

**Main Campus (K-12)**

410 West Seven Stars Rd, Phoenixville, PA 19460 (Driving)  
 P.O. Box 350, Kimberton, PA 19442 (Mailing)  
 ph: 610-933-3635  
 f: 610-300-5488  
 admin@kimberton.org; www.kimberton.org

**Rosebud Garden Campus (Parent-Child; Rosebud Garden)**

221 Hickory Grove Rd  
 ph: 610-935-4971

**Program Hours**

**K-12: Arrival Time 7:40-7:55am; Report absence before 8:45am**

K-12 Attendance to: [attendance@kimberton.org](mailto:attendance@kimberton.org) or 610-933-3635 ext. 3

**Rosebud: Arrival Time 8:00am; Report absence before 7:45am**

Rosebud Attendance to: 610-935-4971

Parent/Child Class	1 day a week	9:00am-12:00pm
Rosebud Half-Day	2,3,4 or 5 days a week	8am-12pm
Rosebud Full-Day	2,3,4 or 5 days a week	8am-3pm
Rosebud Extended Day	Registration Required	3-5pm (extra fee)
Kindergarten Half-Day	4 or 5 days a week	8am-12:10pm
Kindergarten Full-Day	4 or 5 days a week	8am-3:15pm
*Grades 1 - 2	Mon - Thurs	8am – 3:15pm
	*Fridays	*8am – 1pm
Friday Grades 1-2	Fridays	1pm-3:15pm
Extended Day	Registration Required	(extra fee)
Grades 3 - 12	Mon - Fri	8am – 3:15pm
K - 6 Aftercare Program	Registration Required	3:15pm-5:30pm (extra fee)

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## **Welcome & Introduction to the Parent Handbook**

Welcome to Kimberton Waldorf School. We look forward to working with you to ensure that your child will benefit fully from what the school has to offer. The purpose of this School Guide is to provide some basic information about school policies and procedures. If you still have questions after reading it, please contact the school office or your child's Class Teacher.

### **Mission**

Our mission is to teach students to be creative and critical thinkers with a strong moral compass. With a developmentally appropriate, experiential and artistic approach to education, we enable the unfolding of each child's unique capacities to meet the world with confidence and a sense of purpose.

### **Core Values**

**We believe in educating the whole child.** We believe in an education that leads to intellectual, emotional and spiritual development. We honor childhood based on a developmentally appropriate curriculum. We believe in educating students creatively out of an understanding of child development and knowledge of how children learn.

**We believe that it takes a community to educate a child.** We believe that a school community, inclusive of students, parents, faculty, staff and alumni is essential for a healthy school. They are in many ways co-creators of our education. We value a diverse school community in which social interactions are guided by kindness and respect.

**We believe in a governance based on professional autonomy and shared collective responsibility.** We believe in a collaborative approach to school governance that is based on transparency and open communication.

**We have respect and reverence for the natural world and embrace our responsibility as stewards.** We value the natural world, the land that we have been blessed to be stewards of, and the many opportunities the land provides for our students to develop appreciation and gratitude.

**We believe we have a social and moral responsibility to strive to make this world a better place.**

### **Governance**

KWS uses a collaborative governance structure made up of: Board of Trustees; Dean of School; Director of Business Operations; Governing Team; Core Teams for the Upper and Lower School. The Dean of School is mandated by the Board, faculty and staff of KWS to carry the management and visionary leadership of the school and is supported in that work by the Governing Team and Core Teams. The Governing Team supports the Dean in the work of the management and leadership of the school as a whole. The Core Teams are responsible for the management of their sections of the school.

### **Accreditation**

**KWS is a founding member of** the Association of Waldorf Schools of North America (AWSNA)

**KWS is a member of:**

Waldorf Early Education Association of North America (WECAN)

Middle States Association of Elementary and Secondary Schools (MSA)

National Association of Independent Schools (NAIS)

Pennsylvania Association of Independent Schools (PAIS)

Association of Delaware Valley Independent Schools (ADVIS)

KWS is accredited by AWSNA, WECAN and the MSA. The re-accreditation process occurs every seven years.

This process includes a self-study, a site visit from the accreditation agencies and final approval for re-accreditation.

## **Waldorf Education & KWS History**

### **Introduction to Waldorf Education**

Waldorf education offers the young person a thorough academic training and a creative approach to learning and thinking. By uniting the arts, humanities and sciences, Waldorf education fosters the development of the whole person by working with the head, the heart, and the hands. It prepares students to enter adulthood with critical thinking skills, creative capacities, social awareness, self-discipline, a lifelong love of learning, and a wonder and reverence for the world.

Kimberton Waldorf School is one of more than 1200 Waldorf schools worldwide.

The first Waldorf school opened in Stuttgart, Germany in 1919. Its pedagogy was founded on the educational insights of Rudolf Steiner (1861-1925), an Austrian philosopher, scientist, artist, educator and founder of the spiritual science Anthroposophy. Today Waldorf teachers throughout the world strive to implement Steiner's ideals in an education which prepares students to meet the challenges of the 21<sup>st</sup> century.

To further the understanding of Waldorf education, a few books are recommended. (See Appendix)

### **A Brief History of Kimberton Waldorf School**

Kimberton Waldorf School was founded in 1941 by Mr. and Mrs. H.A.W. Myrin. Their desire to found a school arose out of their earnest study of the works of Rudolf Steiner. Year by year, Kimberton grew to include classes from nursery/kindergarten through the twelfth grade. The first high school senior class graduated in 1967. Known at its founding as "Kimberton Farms School," the name was changed in 1985 to designate more clearly the educational philosophy upon which the school is based.

