



*The*  
**DENVER**  
**WALDORF**  
*School*

# **Parent Handbook**

## **2015-2016**

Founded on Rudolf Steiner's humanitarian curriculum,  
The Denver Waldorf School awakens and inspires students' critical thinking,  
emotional intelligence and artistic expression,  
preparing them to bring relevant contributions to the world.

# Welcome!

The faculty and staff of The Denver Waldorf School extend a sincere welcome to you and your family. We look forward to working with you in partnership in educating the children.

## The Denver Waldorf School Mission Statement

Founded on Rudolf Steiner's humanitarian curriculum, The Denver Waldorf School awakens and inspires students' critical thinking, emotional intelligence and artistic expression, preparing them to bring relevant contributions to the world.

## The Denver Waldorf School Vision Statement

The focus of our work is the development of the whole human being. To further this aim, we strive to provide a beautiful, cohesive campus that radiates learning, working and playing while attracting and expanding full and diverse enrollment supported by abundant resources. We enthusiastically work and serve in the world community as stewards of social renewal.

Our vision for the next five years involves four areas of growth:

1. Beautiful, welcoming campus reflective of our unique curriculum.
2. Full enrollment with increased diversity and full faculty staffing to support the entire curriculum.
3. Abundant resources, including endowment and other economic resources, volunteer availability, generous teacher salaries, and realization of the "third stream" of income.
4. Stature as a community partner, both in Denver and in the larger world, recognized as stewards of social renewal, environmental sustainability, and ambassadors for Waldorf education.

## The Denver Waldorf School Values Statement

The Denver Waldorf School's educational model is based on Rudolf Steiner's philosophy of developing the whole human being and is informed by Anthroposophy (*a philosophy of human wisdom*). Embodying this philosophy, we preserve the innocence and wonder of childhood; practice and encourage wholesome living; and provide emotional and environmental safety. Creativity and artistic expression are essential in a child's healthy growth and development, and are fully integrated into the curriculum. We seek and embrace diversity in our community. We believe that the education of students, teachers and parents is a lifelong process. Our values fall into the spheres of **Truth, Beauty and Goodness**; **Social Renewal**; and **Organizational Integrity**.

**Truth, Beauty, and Goodness** are introduced to the children through their connection to the natural world and through their relationships with their teachers, peers and family. The children are treated with kindness, compassion and love, enabling them to meet the world with respect, gratitude and reverence. We teach with warmth and humor, creating an environment in which students develop a love of learning. Our students approach academic and social challenges, from mathematical problems to interpersonal dilemmas, by applying analytical thinking to discover the solution(s). We graduate self-reliant individuals who are sensitive to the complexities of the world, and who confidently seek truth to address the challenges before them.

**Social Renewal** involves developing systems that support the sustainability of humankind. Rudolf Steiner's impulse to transform education lives in the Waldorf School. We teach the students and our community the balance between taking care of the self and serving others. We work with the students, parents and our urban community to be stewards of the earth. Towards this goal we value personal responsibility, integrity and inclusiveness as we raise our students to be citizens of the world.

**Organizational Integrity** is essential to the school's well-being. We strive to implement transparent processes. Governing bodies and individuals work in partnership and arrive at decisions through consensus. The reverence inspired by Anthroposophy and world-wide Waldorf education is reflected in the professionalism and collegiality of our staff.

# **The Denver Waldorf School Governance & Administration**

## **The Administration**

The Administrative Staff provides the infrastructure and logistical support for the activities of the school. Kelly Church, Administrative Director, is ultimately accountable for the smooth operation of the school in the areas of finance, enrollment, development, and general operations including building safety and maintenance. The Directors and Support Staff of Administration each play a role in the coordination of these areas. If you have any questions and are not sure who to contact, please call Christa Gustafson, Main Office Manager, x.100, and she will connect you with the proper person.

## **The College of Teachers**

The primary purpose of The College of Teachers is to work with the meditative content given to teachers by Rudolf Steiner. The College is accountable for the pedagogical life of the school, including hiring and evaluation of teachers and curriculum. From this work come practical tasks, referred by committees and/or individuals. For a teacher or staff member to join the College, it is necessary to have been a faculty or staff member for at least one year; to recognize Anthroposophy as the guiding impulse of the school and of one's own inner work; to commit to work at The Denver Waldorf School for the foreseeable future; to be able to work with one's colleagues; to attend the weekly Pedagogical Meetings; and to be ready and willing to take on the responsibility for the school.

The College meets weekly on Wednesday afternoons during the school year.

## **The Board of Trustees**

As a not-for-profit corporation, The Denver Waldorf School Association has a Board of Trustees that is legally responsible for the financial and legal well-being of the school. The Board of Trustees, made up of teachers, parents and community members is responsible for the long-term direction of the business affairs of the school, ensuring proper legal counsel and insurance, approving the annual operating budget and tuition levels, including tuition adjustment; and the purchase and maintenance of school property. The Board of Trustees can have up to eighteen members who are approved by the membership of The Denver Waldorf School Association. Three members represent the College of Teachers and the other members are selected by the Board of Trustees from the membership of the association or from the community at large. There are four *ex officio* members; the Business Director, the Enrollment Director, and the Development Director, plus a recording secretary.

