



Extended Care Program 2016 - 2017 School Year

Parent Handbook of Policies and Procedures

MISSION STATEMENT

The Extended Day Program and After-School Program at the Waldorf School of Pittsburgh are afternoon care programs that provide a harmonious extension of the daily Waldorf curriculum. Through its own rhythm, the program provides children of the school with a nurturing atmosphere incorporating the values integral to the Waldorf philosophy.

DESCRIPTION

Extended Day: 12 – 3 pm: The Extended Day Program, or the Full Day Nursery and Kindergarten Program, is a continuation of your child’s morning and is designed to compliment the Nursery and Kindergarten rhythms. Your child’s teacher and teaching assistant provide an extension of the Nursery and Kindergarten classes, and it is a time in the child’s day when they can process and “digest” the morning’s activities. This time includes lunch (which the children bring from home), peaceful reading and a story, a quiet rest time, and a warm conclusion to the day (typically a short story or drawing time).

After-School: 3 – 6 pm: Our After–School Program begins at 3 pm, and welcomes all ages from Nursery through 8th Grade. This time includes a snack, plenty of outdoor playtime, games and seasonal crafts. If grades children have homework, time may be given for them to work on it.

Our programs are held by dedicated teachers and experienced staff members who seek to create a safe, beautiful and fun experience for your child. Our commitment is to offer your child a continuation of holistic enrichment that compliments their creative energy, and balance of imagination and knowledge consistent with the principles underlying Waldorf Education.

** Our Extended Care Program offers Full Day Care from 8 am – 4 pm on specified in-service days, conference days, and select holidays. Please see our school calendar for more information.*

REGISTRATION

Registration for the Extended Care programs happens at the time the parent completes the initial application for their child’s admission to the WSP in TADS. Early childhood students are **automatically registered** in the Extended Day (12 - 3 pm) Program when parents, who have a choice of a half day or full day, select the Full Day Nursery or Kindergarten, 8 am - 3 pm, option. **(Note: There is no occasional use of Extended Day: 12 - 3 pm.)**

Registration for the After-School Program begins with the selection of After-School use, either as a contracted or occasional use participant, in the After-School section of the WSP application. There is a yearly application/materials fee of \$35 for the After-School program.

Registration in both programs is completed when the three required forms are submitted, more about these below.

If you do not register for these programs at the time you fill out your initial WSP application, you can still register for the programs **as long as there is room**. For the early childhood **Extended Day Program**, contact the Business Manager at business@waldorfpittsburgh.org to inquire about changing from a half day to a full day and updating your contract. If you would like to register your child for **After-School**, email the Extended Care Coordinator at extendedcare@waldorfpittsburgh.org. If your child was in the After-School Program the previous school year, you will receive an email at the beginning of the upcoming year surveying you about continued use of the program.

REQUIRED FORMS

Students using either the Extended Day or the After-School Program must also complete the following forms before using the program:

- Financial Agreement
- Emergency Contact - this must be kept up-to-date and renewed every 6 months
- Health Report - this can be a form already on file from a previous year if within one year of the start date in the program and is to be signed by a physician, if there is not a file on form or it is expired, the form can be submitted up to six weeks after the child's start date in the program

These forms are included in the packet sent by the school during the summer and also available on the WSP website under Life at WSP>Forms and Handbooks. These are mandatory forms required by the state. **Please make sure that if your doctor's office does not fill out the form that the school gave you and generates its own form, that it has the exact same information on it.** Your doctor's office should be familiar with this standard form.

Please submit completed and signed copies of all required forms **before** your child attends the program. There is an Extended Care mailbox in the front office. The Extended Care Coordinator can be reached with questions or concerns at extendedcare@waldorfpittsburgh.org.

ATTENDANCE

Occasional Use:

Occasional Use of the After-School Program is available when there is space. Requests for Occasional Use must be made at least 24 hours in advance by communicating with the Extended Care Coordinator and the Front Office Manager. Occasional Use of the 3-6 pm hours is available for children who are in attendance already during the hours of 12 - 3 pm that day.

Space in the After-School Program is limited. If the After-School Program is at capacity and Occasional Use is requested, a wait list will be started. Parents will be notified by the Extended Care Coordinator or the Front Office Manager if their child is able to attend After-School due to a spot opening up.

Should an emergency arise requiring a family to request Occasional Use without 24 hour notice, parents are to email the Extended Care Coordinator and Front Office Manager with "Emergency Use of ASP" in the subject line. Please note the Extended Care Coordinator will not respond to emails after 6:30 pm or on the weekends.

The Extended Care Coordinator's office hours are 10:30 am – 2:00 pm on Tuesdays and Thursdays. Parents may call [412-441- 5792](tel:412-441-5792), ext. 227 to speak with the Extended Care Coordinator on these days during these times. Otherwise, email the Coordinator or call the Front Office Manager to leave a message.

