you endure financial hardship and must miss a payment, you must contact the Finance Manager prior to the second missed payment in order to create and execute a new payment plan. We are willing to work with you if you contact us.

Returned Checks

Insufficient funds fees are incurred for returned payments by TADS and AWS.

Financial Suspension

At any time, if the family's account is delinquent, the school may suspend the child until the account is no longer delinquent; in these cases, you will receive a letter stating the last day your student may attend classes. Student records and transcripts will not be released until all AWS accounts are settled. AWS reserves the right to send delinquent accounts to a third-party collection agency.

Financial Aid

Alabama Waldorf School is committed to equity and diversity within its student body and seeks to promote access to the school for qualified students from a variety of backgrounds and income levels. To this end, families are offered the opportunity to apply for financial aid for tuition for all 5-day programs through TADS. School fees, Extended Care, and 3-day programs are not available for financial aid.

In the online admissions process through TADS, parents/guardians indicate electronically if they are interested in Financial Aid at which time they are linked to the Financial Aid application where they pay the required fee and submit the necessary information. Recent tax returns, either electronically submitted through TADS or hard copies dropped at the Office, are a required part of this submission. The Finance Manager will communicate awards to the families who've applied. Information is treated with strict respect for confidentiality.

Families must apply for financial aid each year. The deadline for financial aid for the coming year is April 15. Applications beyond this date or without a completed file may result in no award. Financial aid is available to working parents/guardians demonstrating financial need with a recent tax return included in their application. A parent/guardian who is a full-time student or

one who has at least one child under age 2 at home is considered a working parent. Admissions decisions are made prior to and separately from decisions about financial aid. Confidentiality in the financial aid process on the part of the parent/guardian and the school is expected.

Referral Rewards

If you recommend a family to Alabama Waldorf School and they sign a contract for a core program (Nursery, Kindergarten, Grades), you can receive a cash payment. You must have an enrolled child to receive this bonus. If you recommend a family to Morning Garden and they later enroll in a core program, you are eligible for the bonus. The bonus is subject to a waiting period of up to 90 days and subject to both yours and the new account's good financial standing. The amount of the bonus is determined annually and may be split among more than one referring party. See the Finance Manager for details. The referring family/families must be listed on the TADS registration form as the referring agent (s). Those expecting a bonus should inform the Office as there is no automated mechanism in place for awarding the referral bonus.

CONTINUED ENROLLMENT AND RE-ENROLLMENT

Parents and guardians are the most influential adult models of worthy behavior to their children. It is the expectation of Alabama Waldorf School that all parents model acceptable behavior and adhere to all commitments made in the Community Pledge and the Parent/Guardian Handbook.

Decisions reached through governance processes are made with the well-being of our school community in mind, with students as our primary focus. Though parents and guardians may not always fully agree with decisions made by the school's governing bodies, faculty, and staff, our shared community principles offer a common foundation for maintaining a mutually respectful and productive relationship that centers on serving the needs of the child. However, when it is clear that a constructive, positive relationship cannot be maintained, Alabama Waldorf School reserves the right to limit one's access to the school, withdraw a family's continued attendance, or deny re-enrollment at any point in the calendar year.

Termination of a family's enrollment contract and Financial Agreement may result from parent/guardian behavior and actions including, but not limited to:

- Threatening or initiating legal action against the school or one of its employees
- Efforts to lobby or campaign to have an employee fired or a student expelled
- Bringing knowingly false accusations of employee or student misconduct
- Directing threatening words, behaviors, and/or hostile written, electronic,

digital, and/or social media communication toward Alabama Waldorf School faculty, staff, parents, guardians, or students.

- Failure to comply with required requests from and meetings set by College of Teachers, Care Group, Class teachers, Administration, or the Board of Trustees that are aimed towards benefitting the individual child's learning outcomes.
- Intentional and repeated violation of the Community Pledge.
- Intentional and repeated violation of the school's Policies and Procedures and Parent/Guardian Handbook.
- Failure to adhere to attendance policies.
- Failure to meet terms of the annual Financial Agreement.