The Board meets monthly. Agenda items are submitted the co-chairs at least ten days prior to the meeting.

## **The Leadership Team**

The Leadership Team, comprised of the Administrative Director and the Chairs of the College, Board, and Faculty, meets bi-weekly. Their major responsibility is to act as a conduit of information among the governing bodies and to set agendas. As they meet and work together they balance responding to urgent needs and overseeing the strategic plan for the future.

## **Committees**

Various committees carry specific responsibilities within the school. Some committees are mandated committees and are accountable to The College of Teachers and The Board of Trustees. These committees include at least one representative from the parent body, one from The College of Teachers and one from The Board of Trustees.

The faculty, staff, and volunteer members of the various committees are available to answer your questions, to listen to what you have to say, and to invite your participation. Please contact them by phone, in person, or in writing. If you wish to join a committee, please contact Kelly Church, x.108.

## General Information (A-Z)

### Attendance

For the safety of the children it is necessary that they all be accounted for every morning. If a child is absent and we have not heard from a parent, we will attempt to contact the parents.

**Early Childhood:** if your child will be absent or late, please leave a message with your child's teacher. Please look for communication from the teachers or consult the Early Childhood Parent Handbook regarding their preferred method of contact.

**Grades 1-8:** if your child will be absent or later than 9:00 a.m., please call the school's Main Office at x.100 before 9:00 a.m. Students in Grades 1 – 8 who arrive after 8:25 a.m. must check in at the Main Office and obtain a late slip before joining his or her class

**High School:** Unscheduled absences should be telephoned in by the parent/guardian to the high school office at x.109 before 7:45 a.m.

Planned absences are discouraged. If you know in advance that your child must miss school, please inform his or her teacher for Early Childhood, the Main Office for Grades 1-8, and the High School Office for the High School. The student is responsible for getting assignments from the teacher before a planned absence. Try to schedule doctor and dentist appointments around school hours.

### If you must pick up your child(ren) during the day prior to dismissal:

**Early Childhood:** a parent/guardian or designated pick up person must sign the student out in the classroom attendance book.

**Grades 1-8:** a parent/guardian or designated pick up person must sign the student out at the Main Office. Children in Grade 8 and younger may not sign themselves out.

**High School:** the student or their parent/guardian must sign the student out at the high school office in addition to informing both the appropriate high faculty and either the High School Coordinator or the Director of Student Services.

### Allergy Aware

At The Denver Waldorf School, we are not "peanut free" or nut free as we can never guarantee that a child will not encounter a peanut, peanut products, or other nuts during the school day, however we are "allergy aware". Some of our classrooms require no peanut or other nut products in lunches and snacks because a child in that class is severely allergic to nuts. In addition, we ask that no peanuts, nuts or nut products be brought to potlucks or other all-school events. Some classrooms may have other restrictions based on the allergies of the students in the class. The Main Office is equipped with latex-free gloves, as we do have children with latex allergies.

### Annual Giving

Invest in Your Child's Changing World!

Here at The Denver Waldorf School tuition does not cover the full cost of educating our children. Help us achieve our annual goal this year by **donating at [denverwaldorf.org](http://denverwaldorf.org)** and click the "Support" tab for details. All donations help us continue to bring you the best education possible, through investing in our teachers, investing in our new home, and investing in your child's ever changing world.

We ask that you **make a donation** that is more than a gesture but less than a sacrifice this school year. As you think about your family giving for 2015, we hope you will keep in mind that this school is where your children spend well over 40% of their waking time. Contributions to our school are tax deductible and eligible for the Colorado Childcare Contribution Credit, provided it is available.

## **Asbestos Management**

Denver Christian Schools actively monitored the building at 2100 S. Pennsylvania Street for asbestos since 1988, conducting three-year inspections and fully complying with asbestos management requirements.

Prior to occupying the building we conducted a full environmental inspection through Bion Environmental Technologies. The results of this work established the basis for our plans to remove asbestos as directed. Our work brings us into compliance with the Federal 1986 Asbestos Hazard Emergency Response Act.

The results of inspections and evaluations have been summarized in an asbestos management plan for the school. The plan is on file in the Facilities Manager's office. You are welcome to review our asbestos management plan at any time during regular business hours. If you desire additional information, please contact Administrative Director, Kelly Church, at extension 108.

## **Behavior**

Students are expected to behave with respect for adults, fellow students and property while at school or any school-related activity. Adults are expected to be a model for this behavior. Expectations for behavior are addressed in the program handbooks for each grade level.

## **Billing Policies**

### Tuition:

Quarterly and Monthly payment plans are billed by and payable to SMART Tuition Services. Several payment options are available through SMART.

One and two payment plans are billed directly by and payable to The Denver Waldorf School. The Denver Waldorf School accepts payments in the form of cash and check only.