### **Anthroposophical Initiatives**

Anthroposophy literally means "wisdom of the human being." It is also defined as "knowledge of the nature of man." Rudolf Steiner used this term in connection with his philosophy and understanding of the human being. He applied this understanding of who we are and how we live on earth to such diverse fields as education, special education, agriculture, medicine, the arts, eurythmy, philosophy, science and history. There are many initiatives in our area arising out of anthroposophical work. They include, but are not limited to:

- Camphill Soltane
- Camphill Special Schools (Beaver Run and Beaver Farm)
- Camphill Village (Kimberton Hills)
- The Christian Community
- Kimberton Clinic and Carah Medical
- Kimberton Waldorf School
- Pennsylvania Eurythmy Ensemble
- Seven Stars Farm & Kimberton CSA Garden
- Steiner Medical & Therapeutic Center

In addition to those listed, there are many other initiatives taken up by individuals or groups. The Southeastern Pennsylvania Branch of the Anthroposophical Society meets regularly. To find out more about the Society or initiatives arising out of anthroposophy, contact Sherry Wildfeuer at 610-935-0302

### **Attendance, Arrival/ Dismissal, & Transportation Etiquette**

#### **Contacting the School**

- Main Office (610-933-3635, ext. 1)
- High School Office (ext. 2)



- There are times of the day when the school office and phone lines are very busy. If you call during school hours and get voicemail, please leave a message, and your call will be returned at the first opportunity.
- **We ask that you keep messages for students to a minimum, and whenever possible leave messages for students to the school by 12:00 noon.** Emergency messages will be handled immediately.

### Office Hours

- 8am-4pm, Mon-Fri during the school year
- Summer Office Hours are 9am-3pm, Mon-Fri. Summer, Holiday and Spring Break Hours may vary depending on staff vacation and availability. Please contact the office or a staff member to make an appointment.

### School Hours

#### Kindergarten – Grade 12: (Arrival Time 7:40-7:55am)

One Hour Delay Arrival 8:40-8:55am

Two Hour Delay Arrival 9:40-9:55am

Kindergarten Half-Day (ages 4-6 years old)	4 or 5 days a week	8am-12:10pm
Kindergarten Full-Day (ages 4-6 years old)	4 or 5 days a week	8am-3:15pm
*Grades 1 - 2	Mon - Thurs	8am – 3:15pm
	*Fridays	*8am – 1pm
Friday Extended Day (Gr 1,2)	Registration Required	1pm-3:15pm (extra fee)
Grades 3 - 12	Mon - Fri	8am – 3:15pm
K - 6 Aftercare Program	Registration Required	3:15-5:30pm (extra fee)

### Attendance & Absences

- **Attendance to: [attendance@kimberton.org](mailto:attendance@kimberton.org) or 610-933-3635 ext. 3**
- **Report absence before 8:45am**
- **Please report to the office if your student will be late or absent**
- Regular attendance is necessary for optimum experience in learning. Each child is an integral part of the whole class, but when your child is ill, please keep him/her home from school.
- It is of the utmost importance that the Office knows the whereabouts of all children at all times each day. Therefore, please advise the office of any planned or unplanned absences by 8:45am (even if you have informed the class teacher). Class teachers take attendance each morning and send their attendance slips to the office. Parents will be contacted each morning that an absence has not been reported to the office by a parent or guardian.
- Excessive absences can jeopardize a student’s learning. Parents may be asked to provide a statement from a doctor for repeated absences due to illness. Total absences of 21 days or more require a faculty/parent conference. In extreme cases, the student’s continued enrollment at the school may need to be reconsidered.
- It is the student's responsibility to get assignments from the teacher in the case of absence.
- Absences are excused for: illness, injury or family emergencies. Travel is excused only with advance teacher approval.

## **Outside Appointments/Early Dismissals**

- Please try to schedule appointments outside of school hours.
- If an appointment is necessary, it is preferred that students do not miss Main Lesson 8:00-10:20am.
- Please notify the office along with your child's teacher of an early dismissal.
- Students must be signed out in the Office before leaving campus.
- For the safety of our students, if a driver leaves their car, the car **MUST** be parked in a parking lot and **NOT** parked in the driveway.

## **Family Vacations**

- We expect that all families will plan vacations within the scheduled holiday break.
- Vacations should not be planned during parent/teacher conference times.
- Important family events such as weddings and funerals are exceptions to the above school policy.
- Occasionally, a trip of educational value can be supported by the school even though class time may be missed. The Class Teacher must be notified of and must approve of such occasion in advance. Please email the Class Teacher while the trip is in the planning phase, requesting that the school's vacation policy be waived due to a special opportunity.

## **Drop Off**

For the safety of our students, parents must park in a parking lot if they intend to get out of their car during drop off time.

## **Arrival & Morning Rhythm**

- Arrival time is 7:40 -7:55 a.m.
- The bell rings at 8:00, signaling the start of the school day.
- Class Teacher greets each student individually and then greets the class as a whole. This is followed by the Morning Verse and a variety of activities designed to help the children prepare for the day's lessons.
- This rhythm is important in establishing a harmonious beginning to the day for the class as a whole.
- Arriving late disrupts this intentional rhythm.

## **Late Arrival**

Students who arrive late must sign in at the office and bring a late slip to their teacher. Excessive tardiness will be brought in conversation between parents and teacher.

## **Dismissal / Pick Up**

We work hard for the safety of each student. Please partner with us to provide adult supervision at all times on campus by following these guidelines.

- All students in Kindergarten through Grade 8 should be picked up or in an after-school program by 3:30pm. Those children not in the above categories must be supervised by a parent or guardian.
- Any student K-Grade 8 not picked up by 3:30 and who is not supervised by a parent/guardian must report to the Aftercare Program in the back of the Lower School Building. Parents will be charged accordingly.
- Any students taking the bus or walking home are to do so directly at dismissal time.

## **Friday Extended Day (Grades 1 & 2)**

- Friday Extended Day runs from 1:00-3:15pm and is available for Grades 1 & 2. Dismissal is at 3:15pm and takes place in the Circle.
- The cost for Friday Extended Day is not included in tuition.
- All students participating in the Friday Extended Day Program must be registered in advance. Drop-ins are allowed only in case of emergency.
- Registration form is found on our website or contact the Business Office (610-933-3635 x128).