PICK UP

For pick-up at 3 pm in the Extended Day (Full Day Nursery and Kindergarten) Program, follow your lead teacher's guidelines. For After-School, **please arrive at least 10 minutes prior to the designated end time in order to get your child and collect their things before 6 pm.** If you are late picking up your child, Late Fees do apply (\$1.00 per minute). For After-School 6 pm pick up, ring the doorbell located to the right of the courtyard door. This bell rings throughout the entire building, unlike the doorbell on the left which only buzzes the front desk. We encourage you to arrive between 5:30 and 5:50 pm (or anytime earlier). All doors are locked and the school building is officially closed at 6:00 pm sharp.

Parents must notify the Front Office and Extended Care Coordinator if anyone other than the parent (or the usual caregiver) is picking up the child, even if his or her name is on the Emergency Contact Forms.

SICK POLICY

Children who have been ill must be kept home for a minimum of 24 hours before returning to school to prevent the spread of illness. If a child displays signs of illness such as the ones listed below, they must be picked up from the program.

Please keep your child home when he/she shows signs of any of the following: temperature over 99.6 degrees, rash or other serious skin conditions, sore throat or strep throat, vomiting, diarrhea, upset stomach, chicken pox, measles, mumps, pinkeye, colds with symptoms of dry cough, excessive sneezing, very watery eyes, or any other highly contagious/infectious disease.

Medicines of any type will only be administered by a staff member according to the permissions given in the initial application to the Waldorf School of Pittsburgh and on the Emergency Contact Form. All prescription medication must be in the up-to-date prescription bottle or dispenser and be accompanied by the appropriate forms signed by the parent and a physician. (If these forms are already on file with the school, let the Extended Care Coordinator know.) Contact the Front Office Manager to update permissions.

**** If your child misses school due to an illness, he/she may not attend the Extended Day Program or the After-School Program that day.***

FOOD POLICIES

Extended Day: Full Day Nursery and Kindergarten:

Parents are responsible for sending their child to school with a nutritious lunch every day. Please follow your child's lead teacher's policy in regard to whether nuts are allowed in lunches. Lunches are eaten family style, including a blessing at the beginning and end of the meal. Parents should

pack plenty of proteins, complex carbohydrates, vegetables and fruits. We also ask that children's lunches do not contain chocolate, pudding or Jell-O, soda or other high sugar foods.

After-School Program

The After-School Program provides a snack daily. Snack is served around 3 - 3:30 pm.

REST

The Extended Day Program includes a period of rest after lunch is eaten. Rest is an important part of the day for children of this age range and the caregiver encourages all children to rest quietly without any distractions, sleeping if possible. The resting period typically lasts for approximately 45 minutes. Before or on the first day of attendance, we ask that you send your child with a sleeping blanket (please make it a reasonable size to be rolled up into his/her nap mat, provided by the program). Rest items are washed at the school every two weeks.

PARENT INVOLVEMENT AND PARENT CONFERENCES

We encourage parents to be a part of our program, whether it involves caring for your child's space and classroom, communicating with your child's teacher, or spending time with your child in our After-School Program. It is vital that you inform your teachers of changes in your child's health, sleeping and eating habits, stresses in home-life rhythms, including moving, hospitalization of a sibling or parent, or alterations in a parents' relationship. These changes influence the way in which your child responds to the program and other children in the program. Our teachers can better provide for your child's needs if they are aware of the situation. Any input verbally or written would be greatly appreciated.

SCHOOL CLOSINGS/DELAYS

During extreme weather conditions the school might be closed or delayed. Tune into local TV, radio stations and websites: WPXI, KDKA, or WTAE for announcements. Information about changes to the school's schedule is also available through the school's website (www.waldorfpittsburgh.org). An automatic notification will also be sent to parents' cell phones or emails as a text message or e-mail message through the Campus Wire automatic notification system. Parents sign up for this service in TADS during their initial application to the WSP.

School Closing:

There will be no Extended Care (Extended Day or After-School) on days that the school has been cancelled.

School Delays:

These do not affect the Extended Day or After-School program.

Cancellation of After-School or All Day Care

The After-School Program may be cancelled or shortened if weather that develops after school has already begun for the day becomes severe. Campus Wire will be used to communicate this information. Parents may also receive a phone call from a staff member to notify them of this type of situation and what time their child should be picked up.

On days that school is not in session but All Day Care is offered, if weather jeopardizes the safe arrival of the staff, All Day Care may be cancelled. Parents will receive a Campus Wire notification of such closures.

BEHAVIORAL POLICIES

- We expect children to respect and care for one another, the space and the materials.
- We expect children to respect the rhythm and routine of the day.
- We expect children to do what they are asked with-in their developmental limits.

We understand that children will have to stretch to meet these expectations. We have developed the following procedures for those times when children are unable to meet expectations. They are arranged in order of increasing intervention. It is understood that each situation is unique and that it is the judgment of the teacher and coordinator as to how and when to intervene.

- Teachers will observe and consciously choose to react or step back, as in many ways the group will carry and correct inappropriate behavior.
- Teachers will indicate by look or gesture what is expected.
- The teacher will remove the child from the situation.
- The child will sit and observe the group. Every effort is made to have the child rejoin the group. Activities can be shifted or adjusted to help the child accomplish this.
- Children who are unable to rejoin the group will go to the office if there is someone there, or sit quietly and/or do simple, helpful tasks.