### Additional Fees:

Any additional fees, such as sports fees or After Care, are billed directly by and payable to The Denver Waldorf School.

Both SMART and DWS statements are mailed around the middle of the month. Payments are due by the due date detailed on your statement. Late charges may be assessed for payments not received by the due date.

## **Biking to School**

Bike racks are available on campus for families who wish to ride their bikes to school.

## **Building Access**

On school days, the following schedule details how to get in the building.

- Before 8:00 a.m.: the Before Care entrance (off the field) is the only entrance. ECE and HS students as well as parents may enter through this door. Grades 1-8 students must stay on the field until the bell rings. In the case of inclement weather, Grades 1-8 students will be supervised inside.
- After 3:30 p.m.: the After Care entrance is the only entrance. Access the After Care door through the alley off of the north end of the parking lot. Follow signs and ring bell for entry.
- Athletic Events: The athletic entrance is north of the main entrance on the west side of the school. This is the only entrance for athletic events.
- Camps: Camp communication will detail how to get in the building.

- School breaks: the main entrance is not staffed consistently during breaks. Arrangements need to be made with a school employee to get in the building.

## Carpools

We encourage carpooling whenever possible. The school works with *WayToGo.org*, an online carpool arranging service of the Denver Regional Council of Governments. Their matching service is provided free of charge.

## Contact Information

For your child's safety and security, please be sure that Christa Gustafson, our Main Office Manager, has accurate contact information. The office should have current address and home and work phone numbers for all parents/guardians, as well as one or two other contacts in case parents cannot be reached. **If your contact information changes, please advise Brooke Camfield, Registrar, at x 101.**

## Drop-Off / Pick-Up

Please make your plans for drop-off and pick-up based on the needs of your **youngest child first**.

Age of Student	Drop-Off Location
Starflower Nursery	<ul style="list-style-type: none"> <li>• Park in front of the school on 6<sup>th</sup> Ave. or on Adams St. and walk through main entrance of church to classroom to sign your child in. Absolutely no parking in the alleyway or behind the church.</li> </ul>
Preschool-Kindergarten	<ul style="list-style-type: none"> <li>• Park your car in parking lot and walk through main entrance to classroom to sign your child in.</li> <li>• Between 7:30-8:00am, enter through Before Care entrance, South side of building.</li> </ul>
Grades 1 - 8	<ul style="list-style-type: none"> <li>• Park or drop off on Pearl St. or Warren Ave. (on the school side of the street ONLY).</li> <li>• Students go onto the field for supervised play before school.</li> </ul>
High School: Parent/Guardian Drivers	<ul style="list-style-type: none"> <li>• Park or drop off on Pearl St. or Warren Ave. (on the school side of the street ONLY).</li> <li>• Before Care entrance (South side of building) is open at 7:30am.</li> <li>• Main entrance is open at 8:00am.</li> </ul>
High School: Student Drivers	<ul style="list-style-type: none"> <li>• Park in designated High School area of parking lot.</li> <li>• Before Care entrance (South side of building) is open at 7:30am.</li> <li>• Main entrance is open at 8:00am.</li> </ul>

Age of Student	Pick-Up Location
Starflower	<ul style="list-style-type: none"> <li>• Park your car on streets around nursery locations (see Drop-Off) and walk to the classroom to sign your child out.</li> </ul>
Preschool-Kindergarten	<ul style="list-style-type: none"> <li>• Park your car in parking lot and walk to ECE playground or classroom to sign your child out.</li> <li>• Students who remain at 3:10pm will be checked in to After Care. Please pick your child up by 3:15pm from After Care to avoid being charged.</li> </ul>
Grades 1 & 2	<ul style="list-style-type: none"> <li>• Park your car in parking lot and walk to classroom to pick up your child. Towards the end of the school year, your class teacher may opt to dismiss students on the field, in which case s/he will announce that to your class.</li> <li>• Students who remain at 3:10pm will be checked in to After Care. Please pick your child up by 3:15pm from After Care to avoid being charged.</li> </ul>

Grades 3 – 5	<ul style="list-style-type: none"> <li>• Park on Pearl St. (on the school side of the street ONLY). Students will be with teachers on field. If weather is severe the students will be in the Festival Hall.</li> <li>• Teachers will watch for parents/guardians to arrive and will release students to your car.</li> <li>• Students who have permission to walk/bike home must leave before 3:10pm.</li> <li>• Students who remain at 3:10pm will be checked in to After Care. Please pick your child up by 3:15pm from After Care to avoid being charged.</li> </ul>
Grades 6 – 8	<ul style="list-style-type: none"> <li>• Park on Warren Ave. (on the school side of the street ONLY). Students will be with teachers on field. If weather is severe the students will be in the Festival Hall.</li> <li>• Teachers will watch for parents/guardians to arrive and will release students to your car.</li> <li>• Students who have permission to walk/bike home must leave before 3:10pm.</li> <li>• Students who remain at 3:10pm will be checked in to After Care. Please pick your child up by 3:15pm from After Care to avoid being charged.</li> </ul>
High School	<ul style="list-style-type: none"> <li>• High School students may be picked up in front of main entrance on Pennsylvania St.</li> </ul>

### Email Communication

Email allows the school to communicate with parents in a timely and efficient manner. When you provide us your email address on the back to school forms, you will automatically be added to the email list for your child(ren)'s classes, as well as our newsletter and broadcast email list. Please keep us updated regarding any changes to your email information, and please add the email address [communicate@denverwaldorf.org](mailto:communicate@denverwaldorf.org) to your email contacts list to ensure delivery of important school emails.