### **Aftercare Program (Kindergarten - Grade 6)**

- The Aftercare Program offers supervised care for children in Kindergarten through Grade 6.
- Monday through Friday 3:15-5:30pm.
- Activities include indoor and outdoor activities, free play, homework help and instrument practice.
- Please send your child with a healthy snack for Aftercare.
- The cost for the Aftercare Program is not included in tuition.
- All students participating in the Aftercare Program must be registered in advance. If an emergency arises and you are in need of Aftercare, please call the office.
- Registration form is found on our website or contact the Business Office (610-933-3635 x128).

### **Driving Etiquette & Student Arrival**

- If parents would like to walk their child to class, they must park in a parking lot and follow sidewalks and crosswalks appropriately.
- If parents would like to drop off their child from their car, they may use:
  - The Circle (Parking Lot between the Lower School and the High School Gym buildings)
  - The driveway between the Middle School and Kindergarten buildings.
- Please do not park at any time in the NO PARKING ZONE in front of the kindergarten building.
- If a driver plans to exit their car, they **MUST** be parked in a parking lot.
- Your cooperation in timing your **arrival between 7:40 and 7:55 a.m.** is urgently requested.

### **Circle and Crosswalk**

- The Circle drop-off and pick-up area is the parking lot between the gym and the Lower School. At morning drop-off and afternoon pick-up, a crosswalk duty faculty or staff member will be supervising children and adults crossing the drive. Please drive carefully as you enter this area.
- When approaching the circle, pull **all the way** to the front of the lane designated by a yellow line, so others can drop off students within this area without having to wait too long. Please follow the circle of cars around in line to prevent traffic jams.
- Please have your children leave the car from the passenger side (as the walking area is to the right of the yellow line toward the grass).
- If you need to stop longer than the time it takes to allow your child(ren) to get out, drop them off first at the Circle, and then park the car in the lot in front of the High School.
- **Do not park along the side of the driveway** as it blocks other parents and buses and interferes with the flow of traffic.

### **Parking Lots:**

- **Middle School Parking Lot:** Enter by the covered bridge; lot is closest to Middle School, Administration and Kindergarten buildings
- **Visitor Parking Lot:** Flagpole entrance, then to the left; lot is closest to Seven Stars Rd and is in front of Gym (blue building)

- **Circle:** Flagpole entrance, then straight ahead; lot is between Gym (blue building and Lower School (green building)
- **High School Student Parking Lot:** Flagpole entrance, drive left past the High School (pink building); lot on far west-end.

### **Visitor Parking: When Attending Morning or Afternoon Assemblies:**

**Please do not park in the driveway in front of the High School building. This must be kept free for the buses.** If the Visitor Parking Lot is full, please use the High School Student Parking Lot.

### **Pick-up for Friday Extended Day (Grades 1-2)**

All pick-ups at 1:00 p.m. will be at the top of the walking path to the gym from the upper drive (pull into the flagpole entrance and bear left).

### **Pick-up at 3:15pm**

In the afternoon all car pick-ups are to be made at the Circle or from the Middle School Parking Lot. Traffic from the Circle should continue straight out to exit onto West Seven Stars Road. Any student (K-Grade 8) not picked up by 3:30 and who is not supervised by a parent/guardian must report to the Aftercare Program. Parents will be charged accordingly. Parents are asked to call the office to inform the school if they will be arriving to pick up late.

### **Pick-up at 5pm**

- All sports pick-ups are at the top of the walking path to the gym from the upper drive (pull into the flagpole entrance and bear left; please do not park in the Circle as this space is used by Aftercare).
- Please be prompt.
- Faculty members and/or coaches responsible for the team will stay until the last child is picked up.

### **Changes from Regular Transportation**

Please inform the office by 12:00pm if there is a change in your child's transportation. **If the office receives no notice of a change, we expect travel to be in the usual manner.** For the student's own protection, contact from the child's parent or guardian is the only acceptable means of communicating this information to the school.

### **Busing**

Under Act 372, public school districts must provide "similar" transportation for students who attend a non-public school that is within the district's boundaries or not more than ten miles outside the district boundaries by the nearest public highway.

**Please inform the office by June 1 if your child will be riding the bus or a car rider for the following school year. If you will be moving over the summer, we need to know that as well.** Each summer we provide the school districts that bus to KWS with the names of students attending our school who reside in their district; some districts also require parents to submit a transportation request form. The districts then inform the parents either by mail or public notice in late summer of busing details. Please inform the transportation department of your school district by mid-summer if your child(ren) will not be riding the school bus; this information will assist them in forming their bus routes. Questions about busing for your child go to the office.

## **Guest Bus Riders**

School districts do not allow guest riders who are not enrolled for bus service or who live outside of their districts. It is up to individual school districts if they allow bus riders to switch stops (for example getting off at a friend's stop). If your district allows this, contact from both sets of parents must be sent to the KWS Office in order for students to receive a bus pass. If students do not have a notes/emails sent from a parents/guardians, we cannot write a bus pass here at school.

## **Communication and Community Resources**

Please keep current mailing address, email address and phone numbers updated via the Parent Portal. In addition, please notify the school office of any changes as well.

### **Email**

Email is the primary means of communicating important information with parents. Parents should check email regularly as most of the messages regarding important school information and announcements are communicated via email. We recognize the large amount of emails each of us receives every day. Our goal is to be efficient, relevant and timely with the emails you receive from school.

### **Emailing Individual Faculty and Staff**

- To email faculty or staff: firstinitiallastname@kimberton.org.
- Teachers have limited time and access to computers during the day. If you have an item that cannot wait 24 hours, please contact the Office.
- Any communications of a sensitive or potentially harmful nature DO NOT belong in email form.

