

## **A COMMUNICATION GUIDE FOR PARENTS 2013-2014**

At Kimberton Waldorf School we value open communications between parents and the school's faculty and administration. In pedagogical matters the first line of communication is with your child's teacher. In the Early Childhood program that would be the lead teacher for your child's class; in the Lower School, your child's class teacher, and in the High School your child's class advisor or academic advisor. Concerns or questions are best brought directly to the teacher involved. All teachers' phone numbers are published in the school directory. You can also call either the Lower/Middle School office or the High School office and be connected to a teacher's voice mail, or leave a message with the secretary. Again, we urge parents to bring their concerns or questions directly to the teacher involved.

If you feel that the issue is not resolved and you need to speak with someone beyond the teacher involved, the next step would be with a member of the Lower School Core Team (for Early Childhood through grade 8) or Upper School Core Team (grades 9-12). The Core Teams are responsible for teacher accountability, evaluation, and mentoring.

Esther Walsh is the Governing Team liaison to the Lower School Core Team and the Lower School Core Team leader. Contact Kay Alexander in the Middle School office (ext. 1) to schedule an appointment. Other Lower School Core Team members are John Holmes and Patricia Blench.

Deborah Merroth-Ahola is the Governing Team liaison to the Upper School Core Team and the Upper School Core Team leader. Contact Kirsten Updike in the High School office (ext. 2) to schedule an appointment. Other Upper School Core Team members are Laura Turner, Dirk Wahanik and Anna Zay.

If you feel the issue is still unresolved, you can bring your concern to the Dean of School or to the Governing Team. Contact Kay Alexander (ext. 1) to set up an appointment, or email [kevinhughes@kimberton.org](mailto:kevinhughes@kimberton.org) or [governingteam@kimberton.org](mailto:governingteam@kimberton.org).

For general questions about the pedagogy and program that are not teacher specific, you can also speak to a member of the Core Teams, or to a member of the Governing Team. Questions about the overall direction and vision of the school can be directed to the Dean of School or a member of the Governing Team.

Questions about finances or other non-pedagogical topics can be brought to the staff. For enrollment questions, please contact Lael Rasch in the Admissions Office (ext. 108). For questions about marketing or outreach, please contact Emily Shaker in Marketing & Outreach. For questions about finances or the school's facilities, or other operations topics, please contact Allyn Weiser, Director of Business Operations. We are currently in a search for a Development Director; questions about fundraising or alumni relations may be directed to Allyn Weiser in the Business Office in the interim.

***Open office hours for Allyn Weiser, Director of Business Operations:*** Mondays, 8:00 a.m. to 12 noon, and Tuesday through Friday, 8:00-9:00 a.m. Allyn is also available at other times by appointment: call extension 123 to schedule an appointment.

For questions about the **Association of Parents**, please contact KWS parents Tom Burlington, Mary Paolone, Liz Precopio or Brendan Tracy.