### Emergency Communications

In case of emergency situations at school, such as evacuations, lockdowns, lockouts or severe weather during the school day, The Denver Waldorf School will send out information via text and voice mail messages to the primary phone numbers provided on the Back to School forms. The school will also send out information via email and update the outgoing voice message when appropriate. Please keep us updated regarding any changes to your contact information.

### Extended Care

Many families have schedules that do not fit the 8:25 a.m. to 3:00 p.m. school day. Dawn Archer is our Extended Care Director providing both Before and After School Care. Dawn and our Extended Care staff provide a safe, comforting, and creative atmosphere where children can play, have fun, complete homework assignments, and rest. All the school policies and expectations for behavior apply to Extended Care. **All people coming to pick up children may be required to give photo ID. This includes parents.**

#### Contacting Extended Care Staff

To leave messages for extended care staff, please use 303-777-0531, ex. 113. Messages are checked daily at 2:30 p.m. If you need to reach After Care staff or get a message to your child between the hours of 2:30 – 6:30 p.m., you may call or text Dawn at 720-837-4933 or Brooke at 303-718-1098. Please only use these cell phone numbers during After Care hours.

#### Before Care

Before Care begins at 7:30 a.m. and lasts until school begins at 8:25 a.m. Kindergarten children are supervised in the Morning Glory Kindergarten room until their teacher arrives to take them to their own classrooms. All other students remain under the supervision of the Before Care providers until the school day begins. Grades children will be outside on most days. If the weather is severe, children will be supervised in the Festival Hall at the discretion of the provider. Children must not be left at school before 7:30 a.m.

#### After Care

After Care begins at 3:10 p.m. and lasts until 6:00 p.m. Please pick up your child before 3:15 for no charge. Drop-in rates without notice are slightly higher. This means if your child is here during After Care, with no prior arrangement, you will be charged the drop-in rate. To make prior arrangements please call Dawn at 303-777-0531, x.113 before 2:00 p.m. if your child is not already pre-registered for that day. If your child is here after 6:00 pm, you will be billed \$1.00 per minute. **Any K-8 student on school grounds after 3:10 pm who is not under direct adult supervision will be signed into After Care and the family will be billed for After Care. Children who are picked up or walking home must leave before 3:10 p.m.**

The entrance to the After Care room is in the short alley between the main entrance and the gym entrance on the west side of the school, off of the north end of the parking lot.

#### Pre-Registration For Ongoing Extended Care

You may pre-register your child for ongoing extended care when you submit his/her back-to-school forms online in August. If your needs change during the school year please contact Dawn Archer, x. 113 to alert her of the change, otherwise you will be billed at the drop-in rate.

#### **Field Trips**

Any trip away from the school, whether by foot, by car, or by public transportation (excluding regularly scheduled walks), is a field trip. Any driver transporting children not their own will be required to supply a copy of a current driver's license, registration and current insurance, as well as signing a pledge to drive without distractions. The Main Office will keep past copies for reference, but due to expiration dates for insurance and registration, a new copy may be needed for each trip. In addition, every driver and chaperone will need to read and sign the Volunteer Driver/Chaperone Information Sheet and a Distracted Driver Pledge for every trip. This sheet reminds drivers and chaperones of their responsibility and the behavior/conduct expected while on a field trip.

It is helpful to the teachers if a parent helps with the gathering and turning in of all the paperwork for field trips. In addition to the above, the Main Office will need:

1. The field trip form (tells where the class is going, which students are going, time of return, etc.)
2. The field trip form back (lists the occupants of each car)

These forms will be copied and distributed to all the drivers so everyone has everyone else's cell phone numbers. Each driver will get a complete set of Back to School forms for the class in case of an emergency, which will be in a sealed envelope to ensure privacy and confidentiality. These envelopes need to be returned to the Main Office after the trip.

Please note: Siblings may not accompany a class on their overnight class trip and school age children may not accompany siblings on day field trips.

There may be additional waivers or forms that need to be completed for certain trips. The class teacher will manage this aspect.

#### **Footwear**

Sturdy footwear is important all year long, every day in an active Waldorf School. Footwear appropriate to weather conditions and active participation in athletics is essential. To keep our classrooms clean, we ask that the students have a pair of indoor shoes to change into. These shoes must also be sturdy, with a sole, and stay on the students' feet (no flip flops or other shoes without backs, including clogs).