### **KWS Website & the Parent Page**

kimberton.org is the home of our KWS Website. It provides a wealth of information for current as well as prospective families. An important location on our website for current families is the Parent Page. The Parent Page is where families will find important school information: KWS Parent Handbook, forms, The Midweek Messenger newsletter, access to the Parent Portal, other needed school details are found on the Parent Page.

### **Parent Portal**

Every parent of an enrolled student has access to a personalized login to the Parent Portal. This Parent Portal is parents' access to the school's database. It is password-protected and contains sensitive material such as the school directory information, class lists, emergency contact and health/medical information, school district/busing information, signing up for parent conferences and more. Each parent has an individual username and password to enter their Parent Portal. The Parent Portal is found on the Parent Page of our school's website.

### **Parent Portal Access Directions**

username: **firstlastname**

password: **Last name & household ID number** (Steiner1234)

If you have changed your password and have forgotten it, please contact the office for assistance.

### **School Announcements & The Midweek Messenger (MWM)**

The Midweek Messenger is emailed to parents most Wednesdays throughout the school year. This is the primary method of sharing news and important updates and announcements with our families. Current and

past issues of The Midweek Messenger are found on the Parent Page of our website. Parents are encouraged to read The Messenger in order to remain updated on important information and the life of our school.

## **Community Gatherings**

Community gatherings and special events are held on our campus throughout the year. Times and dates will be posted on our website and in The Midweek Messenger.

## **Communication Guidelines and Conflict Resolution**

- At Kimberton Waldorf School we value open communication between parents, students, faculty, and administration.
- We believe that while sometimes conversations can be difficult, they are necessary to have so that we can better understand one another, better connect to one another, and better help one another.
- Parents, faculty, staff and students are encouraged to reach out to those individuals with whom they have a question for or concern about.
- You may find faculty, staff and parent contact information in the school directory, which is found in the Parent Portal. The directory is printable. Hard copies are available upon request in the office.
- You can always call the office to leave a message for a particular person or for guidance on where to take your question. 610-933-3635 (ext. 1 Main Office); (ext. 2 High School Office).
- Employment status and personnel matters are considered strictly confidential. Faculty and staff may not discuss or share this confidential information for ethical and legal reasons, and parents are asked to also respect this confidentiality.

### **Who to contact:**

#### **Pedagogical Concerns:**

- We strongly recommend first bringing your concerns or questions directly to the teacher involved. Although it may seem difficult, it is in such conversations that we enable and empower each other to see a larger picture, develop connections, and build trust.
- **Early Childhood Program:** contact the Lead Teacher
- **Lower School (Grades 1-8):** contact the Class or Subject Teacher
- **High School:** contact the Class Advisor, Academic Advisor or Subject Teacher
- All teacher emails and phone extensions are found in the Parent Portal. You can also contact teachers by calling the office.

#### **Who to go to next:**

- Contact the Lower School Core Team (LSCT) or High School Core Team (HSCT), who are responsible for teacher accountability, evaluation and mentoring:
  - [Lower School Core Team](#) (Early Childhood through Grade 8)
  - [High School Core Team](#) (Grades 9-12)
- If the issue is still not resolved, the next step is to bring your concern to either the Dean of School ([dean@kimberton.org](mailto:dean@kimberton.org)) or Governing Team ([governingteam@kimberton.org](mailto:governingteam@kimberton.org)).

### **Contact Listing:**

- **Pedagogy and Program** (Not Teacher Specific):  
Core Team or Governing Team member

- **Overall Direction and Vision of the School:**  
Dean of School: dean@kimberton.org, ext. 110  
Governing Team: governingteam@kimberton.org
- **Finances or Other Non-Pedagogical Topics:**  
Administration/Staff: admin@kimberton.org, ext. 100
- **Admissions & Information on Summer Camp:**  
Admissions Coordinator: admissions@kimberton.org, ext. 108
- **Enrollment:**  
Enrollment Director: enrollment@kimberton.org, ext. 107
- **Marketing or Outreach Activities:**  
Marketing & Outreach: enrollment@kimberton.org, ext. 107
- **Tuition, School Finances, Facilities or other operations topics:**  
Director of Business Operations  
businessoffice@kimberton.org, ext. 128
- **Fundraising or Alumni Relations:**  
Development Director: development@kimberton.org, ext. 109
- **Health Records:**  
Health Records Coordinator: healthrecords@kimberton.org, ext. 121  
healthrecords@kimberton.org, ext. 121

## Meetings, Conferences & Educational Support

### Parent Meetings

Class meetings for parents are regularly held by each teacher (usually on a weekday evening), serving as a forum for discussion of Waldorf curriculum and the classroom experience. These meetings are an opportunity to connect with both the teacher and parents of your child's class. All parents are strongly encouraged to regularly attend these class meetings.

### Parent/Teacher Conferences

Lower School Conferences are held twice during the school year (once in the fall and once in the spring). Conferences provide a structured time for parents to have a conversation about the development and well-being of their child. Parents sign up for conferences via the Parent Portal (found on the Parent Page of our website). Parents may also request a meeting with a special subject teacher and additional conferences with the Class Teacher at any time during the school year.

### Year-End Reports

At the end of the school year, a comprehensive report is written for every student. Input from each of the children's teachers is included. This report is sent home, and a copy is added to the students' educational

files. Year-End Reports include a summary of the year's curriculum and also focus on the individual child's accomplishments and development over the year. Students do not receive letter grades or report cards until the ninth grade.

## **Educational Support Services**

Kimberton Waldorf School is a school for students with typical learning styles, needs, and social/emotional capacities who do not present severe and persistent challenges in these areas. For those students identified as needing extra support, our limited support services include academic support, language arts and speech, partly provided by the Chester County Intermediate Unit and partly by the school. In addition, Therapeutic Eurythmy & Art Therapy are provided during school hours through a teacher referral system and are subject to fees. All support services, with the exception of those provided by the CCIU, are subject to fees. For more information, contact our Academic Support Coordinator, at 610-933-3635 x166.