RULES AND GUIDELINES

- We will not tolerate foul language and terms such as “shut up”, “stupid”, and other demeaning expressions, including insults and bathroom language.
- Hitting, biting and other rough play will not be tolerated.
- Follow all classroom rules and limits, whether established by a classroom teacher, subject teacher, or substitute teacher.
- No running in the hallways or classrooms.
- Children should not hang on or otherwise occupy banisters or areas around stairwells.
- Keep hallways and classrooms neat. Hang personal items in cubbies or put in other designated areas.
- Respect personal privacy – only one child may enter a bathroom stall at a time.
- Avoid wastefulness with food. Approach food with respect and gratitude.
- No gum chewing.
- Flip-flops are not permitted. All shoes must have a heel strap.
- In general, all toys are to be left at home. After-School teachers may approve personal items and games on a case-by-case basis.

Teachers will monitor student behavior in the classroom and public areas. For students who fail to abide by these rules, the following actions will be taken:

- The teachers may speak to the student privately, call the student’s parents, meet with the parents (with or without the student present), or send the student home.
- If a student’s behavior is not acceptable and there are repeated serious behavior issues, a mandatory meeting will be scheduled with his/her parents to decide the best course of action to be taken. A failure to meet with the teacher to discuss solutions and requirements may lead to suspension of the child from the program and/or the school.
- It is our hope that parents will work with teachers in mutual support for the well-being of the child in question. If the parents and student are unable to meet requirements to find

working solutions in cooperation with the teacher and school, notice will be given and the student in question will be asked to leave the program and/or the school.

LATE POLICY

Late Arrival: Children who do not attend the morning (8 am - 12 pm) Nursery or Kindergarten day may not attend Full Day without permission from their child's teacher. Children who do not attend Full Day rest may not attend After-School.

Late Pick-up: Rhythm is very important to our day. We encourage prompt pick up. Make sure to call the Front Office before 3 pm to inform the school of a late pick-up. **If you are going to be later than 5:50 pm to pick up your child from After-School, email the Extended Care Coordinator with EMERGENCY: LATE PICK-UP in the subject line to notify the program.** A late fee of \$1.00 per minute will be charged to your account when a child has not been picked up on time.

Our 6 pm pick up time is prompt, as the school closes its doors at 6 pm. Please arrive with plenty of time to pick up your child and his/her things to exit the school by 6 pm. A late fee of \$1 per minute will be charged for a late pick up. Repeated lateness will not be tolerated, and, if necessary, a meeting will be scheduled to resolve the issue.

TUITION POLICIES

The Waldorf School of Pittsburgh is an independent, nonprofit, nonsectarian school established in 1993. Tuition for the Extended Day (Full Day Nursery and Kindergarten) is included in the payment of school tuition and follows the Financial Aid process for the school. We are unable to offer tuition assistance in the After-School Programs. However, parents who are in need of financial assistance for childcare costs can call Child Care Information Services, an independent child care subsidization program, at 412-261-2273 to see if they qualify for help.

For After-School, those who choose a fixed contracted schedule have a reserved space in the program. Those who choose occasional use must request a spot from the Extended Care Coordinator and this is granted while space is available. Payment for both these programs is as follows:

Contracted Use

* 3 – 6 pm: \$18/day

Occasional Use

* 3 – 6 pm: \$20/day

Full Day Care 8 am – 4 pm on specified days

* Half Day: \$25/day

* Full Day: \$45/day

- *Parents are billed separately for Full Day Care days*

Please note that the contracted use fee is charged for all dates contracted whether the child is in attendance or not, including illness and vacation. This is part of the cost of guaranteeing your space. For days when school is not scheduled, you will not be charged.

Billing is through your TADS account. If payment is late, a late fee will be assessed. If payment is more than one week late, the student may not be allowed to use the program until all past due amounts are paid. If a parent wishes for a child to enter the After-School Program after the start of the month, they will be billed as an occasional use student until the next billing cycle begins on the following month, when they will begin being billed as a contracted student.

For Occasional Use/Holidays and Exception Days you will receive a summarized billing statement for the previous months usage (detailing dates and sessions). Different tuition fees apply depending on the date/session of participation.

We look forward to your cooperation and thank you for your timely payments.

NONDISCRIMINATION POLICY

Applicants and students shall not be discriminated against because of race, color, religious creed, handicap, national or ethnic origin or ancestry. All admissions, referrals, services and employment actions are provided without regard to race, sex, color, national origin, ancestry, religious creed, disability, handicap or age. Reasonable physical accommodations and program accessibility shall be afforded, where practicable, to staff or clients with physical disabilities. All discrimination complaints may be filed with the Office of Civil Rights, US Department of Health and Human Services, Bureau of Civil Rights Compliance, Pennsylvania Department of Human Services and/or PA Human Relations Commission.