#### **Illness**

The Denver Waldorf School partners with CDPHE in order to communicate in a timely and effective manner to the school community regarding any health issues that may arise.

Please keep your child at home when he or she is ill. There are three reasons to keep a child home from school due to illness:



- 1) The child doesn't feel well enough to take part in normal activities, (such as being overly tired, fussy or unable to stop crying)
- 2) The child needs more care than teachers and staff can give and still care for the other children
- 3) The illness is on the exclusion list provided by Children's Hospital (available on our website).

If a child becomes ill at school, parents will be contacted and may be asked to pick up their child.

### **Immunization Records: Information regarding Colorado State Law and Immunization in Schools**

The Denver Waldorf School follows Colorado state law for grades Pre-K through 12<sup>th</sup> Grade. The requirements can be found on the State of Colorado's website.

What this means for The Denver Waldorf School:

The Denver Waldorf School must have on file a current immunization record upon enrollment for every student. For ECE students, these must be updated annually. For Grades and High School students, the school must have a new (current) immunization record upon enrollment and for returning students entering 1<sup>st</sup> Grade, 6<sup>th</sup> Grade, and 10<sup>th</sup> Grade. Our Nurse Consultant from Children's Hospital visits once a month and will review the school's immunization records.

Once a year, The Denver Waldorf School will participate in the Immunization School Survey Assessment. At our school, the Main Office Manager, Christa Gustafson, is responsible for maintaining the school's immunization records, and you will receive reminders when your child(ren)'s immunization records are expiring. Please return a new (current) record promptly. If your child(ren) are personally exempt from immunizations, please return a new (current) immunization record with the exemption portion signed and dated by a parent and the word "all" by the parent's signature.

If your child(ren) have received some immunizations but not all, please return a record reflecting the immunizations they have received and the exemption portion signed and dated by a parent, listing the exempted immunizations. If an immunization is against your religious beliefs, please sign and date a religious exemption. If your child cannot receive an immunization for medical reasons, a physician must sign and date a medical exemption.

The faculty and staff of The Denver Waldorf School do all we can to ensure the safety and health of the children. This includes following Colorado State Law. However, our task is the education of the children entrusted to us for that purpose and we make no claim to being qualified in the realm of medicine. We encourage all parents to consult with their physician about their personal preferences regarding immunization.

Questions? Contact Christa Gustafson, (303) 777-0531 x.100 or [dws@denverwaldorf.org](mailto:dws@denverwaldorf.org).

### **Injuries**

All full time faculty and staff receive training in First Aid, CPR/AED, and Universal Precautions. Parents will be contacted if a student experiences an injury above and beyond a little cut or scrape. Parents will be notified of minor injuries by email. If a student experiences a major injury, parents/guardians will be contacted by phone, and 911 will be called if warranted. If a student experiences a head injury, the parents/guardians will receive a head injury report by email and contacted by phone, and 911 will be called if warranted. All wounds are washed with soap and water, and band aids are applied if needed. Protective gloves are worn when blood is present. Nosebleeds are a frequent occurrence, and parents will be notified if their child experiences a nosebleed that has trouble stopping.

### **Kiosk**

The Kiosk is located in the front lobby. All tuition payments, order forms such as grocery card orders, camp and Extended Care payments, and Annual Giving contributions may be deposited in the Kiosk.

The Kiosk also holds information such as the most recent copy of the school newsletter, Renewal magazines (see Renewal), and various order forms, etc., for parents to pick up at their convenience.

### **Lateness**

When a child arrives late, he or she is being asked to jump onto a moving train. Lateness puts the student at a disadvantage and interrupts the class and the teacher. Every effort should be made to have your child arrive at school on time.

### **Lost & Found**

All personal belongings – clothing, lunch boxes, books, etc. – should be identified with the student's name. There is a general Lost & Found near the front office, and an Early Childhood Lost & Found in the Kindergarten hallway. The Lost & Found area is purged regularly, and items left at the school are donated to charity. For small items (cell phones, keys), please see Christa Gustafson, our Main Office Manager.

### **Messages**

If you wish to contact a teacher, please leave a message in his or her voicemail. Refer to the Faculty and Staff Directory found in the school directory, or you can access the Faculty and Staff Directory through the voicemail system if you call the school main number – simply follow the prompts given by the menu.

Messages for Extended Care can be left with Dawn Archer and the After Care staff at x.113.

### **Non-Discrimination Policy**

The Denver Waldorf School does not discriminate on the basis of age, race, sex, religion, ancestry, national origin, pregnancy, sexual orientation, gender identity, disability, or any other applicable status protected by law in its admissions, tuition adjustment, and educational policies.

### **Nursing Services**

A school nurse has been assigned to our school through the Colorado State Health Department. Our nurse this year is Marisa Beauchaine, BSN, RN, CPN. Marisa will visit the school at least once a month to help us stay in compliance with regulations regarding the health and safety of your children. If your child has a chronic condition such as asthma, serious allergies, or some other health condition, or if you need the school to dispense any medication to your child, Marisa will work with Christa Gustafson, Main Office Manager, regarding putting together a health care plan in conjunction with your physician so the school best knows how to take care of your child.