## **Child Care Committee**

The Child Care Committee is made up of faculty members who have an interest and/or expertise in working with learning needs and therapeutic modalities that will benefit our students. The Committee is consulted around questions of admissions and retention; and in questions of learning needs of children who present significant short or long-term learning or behavioral challenges. The Committee works closely with teachers, making recommendations for supportive measures where appropriate. The Committee may also conduct more in-depth child studies of individual students in response to needs expressed by teachers and/or parents.

## **Care Circle**

The Care Circle is a group of faculty and staff tasked with overseeing the social and emotional health of the school. This group works out of a no-blame approach to conflict resolution and meets monthly to form a place and a process through which questions, issues and concerns of a social nature between, among and surrounding the students can be brought for discussion and resolution. The Care Circle is a resource for student, faculty and parent concerns and is meant to be a group that is both responsive to and proactive in its work surrounding these issues. Concerns may be brought to the group at [carecircle@kimberton.org](mailto:carecircle@kimberton.org).

## **Health & Wellness**

### **Providing Medical & Emergency Information**

Parents must enter essential medical, health, and emergency daytime contact information into the school's Parent Portal database by the first day of school and keep it updated throughout the year. Printed copies of this information are taken on all field trips and to away games (Grades 6 - 12). This information will accompany any injured child who is taken for emergency medical treatment.

### **Please inform the Office and your child's teacher**

- If you keep your child home
- Of any communicable diseases
- If there have been unusual events in your child's life

## **Staying Home**



Children who are well-rested and well-fed are more easily able to participate in classroom activities in a meaningful and successful way. The following are guidelines to know when to keep your child home from school:

- Fatigue/exhaustion
- Pain
- Fever
- Rash
- Headache
- Cold
- Diarrhea
- Vomiting

## **Returning to School**

When returning to school after an illness or not being well please consider these guidelines:

- Fever free for 24hrs
- No sign of illness
- Well rested
- Appetite back to normal
- Energy level back to normal

## **Medications**

If possible, please give your child any needed medication doses at home. The school does not provide over-the-counter medication for students. If any medication must be sent to school, please bring it to the office in **original packaging, in a zip-lock bag with written and signed permission, including explicit directions regarding dispensing directions, dosage, etc.** Students may not keep medication of any kind in their possession during school hours.

## **Health Exams & Screenings (State Mandated)**

Physical and dental examinations are required for certain students (as required by the state of Pennsylvania). It is preferred that these exams be done by your family physician or dentist. **Forms are available on our website and are due to the office before the first day of school.**

### **Physical Exams are required for**

- New Students.
- Kindergarten
- Grade 6
- Grade 11

### **Dental Exams are required for**

- New Students
- Kindergarten
- Grade 3
- Grade 7

### **Screenings**

- Vision Screening - takes place each year for all grades.

- Hearing Screening - takes place each year in Kindergarten and grades 1, 2, 3, 7 and 11.
- Scoliosis Screening- takes place each year in grades 6 & 7.
- These screening are conducted by school nurses from the Owen J. Roberts School District. If results of the vision, hearing or scoliosis screening indicate a concern, a second screening will be scheduled. Parents will be notified of any atypical results of the second screening.

## Immunization Requirements

KWS is required by Pennsylvania law to keep records of immunizations or exemptions for all of our students. We are required to report these records to the Health Department annually. KWS must be updated when required boosters are received according to the child's age. For those families who do not wish for their children to have the required immunizations, Pennsylvania state law allows for a medical or non-medical exemption. If this option is used, children may be excluded from school if any of the immunizable diseases occur within the school. Our Health Records coordinator checks forms to make sure immunizations are up to date. Contact our Health Records Coordinator at [healthrecords@kimberton.org](mailto:healthrecords@kimberton.org).

## Head Lice

Lice outbreaks among school-aged children are inevitable, and it is important to remember that lice do not carry disease and have nothing to do with hygiene. We strive to handle outbreaks in a manner that is considerate and respectful of the students and families affected, while at the same time being diligent in taking steps to eliminate any and all active cases.

We ask parents to take primary responsibility for periodic routine head checks at home, and to notify the school if lice are discovered. An informational hand-out that offers treatment alternatives to over-the-counter pesticides is available from the school office.

A student may return to school after treatment and after the child is believed to be nit-free; daily head checks at home must continue for three weeks. Parents in a particular class will be notified of an active case of head lice and will be asked to do daily checks at home for three weeks. The Class Teacher may choose to do head checks for all students at school as well.

## Lunch, Snacks and Nutrition

- We encourage a healthy diet for all of our students as the quality of a child's diet affects his or her ability to participate in school.
- Students are encouraged to bring a nutritious snack from home for morning recess and also if staying for Aftercare.
- Gum, candy and sodas are not allowed on campus.
- **Food For Thought** (our organic lunch program) offers wholesome lunches. The FFT Menu is available in the Office and is published on the KWS Parent HUB page of our school's website.
- Click [here](#) for more details to purchase lunch or contact the Food For Thought manager at 610-933-3635 x133 or [foodforthought@kimberton.org](mailto:foodforthought@kimberton.org).
- Food for Thought provides organic snacks for purchase after school.
- **Food For Thought policy on serving students or adults with serious reactions to food:** Food For Thought cannot serve anyone who has a serious reaction to food. Serious reactions include being Celiac, needing an epi-pen after ingesting certain foods, or any life-threatening allergy or reaction from food. It is up to the Kitchen Manager's discretion whether someone can be served or not.

## Dress Guidelines

Clothing choices in the Lower and Middle School should support learning and foster a sense of healthy respect for our school community. Clothing and hair should be neat, clean and not distracting. Please ensure that clothing is warm enough for outdoor play. Your child's teacher may have additional guidelines for their class; please speak with them for specific standards.