In cases of such enforced withdrawal, tuition fees will not be refunded, and any unpaid balance may be due in accordance with the terms of the Enrollment and Financial Agreements. Alabama Waldorf School reserves the right to withdraw an offer of enrollment or re-enrollment at any time during the calendar year and to nullify an executed enrollment contract at any time during the calendar year should it be determined to be in the best interest of the school.

WITHDRAWING FROM THE SCHOOL

Request for Records

Cumulative student records are kept in the Administrative Office. If you need a copy of your child's record you may obtain a "Request for Records" form from the Admissions Director. If student records are to be sent to another school, a written request signed by a parent/guardian must be received from the requesting school prior to releasing this information. Student records are not released when financial accounts are past due/delinquent.

Exit Interview

We ask that departing families complete a brief survey about their experience at our school. In the instance that a family or the school feels more information is needed, an exit interview with the Admissions Director and/or Administrator may be scheduled. Any family may request this interview upon leaving the school.

GENERAL POLICIES AND PROCEDURES

SOLICITATION FOR BUSINESS

Solicitation for business is not allowed in any form on campus. All enrolled families, board members, and employees receive access to the online school directory and it is to be used for school and community activities and communication only. The directory or school emails may not be used for business solicitation or shared with any outside individuals or groups.

FACILITY USAGE

Alabama Waldorf School classrooms and office space are primarily for Alabama Waldorf School programs and school bodies (Board of Trustees, Family Association, Faculty and Administration). Alabama Waldorf School may, from time to time, allow individuals or organizations to conduct or solicit business on campus with a properly executed Facility Usage Form. The full policy and form can be found in the Alabama Waldorf School Policy & Procedure Manual or obtained in the Office.

SEXUAL HARASSMENT POLICY

Alabama Waldorf School supports all laws designed to protect all members of the entire Alabama Waldorf School community from sexual harassment. Sexual harassment may be defined as: any form of unwelcome sexual behavior or conduct imposed by one person upon another.

For more information, please refer to the Policy & Procedure Manual on file in the Administrative Office.

Policy for Reporting Online Incident/Concern

If any member of the AWS community believes the school should be made aware of online behavior that could negatively impact our school community, they are encouraged to report the incident to the school immediately. Reports must be made directly to the College of Teachers using an Online Incident/Concern Form, which may be requested from Administration. AWS will not accept any screenshots, printouts, or images of the concerning online behavior.

The Alabama Waldorf School is responsible for addressing student behavior while at school and during school-sponsored trips. While AWS is not responsible for student behavior when they are not at school, the school will determine when to address out-of-school behaviors that affect the class or school community.

Upon receipt of a report, the school will take the following steps:

- Inform the parent or guardian of any student who appears to have participated in the online incident/concern.
- Inform the parent or guardian of any student whose name or image appeared in the online incident/concern.
- Inform the parent or guardian of any student who may be directly harmed by the online incident/concern.

The school acknowledges that we do not have the resources to adequately investigate instances of online misconduct that take place off campus.

We will act primarily as a way to communicate to parents/guardians when these instances occur. In cases where it can be proven that a student has violated our Student Code of Conduct, we will follow our discipline policy. The school will maintain the confidentiality of all individuals involved in an incident of online misconduct, except as required by law.

ALCOHOL, TOBACCO, DRUGS – POLICY PROHIBITING

Use of alcohol, tobacco, vapes, or drugs is not allowed on Alabama Waldorf School's campus. This is because it represents a potential liability for the school and violates our earnest desire to maintain a campus conducive to the healthy growth of young children.

If a student or adult is found in possession of any of the above-mentioned items, that item will be immediately confiscated. The violating offender may be asked to leave the premises. In the case of a student, a conference will be scheduled with the student's parent or guardian to determine the appropriate course of action.

CHILD ABUSE & NEGLECT POLICY

Alabama Waldorf School teacher and staff members are mandated by state law to report cases of suspected child abuse and neglect.

This means that if a teacher or staff member notices, or if a child tells a teacher or staff member anything that could indicate abuse or neglect of the child on the part of their caregivers, or shows unusual physical marks or injuries, that teacher or staff member is obligated to call DHR to report the incident.