If your child needs daily medications, vitamins, supplements, homeopathic remedies, etc. on a permanent or temporary basis, such as antibiotics for an infection or pain medication for an injury, that will need to be taken during the school day or on an overnight trip, you and your physician will need to fill out a Medication Administration Permission Form allowing the school to dispense the medications, vitamins, supplements, etc. Please call Christa Gustafson, our Main Office Manager, x.100, if such a situation occurs. The form can be found on our website under the Parents menu.

Please note, our Nurse Consultant will address homeopathic/natural remedies on a case-by-case basis. She may not be able to delegate to The Denver Waldorf School faculty and staff to dispense these remedies, so this will need to be taken into account when considering overnight class trips and scheduling around the school day. If the faculty/staff cannot be delegated for a particular remedy, parents/guardians may be required to give these medications themselves on overnight trips.

**Self-Carry Medications** Children are not permitted to carry medication at school (including over-the-counter medication like Tylenol, etc.) unless you have submitted a Medication Administration Permission Form with the self-carry box checked by the parent(s)/guardian(s) and the child's physician, as well as having the child pass a self-carry test with our Nurse Consultant.

### **Parent-Teacher Conferences**

All parents are expected to participate in conferences with their children's teachers. Appointments for conferences will be made through the teacher. For the 2015-16 school year, conferences will be held by on November 21-24, 2015 and March 19-22, 2016.

### **Parking**

There is absolutely no parking in front of neighbors' houses. There is ample street parking along the school side of Pearl St., Pennsylvania St. and Warren Ave, as well as in our parking lot. Please see Drop Off/Pick Up section for grade-specific guidelines.

Your participation in and cooperation with our parking policies is sincerely appreciated. Please observe street sweeping signs April through November on the side streets and all other parking signs surrounding the school. The city of Denver will give out tickets to cars parked illegally.

### **Portraits and Class Photographs**

For the 2015-2016 school year, Jen Harris of JLH Imaging will take class and individual pictures at the main campus and Starflower.

### **Recess**

Denver Waldorf students go outside in every kind of weather. It is important that they are prepared for the cold (coat, hat, gloves, and boots) and the heat (layers, sunscreen, and hat). When the temperature is extremely cold (20 or below), care will be taken to determine whether the students can go outside. Consideration will be given for wind chill and length of recess time. If it is deemed to be too cold, the students will remain indoors for recess.

### **Release of Children**

Children will be released only to the adults indicated on their pick-up permission form. To add or remove an adult from your child's pick-up permissions, please contact Christa Gustafson, our Main Office Manager, at x. 100. Adults picking up children may be required to show their photo ID if the staff is unfamiliar with them.

### **Renewal**

*Renewal*, A Journal for Waldorf Education is published twice a year by the Association of Waldorf Schools of North America, of which The Denver Waldorf School is a full member. Each family in the school receives a copy by picking one up from the Kiosk outside the Main office.

### **Screen Awareness**

In general our school encourages parents to eliminate or minimize the amount of time that their child is exposed to media and computers at least until Grade 8. We believe that these forms of entertainment have profound negative consequences on child development. Please, **no screen time** in the morning before coming to school.

### **Sign Up Genius**

Many of the volunteer opportunities at DWS are organized through an online site called Sign Up Genius. Parents will need a free Sign Up Genius account. Go to [www.signupgenius.com](http://www.signupgenius.com) to create an account.

### **Snow Days and Extreme Weather Conditions**

Our extreme weather policy calls for a designated faculty or staff person to monitor the weather during times of extreme weather conditions. We will be looking at how the weather affects the safety of our families traveling to school and if the quality of education would be minimized by inclement weather. In making a decision, we take into consideration ice, snow, extreme cold, blowing wind, and road conditions, not just snow accumulation. If it is felt that school should be cancelled, a decision will be made by 6:30 a.m. and local TV stations will be contacted. A message will also be put on the school phone system and website.

We recognize that some of our families live outside of the Denver area and that different areas of the city will be affected uniquely during our winter storms - we encourage our families to use their own good judgment as to whether or not they bring their children to school on inclement weather days.

### **Social Services Notification**

We are legally bound to report to the Department of Social Services and/or our local law enforcement agency any suspected case of child abuse or neglect.

### **Toys, Electronics, and Other Personal Belongings**

Toys, electronics and personal belongings should not be brought to school. Items brought to school without the teacher's permission will be put in a safe place until the parent retrieves them and takes them home.

### **Volunteering**

There are many volunteer opportunities throughout the year. The school needs volunteers for special events like the Holiday Fair and Mayfest, and for classroom needs such as driving for field trips, laundry and grocery shopping. There are always tasks to be done, and if you would like to find out more please contact Matt Woodhull at [woody@denverwaldorf.org](mailto:woody@denverwaldorf.org) or x. 128. Be an inspiration; give your time and talents back to The Denver Waldorf School this year.