### **Daily Dress Code**

- Hair should be a natural hair color and worn out of the eyes.
- Shoes must be worn at all times. Socks must also be worn in cold weather. Shoes should be sturdy, supportive of the feet, stay securely on the feet, and must have closed toes (no flip-flops). Closed-toe shoes are mandatory for participation in Woodwork and Gardening classes. Non-marking soles are required for Physical Education classes.
- Rubber boots are needed for wet weather and for walking in tall grass to deter ticks.

Students may not wear the following:

- Athletic clothing or sweatpants (unless during gym class)
- Clothing with pictures and writing (except for "Kimberton")
- Hats, caps or coats in class
- Spaghetti straps, revealing tops, short tops that expose the midriff, including shirts that expose the belly when arms are extended for Eurythmy or other lessons.
- Pants and shirts that expose undergarments (including straps)
- In very warm weather, students may wear t-shirts or sleeveless tops and shorts (no cut-offs or athletic shorts)

### **Festive Dress**

- Days on which Festive Dress is required are marked on the school calendar.
- On these days, students are expected to wear long pants – not jeans – paired with a collared shirt or a blouse.
- Girls may wear a skirt or a dress.
- T-shirts are not considered festive dress. In Grades 5-8 dress shoes are required (no sneakers).
- Students lacking appropriate festive attire on these days will be asked to change into appropriate clothing supplied by the Class Teacher.

### **Candlelight Sing Dress (Grades 5-12)**

- Students must wear white (pure white) dress tops & black; dark gray or navy-blue dress pants or skirt; and dark dress shoes.

### **Spring Concert Dress**

- Students may wear festive dress.

### **P.E. Dress (Grades 7 and 8)**

- Solid color athletic shorts or sweatpants (no cut-offs),
- solid color T-shirt or sweatshirt,
- socks,
- non-marking athletic shoes.
- After each class, the students should change back to their school clothes.
- If a student has chosen to wear a T-shirt to school, (s)he will need a different T-shirt for P.E.

- Students are expected to keep the locker room and their gym clothes neat and clean.

## Shoes for P.E. Classes (All Grades)

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- In order to spare the gym floor excessive wear and tear, **students in all grades** are required to have an extra pair of “indoor” shoes at school for Games/Physical Education classes. These may be inexpensive canvas shoes with rubber soles.

## Campus Spaces

### Space Use

All events and activities requiring school space and grounds must obtain prior approval. Rental fees may apply. To inquire about using KWS space, please go to the COMMUNITY section of our website and click on SPACE USE. For questions, please contact the office.

## Library Services

There are student libraries located in the High School and the Middle School Buildings. These libraries are open during school hours.

### Borrowing Books

There are no library fines for overdue books. If a book is lost, we ask parents to replace the book or send in the cost of the book. Some reference books may be taken out for classroom use, but they must be signed out at the library desk. Special reference books, which are valuable and irreplaceable, are not to be removed from the library. These special books are marked with special labels. Books may be reserved in advance by speaking with the librarian.

### The Morningstar/Parent Library

Located in the Kindergarten hallway, this collection of Waldorf Education books may be checked out by parents.

## Seven Stars Shop

The Seven Stars Shop offers unique toys, books, art supplies, and gifts for sale. The children's books and toys are especially selected to encourage imaginative play, artistic development, and appreciation for the natural world. The store also carries greeting cards, handcrafted items, and gifts for all ages. The selection of items in the store reflects the changing seasons and festivals of the year. There are also a variety of books on Waldorf education, child development, natural parenting, and Rudolf Steiner's philosophy. Shopping at the school store is a wonderful way to support Kimberton Waldorf School!

The Seven Stars Shop Hours: dependent on volunteer support: Goal is to be open Mon, Tues, Wed, Thurs 2:45-3:45 & Friday during Coffee Cart.

Shop Location: HS Gym Lobby

sevenstarshop@yahoo.com (hint: there are two **ss** in sevenstarshop)

## Lost and Found

All clothing and equipment should be labeled with the student's name. Unmarked articles found at school are turned in to one of the offices or placed in one of the Lost & Found bins: High School gym and Lower School hallway. Periodically, lost and found items will be displayed in the foyer of the High School gym. Unclaimed clothing will be donated.

## Playground

- All children must be supervised by parents or a responsible adult during non-school hours and during events on our campus.
- When children are dismissed from school before 3:15pm, they must be supervised by parents or a responsible adult.
- Once dismissed from school, children should not play in sight of students who are still in custody of school faculty and/or staff.

## Visiting and Volunteering

There are many ways parents may become active in supporting the school, including volunteering in the school lunch program, chaperoning class field trips, and serving on various school committees. We greatly value the support from our parent volunteers, but we must comply with state legislation. Parents may volunteer at school or chaperone field trips when copies of the clearances below are on file in the Business Office. **Clearances are good for five years, but they must be filed yearly with the Business Office.**

- PA Department of Human Services Child Abuse History Check - Application may be obtained online at <https://www.compass.state.pa.us/cwis/Public/Home>
- PA State Police Criminal History Check - Application may be obtained from the State Police at <https://epatch.state.pa.us/Home.jsp>.
- If you have **lived in** the commonwealth of Pennsylvania within the last 10 years: a waiver of FBI Federal Criminal History Fingerprint Record Check is sufficient. [Click here for the waiver.](#)
- If you have **lived outside** the commonwealth of Pennsylvania within the last 10 years, please register for your FBI Federal Clearance online here: <https://uenroll.identogo.com/>. Scroll to the bottom of the page and click on [FBI History Check](#). Next click [Schedule or Manage Appointment](#). Complete the application and schedule a time to complete your fingerprints. Submit a copy of the certificate to the KWS Business Office once you have received it.
- A copy of your Driver's License is required and must be submitted to the Business Office if you will be driving KWS students.
- Please email [businessoffice@kimberton.org](mailto:businessoffice@kimberton.org) or drop off clearances to the Business Office.