Alabama Waldorf School must also file a report with DHR on parents or guardians who appear to be impaired by drugs or alcohol.

VISITORS

We require that all visitors to Alabama Waldorf School check into the Office upon entering and leaving the premises. Any visitors, regardless of age, must be in a class or engaged in a purposeful manner and under the supervision of a teacher or staff member.

WEAPON PROHIBITION POLICY

Possession of the following items is not allowed at Alabama Waldorf School: knives, pocket knives, firearms (including starter guns, BB guns, or pellet guns), stun guns, mace, pepper spray, tear gas, metallic knuckles, explosives, ammunition (bullets), or firecrackers, as well as any weapon, instrument, or object which is used in a threatening manner and is seen by the individual being threatened as capable of causing physical harm.

If a student is found in possession of any of the above-mentioned items, that item will be immediately confiscated. The Administrator will then immediately contact the parent or guardian of the student. At the discretion of the Administrator and the teacher, the child may be asked to leave. A conference will be scheduled with the student's parent or guardian to determine the appropriate course of action.

VIRTUAL AND REMOTE LEARNING

Virtual and remote learning may be required at times due should circumstances arise that would put the health and safety of our students, faculty, and staff at risk during typical in-person learning. These circumstances may include, but not be limited to:

- Public health crises, such as infectious disease outbreaks, epidemics, or pandemics.
- Damage to the physical buildings and/or campus exterior.

The decision to move to virtual or remote learning in an emergent situation will be made by the Leadership Council, which consists of Alabama Waldorf School Administrator, College of Teachers Chair, and Faculty Chair. Following this decision, should conditions warrant it, an ad-hoc Crisis Management Task Force may be formed with representation from all areas of the faculty and administration with the purpose of guiding the school through issues related to the crisis at hand.

Addendum for Alabama Waldorf School Preschool Parents

Re: JCDPH Policies

Employee Health Policy

Name of Child Care Center: Alabama Waldorf School

Address of Child Care Center: 5901 Crestwood Blvd., Birmingham AL
35212

No employee shall be permitted to work at the CHILD CARE CENTER while experiencing any of the following symptoms:

- Vomiting
- Diarrhea
- Jaundice
- Sore Throat with Fever
- A lesion containing pus such as a boil or infected wound that is open and draining and cannot be covered

All employees shall report such symptoms to their CHILD CARE CENTER supervisor and shall not return to work until symptoms desist.

Any employee diagnosed with a communicable disease that can be transmitted by foods or other means or who is a carrier of organisms that cause such a disease shall not be allowed to work in a CHILD CARE CENTER in any capacity in which there is a likelihood of such person transmitting disease to other persons.

Common Communicable Diseases (The Big "6"):

- Hepatitis A virus
- Norovirus
- Shigella, spp.
- Enterohemorrhagic or Shiga toxin-producing Escherichia coli (STEC)
- Salmonella Typhi
- Nontyphoidal Salmonella (NTS)

Director of Child Care Center: Maramsky

Date: _____



Policy for Prevention of Communicable Diseases

Name of Child Care Center: Alabama Waldorf School

Address of Child Care Center: 5901 Crestwood Blvd 35223

Common Communicable Diseases

No employee shall be allowed to work while having an illness diagnosed by a health practitioner due to:

- Norovirus
- Hepatitis A virus
- Shigella spp.
- Enterohemorrhagic or Shiga Toxin-producing Escherichia coli (STEC)
- Salmonella Typhi
- Nontyphoidal Salmonella (NTS)

Detection of Illnesses

In order to control the spread of communicable diseases in the child care center, it is important that the caregiver recognize illnesses early. Isolate the child immediately and contact a parent or guardian so the child can be removed from the center as soon as possible. Staff should be alert to the following symptoms:

1. Severe coughing
 - a) Child gets red or blue in the face
 - b) Child makes high-pitched croupy or whooping sound as he coughs
2. Breathing trouble—especially important in an infant under 6 months old
3. Yellowish skin or eyes
4. Pinkeye/Conjunctivitis—tears, redness of eyelid lining, irritation, followed by swelling and discharge of pus
5. Unusual spots or rashes
6. A lesion such as a blister, boil, pustule or infected wound that is open or draining
7. Feverish appearance
8. Lethargy
9. Diarrhea
10. Vomiting
11. Unusual behavior
 - a) Child is cranky or less active than usual
 - b) Child cries more than usual
 - c) Child feels general discomfort or just seems unwell
 - d) Child pulls at ears
 - e) Child has difficulty swallowing
12. Frequent scratching of the body or scalp
(may be a sign of scabies).



Smoking Policy

Name of Child Care Center: Alabama Waldorf School

Address of Child Care Center: 5901 Crestwood Blvd. Birmingham AL
35212

Smoking is prohibited:

- At all times in Child Care Centers—including before and after hours of operation
- Within 10 feet of any entrance or exit
- In any vehicles used by centers to transport children
- Within sight of the children

“No Smoking” signs shall be posted in facilities and vehicles used to transport children

If a staff member consumes cigarettes before the work shift begins or during a break away from the child care center premises, the staff member shall be required to wash his or her hands thoroughly. Staff and volunteers should avoid bringing cloths that smell of smoke into the building, or onto the playground.

Director of Child Care Center: MaPanusky

Date: _____



Screen Time Policy

Name of Child Care Center: Alabama Waldorf School

Address of Child Care Center: 5901 Crestwood Blvd., Birmingham AL 35212

Screen time is the use of television, videos, video games, and computers

Screen time shall be:

- Offered as a free choice
- Limited to no more than a total of 2 ½ hours per week
- Prohibited during meal or snack time
- Prohibited for children younger than 2 years

Computer use shall be limited to no more than 15 minute increments, except for school age children completing homework.

Daily schedules including daily screen time shall be prominently posted in each classroom.

Director of Child Care Center: Maramsky

Date: _____



Physical Activity Policy

Name of Child Care Center: Alabama Waldorf School

Address of Child Care Center: 5901 Crestwood Blvd., Birmingham AL 35212

- Each child shall have an opportunity for the appropriate amount of active play each day. Active play shall take place outdoors when weather and environmental conditions permit. When the weather and/or environment do not permit outdoor activity, active play shall take place indoors.
 - 3 yrs and older(preschool children)-At least 90 minutes per 8 hour day
 - 12 months to 3 yrs -At least 60 minutes per 8 hour day
- **Infants to 12 months**- caregivers shall make provisions for the promotion of physical development on a daily basis, including varied activities appropriate to each child's development.
- Daily schedules including physical activity time shall be prominently posted in each classroom.
- Children who exhibit out of control behavior during active play may be given a time-out of no longer than 5 minutes. Children cannot be made to remain indoors or seated as punishment for earlier classroom behavior.

Director of Child Care Center: Mavadansky

Date: _____



Nutrition Policy

Name of Child Care Center: Alabama Waldorf School

Address of Child Care Center: 5901 Crestwood Blvd., Birmingham AL 35212

- All food served in Child Care Center shall comply with USDA recommendations for Meals and Snacks.
- Water shall be available at all meals and snacks
- No sugar sweetened beverages shall be served to children.
- Only 100% juice
 - No more than 6 ounces per day
 - Only served at meal or snack time
 - Only for children over 12 months
- Milk with 1% or less milk fat for children 2 years and older (unless medical documentation is provided for child)
- Food items that shall be served at least once a week
 - Orange vegetable- for vitamin A
 - Dark green vegetable-for iron, Vitamins A and C, and fiber
 - Legume- for protein, iron, B vitamins
- At least half of grains served each week shall be whole grains
- Menus shall be
 - Posted in view of parents and food preparation staff
 - Prepared at least 2 weeks in advance
- Special diet needs and food allergies shall be kept on file in food preparation areas and in the children's eating area
- Documentation of amended menus must be corrected in writing and any substitutions shall be of equal nutrient value.

Director of Child Care Center: Maramsky

Date: _____