### **Website**

The Denver Waldorf School website can be found at [www.denverwaldorf.org](http://www.denverwaldorf.org). The website includes general information about the school including admissions information for people interested in the school. It also includes a Parents tab where families can access information specific to the DWS Community including the most recent issue of the school newsletter and important forms. The Calendar allows you to see the schedule of events online, and to subscribe to the calendar. Click on the Calendar on the home page for more information.

## **The Denver Waldorf School Business Policies**

### **Registration Fees**

All registration fees are non-refundable. Registration fees are payable directly to The Denver Waldorf School (DWS).

### **Dishonored Payments**

A \$30.00 fee will be charged for any returned checks. A \$30.00 fee will be charged for inadequate funds of Automatic Withdrawals.

### **Property Damage**

Parents/Guardians must pay DWS for any damages or loss caused by their child(ren) to DWS or to DWS property. DWS is not responsible for damages to or theft of personal property left on DWS grounds.

### **Medical Liability**

Parents/Guardians must provide DWS with a completed health and immunization form and any necessary student record forms in a timely manner as shall be required by DWS or any duly constituted federal, state, or local authority. Failure to provide health documentation will result in students not being able to attend school. DWS does maintain a Student Accident Policy to assist families with costs incurred for emergency care not covered by the family's own insurance. Parents must file a claim with the school's insurance company within forty-five (45) days of the accident.

### **Conditions Exclusive to Kindergarten**

Families wishing to change their enrollment schedule in Kindergarten must complete the change of enrollment form available in the enrollment office. The fee to change Kindergarten enrollment is \$250.

# Contact Information

## Questions Regarding your Child

We ask that parents first contact the teacher or staff member directly involved or closely associated. If there is still a concern and you need more assistance, the College of Teachers is available to the parents as a resource to help. Please contact the member on the College with whom you feel most comfortable. Parents may also direct concerns to the Administrative Director, Kelly Church, x.108 or [kellychurch@denverwaldorf.org](mailto:kellychurch@denverwaldorf.org).

## Members of the College of Teachers:

Nancy Blanning, x.164

[nancyblanning@denverwaldorf.org](mailto:nancyblanning@denverwaldorf.org)

Kelly Church, x.108

[kellychurch@denverwaldorf.org](mailto:kellychurch@denverwaldorf.org)

Betsy Doyle White, x.176

[betsydoylewhite@denverwaldorf.org](mailto:betsydoylewhite@denverwaldorf.org)

Vernon Dewey, x. 125

[vernondewey@denverwaldorf.org](mailto:vernondewey@denverwaldorf.org)

Lydia Fiser, x. 109

[highschool@denverwaldorf.org](mailto:highschool@denverwaldorf.org)

Darlene Gilchrist, x.193

[darlenegilchrist@denverwaldorf.org](mailto:darlenegilchrist@denverwaldorf.org)

Alice Jordan, x.184

[alicejordan@denverwaldorf.org](mailto:alicejordan@denverwaldorf.org)

Leigh Ann Hill, x.106

[enroll@denverwaldorf.org](mailto:enroll@denverwaldorf.org)

Brianna Kaiser, x. 121

[briannakaiser@denverwaldorf.org](mailto:briannakaiser@denverwaldorf.org)

David Johnson, x.123

[davidjohnson@denverwaldorf.org](mailto:davidjohnson@denverwaldorf.org)

Lori Pucelik, x. 104

[business@denverwaldorf.org](mailto:business@denverwaldorf.org)

Mark Shepard, x.158

[markshepard@denverwaldorf.org](mailto:markshepard@denverwaldorf.org)

Mary Spotts, x.186

Magally Luna, x.159

[magallyluna@denverwaldorf.org](mailto:magallyluna@denverwaldorf.org)