## Tuition and Enrollment

### Enrollment

A student is not considered enrolled until all completed enrollment materials have been received by the enrollment or business offices. Correspondence from the main offices, class teachers, sports coaches etc. may be withheld or limited until a student is fully enrolled.

### Re-enrollment

Re-enrollment agreements for the following year will be issued in March and will be due within 30 days. Re-enrollment contracts not received by June 1 may result in summer correspondence being suspended.

### Tuition Payments

Tuition may be paid through any one of three payment plans:

1. Full amount (due July 1)
2. Two payments (due July 1 & January 1)
3. Ten monthly payments (due July - April)

### Fees

- Depending upon the grade your child is entering, there may be additional costs connected to class trips, field trips, and/or the purchase of a Choroí flute.
- The Friday Extended Day (Gr 1-2) and Aftercare (K-6) are not included in tuition. These are separate programs with their own registration and payment process.
- The school reserves the right to withhold final reports and diplomas from those students whose full financial responsibilities have not been met.

### **Musical Lesson Costs, Instrument Rentals**

We encourage all students involved in the school instrumental groups to take private lessons. Lessons help to facilitate a child's musical education and build playing skills, which in turn helps the students to more adequately support the group in which they play. Instrument rental is arranged privately, with assistance from the school as needed. Parents will be billed for music instruction books, which are not included in the lesson fee. If a student misses a lesson due to absence or illness, there **will not** be a charge. If a student misses a lesson due to the teacher's absence, there **will not** be a charge. If a student forgets or simply does not show up for a lesson, there **will be** a charge.

#### **Musical Lessons Grades 4-8**

Students in Grades 4-8 are required to play an orchestra instrument. One weekly instrument lesson at school for 26 weeks of the school year is included in the tuition of students in these grades.

#### **Musical Lessons Grades 9-12**

Students in grades 9-12 have the option of taking an instrument lesson at school; parents are responsible for the cost of the lessons, however the school will act as a billing intermediary.

### **Student Medical Insurance**

Student Medical and Accident Insurance is mandatory for each student. The cost is included in the tuition fee. Claims for injuries at school must first be submitted to the family's insurance carrier. Any medical expenses not covered by the family's insurance may then be submitted to the school's carrier. Contact the Business Office for more information.

### **Tuition Assistance**

Kimberton Waldorf School's Tuition Assistance program is a school-funded, need-based program. Tuition Assistance is awarded on an annual basis and must be reapplied for each year. In determining financial need, the Tuition Assistance Committee makes use of the School & Student Service (SSS) for Financial Aid application, operated by the National Association of Independent Schools (NAIS). The school's Tuition Assistance Committee works with guidelines approved by our Board of Trustees and demonstration of need, as assessed by this application, to work to balance family need and the school's limited resources. Tuition Assistance is one of the largest expenses on the school's budget each year. Several factors impact a family's eligibility for tuition assistance including income, number of children enrolled in tuition schools, and grade level. Parents must complete the online tuition assistance application at <https://sssbynais.force.com/familyportal/familylogin> by February 15th of each year.

### **Annual Festivals, Celebrations and Special Events**

Waldorf education works closely with the natural rhythms of the day, the week, the season and the year. One way these rhythms are followed is through the celebration of festivals. Living closely with the steady, repeating cycle of the year gives children strength, confidence and a foundation on which to stand. Festival celebrations help create our relationship to time, nature, and community. They can help us relate to the earth, to a higher reality, and to other human beings.

*For the safety of the children and school property, parent supervision is required at all times during after-school and weekend events. Check the Midweek Messenger and school calendar for dates, times and more details.*

**Rose Ceremony** (September)

During the first week of school, seniors welcome each first grader with a rose. This is an all-school assembly celebration.

**Michaelmas** (September)

Michaelmas comes just past the fall equinox and is an in-school celebration. The children learn the story of the unconquered hero, St. Michael, who vanquishes the Dragon. This annual festival symbolizes our search for inner courage to overcome the growing darkness of the coming winter.

**Dia de Muertos** (November)

Students may bring photos for the traditional altar to honor loved ones who have died. Grades 1-12 celebrate this Mexican tradition by singing songs and eating pan (bread).

**Lantern Walks** (November)

Rosebud Garden, Kindergarten and First Grade walk their own lantern walk while sharing lantern songs. Often, this tradition is coupled with a pot luck gathering.

**Grandparents and Special Friends Day** (November)

This is a special day for grandparents and special friends to visit KWS, attend a special assembly and visit classrooms.

**Advent Spiral Gardens** (December)

In a darkened room, first and second grade students walk the spiral path of evergreen branches to light their candle with the candle in the center of the garden. They each, one at a time, place their light somewhere along their way out of the path... "bringing light from the Center to the World," this winter ceremony happens on the first Sunday of Advent.

**Advent Assemblies** (December)

Each Monday morning in December, the entire school gathers together to sing and hear an Advent story told by a senior.

**St. Nicholas Day** (December)

On December 6, St. Nicholas and Rupert surprise grades 1-4 with a treat and a personal message for each student.

**KWS Craft Show** (December)

Eagerly anticipated by the KWS community and the greater community, this annual juried craft show raises money for the J. Terry Neville Scholarship Fund (emergency scholarship fund for current families experiencing a financial crisis) and features handmade crafts by juried craftspeople, a tea room with student musical performances, children's activities, and homemade meals each day. Friday night is for adults only, and Saturday is family friendly.

**Santa Lucia Day** (December)

This day is about giving to others- Santa Lucia and the Second Grade visit all the other classes, bringing songs and baked treats.

**Candlelight Sing** (December)

This is a time honored holiday choral concert performed by grades 5-12.