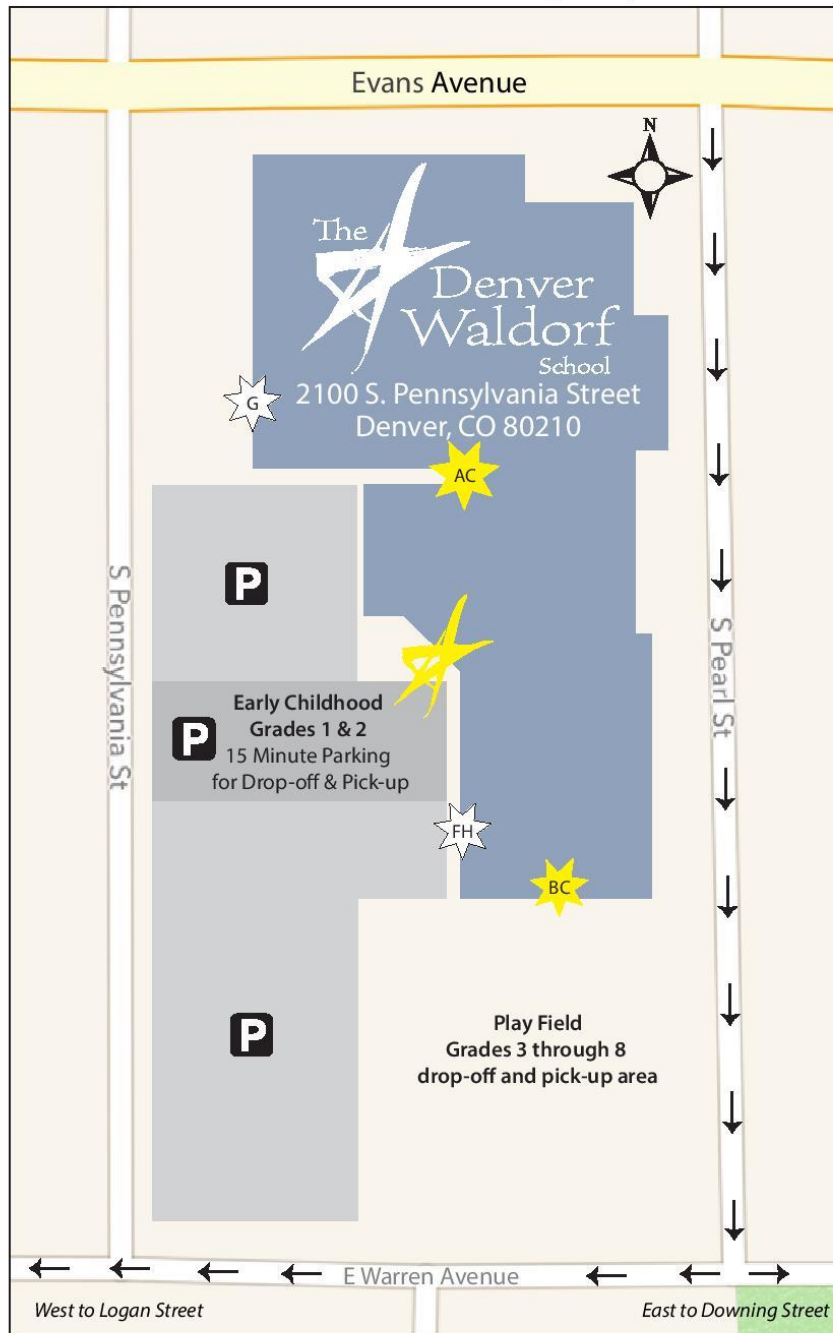
Nancy Taylor, x.103

[nancytaylor@denverwaldorf.org](mailto:nancytaylor@denverwaldorf.org)

## Administration Contact Information

Administrative Title	Name	Email Address	Extension
Administrative Director	Kelly Church	<a href="mailto:kellychurch@denverwaldorf.org">kellychurch@denverwaldorf.org</a>	x.108
Main Office Manager	Christa Gustafson	<a href="mailto:dws@denverwaldorf.org">dws@denverwaldorf.org</a>	x.100
Registrar	Brooke Camfield	<a href="mailto:registrar@denverwaldorf.org">registrar@denverwaldorf.org</a>	x.101
Enrollment Director	Leigh Ann Hill	<a href="mailto:enroll@denverwaldorf.org">enroll@denverwaldorf.org</a>	x.106
Business Director	Lori Pucelik	<a href="mailto:business@denverwaldorf.org">business@denverwaldorf.org</a>	x.104
Development Director	Craig Bond	<a href="mailto:develop@denverwaldorf.org">develop@denverwaldorf.org</a>	x.107
Financial Coordinator	Carolyn Goodman	<a href="mailto:finance@denverwaldorf.org">finance@denverwaldorf.org</a>	x.105
Community Development Coordinator	Matt “Woody” Woodhull	<a href="mailto:woody@denverwaldorf.org">woody@denverwaldorf.org</a>	x.128
Communications Coordinator	Molly Burke	<a href="mailto:communicate@denverwaldorf.org">communicate@denverwaldorf.org</a>	x.103
High School Coordinator	Lydia Fiser	<a href="mailto:highschool@denverwaldorf.org">highschool@denverwaldorf.org</a>	x.109
Facilities Manager	Jay Cunha	<a href="mailto:facilities@denverwaldorf.org">facilities@denverwaldorf.org</a>	x.115
After Care Director	Dawn Archer	<a href="mailto:aftercare@denverwaldorf.org">aftercare@denverwaldorf.org</a>	x.113
Enrichment Program Director	Carla Abate	<a href="mailto:camps@denverwaldorf.org">camps@denverwaldorf.org</a>	x.127

## Traffic Flow & Parking Map



### Entrances

-  Main Entrance
-  Before Care Entrance
-  After Care Entrance
-  Festival Hall Entrance
-  Gym Entrance

### Drop-off & Pick-up Grades 3–8 Students:

#### School Side of Street

*West Side of South Pearl or North Side of Warren Avenue*

**NO PARKING OR DROP-OFF ON:**  
*East Side of Pearl Street,  
 West Side of Pennsylvania Street, or  
 South Side of Warren Avenue*