**Martin Luther King, Jr. Day** (January)

KWS celebrates the life and work of Dr. Martin Luther King, Jr. with an all-school assembly in the morning and speakers and diversity-focused workshops for grades 8-12 in the afternoon.

**Bantam Basketball Tournament** (January)

Bantam Boys' and Girls' teams from East Coast Waldorf schools travel to Green Meadow Waldorf School in Spring Valley, NY for two days of exciting tournament games.

**Varsity Basketball Tournament** (February)

Varsity Boys' and Girls' teams from several Waldorf schools travel to KWS for two days of exciting tournament games.

**KWS Spring Benefit** (April)

This is our largest fundraising event of the year where over 200 parents, alumni, and friends of the school together raise money for our Annual Fund and Scholarship support. The Annual Fund provides a range of educational programs and services that would otherwise remain beyond our reach.

**Spring Concerts**

Two concerts are traditionally performed in the spring to showcase our students' instrumental and vocal work throughout the year. Grades 7-12 perform together for one performance, and grades 4-6 perform in another.

**May Faire** (May)

This festival honors the turning of the seasons from darkness to light. A Saturday celebration full of fun and family activities, this day includes dance and song around the May Pole, boat races, crafts and food.

**Greek Pentathlon** (May)

Students in the fifth grade from five regional Waldorf schools join our fifth graders here at KWS to compete in the Greek Olympics.

**Field Day** (May)

Grades 3-12 are divided into two teams (Blue and White) and compete in athletic contests, including a final Grand Relay. Spectators are welcome.

**Graduation Rose Ceremony** (June)

The first graders present each graduating senior with a rose and good wishes for the future. This all-school assembly is celebrated on the last day of school.

**Curriculum Assemblies** (throughout the year)

In addition to the festivals and events above, curriculum assemblies are held throughout the school year in the High School Gym. All are welcome to come and see our classrooms' work and performances. Festive dress is required for students. Check the Midweek Messenger and school calendar for dates and times.



## Interscholastic Sports

Our athletic program emphasizes physical fitness, skills development, participation and sportsmanship. Interscholastic sports provide an opportunity to meet and interact with students from other schools. Athletics can help develop school pride and spirit.

Participating in sports is a privilege that is earned by keeping up with school work. Students who fall behind in their work may lose the privilege of playing in a game, at the discretion of the Class Teacher. **Students are not permitted to participate in sports practice or games on any day they are absent from school.**

### Fall Sports

Co-ed Soccer Gr 6-12

Co-ed Cross Country Gr 6-12

Girls' Tennis Gr 6-12

Girls' Volleyball Gr 8-12

### Winter Sports

Girls' Bantam Basketball Gr 5-8

Boys' Bantam Basketball Gr 5-8

Girls' Varsity Basketball Gr 9-12

Boys' Varsity Basketball Gr 9-12

### Spring Sports

Boys' Tennis Gr 6-12

Girls' Lacrosse Gr 6-12

Co-ed Track Gr 6-12

**Grade 6:** Sixth graders attend away games (only two or three at a time on a rotating basis). If needed, and with the Class Teacher's permission, additional team members may be invited to participate in away games if team attendance is low.

**Grades 7 & 8 (Bantam):** Seventh and eighth graders may participate in the Bantam Interscholastic Sports Program. Practices are generally three afternoons a week, 3:30 to 5:00 p.m. Away games usually require early dismissal and involve a later return time.

## Games

Schedules are published at the beginning of each sport season. Parents may receive automated text messages with timely updates regarding last minute game or practice cancelations. *Please keep the office updated with any contact information changes.* Special tournaments include the Bantam Basketball Tournament (hosted by Green Meadow Waldorf School in January) and the Varsity Basketball Tournament (hosted by KWS in February).

### Supervision During Games and Events

Spectators at home games are welcome and encouraged. For the safety of the children and school property, and to ensure appropriate behavior in the gym and on the field, students in grades six and younger, who are not team members, must be actively supervised at all times by an adult. Supervision during games is the responsibility of parents or an adult designated by the parents.

## Music Program

### Musical Instrument Lessons

- Students in Grades 4-8 are required to play an orchestra instrument. One weekly instrument lesson at school for 26 weeks of the school year is included in the tuition of students in these grades.
- Students in grades 9-12 have the option of taking an instrument lesson at school; parents are responsible for the cost of the lessons, however the school will act as a billing intermediary.
- We encourage all students involved in the school instrumental groups to take private lessons. Lessons help to facilitate a child's musical education and build playing skills, which in turn help the students to more adequately support the group in which they play.
- Instrument rental is arranged privately, with assistance from the school as needed.
- Parents will be billed for music instruction books, which are not included in the lesson fee.
- If a student misses a lesson due to absence or illness, there **will not** be a charge. If a student misses a lesson due to the teacher's absence, there **will not** be a charge. If a student forgets or simply does not show up for a lesson, there **will be** a charge.

## Media and Technology

Please read this section carefully to be familiar with our policies and understand what they are based on.

### Media Use as an Ongoing Topic of Discussion

We invite parents to engage with us in an ongoing conversation as together we guide the young people in our care through their early years of development in a world increasingly driven by technology. Some questions to consider:

- When and where is media useful and when and where is it a hindrance in the lives of developing young people?
- When children engage in the use of electronic media, what is displaced in their lives and what impact does that have on their growth and development?
- How do the actions of a few children or families impact the larger community, whether speaking of a class or of the wider school community?
- How can we cultivate the participation of our community members in positive and real-life alternatives to an electronic lifestyle?
- What are the long-term effects of media use? Do we fully understand the effect of media on all of our lives? How is the use of and effect of media different at different stages of development?
- What are the risks of interacting with others through virtual realities?

In our discussions, we are considering electronic media to be anything that draws attention into a time or place not rooted in the "here and now." Examples are television, videos, DVDs, computers, video games, audio equipment, and mobile phones that can act as any of the above.

The following policy is intended as a guide. It is our best determination of what we believe is supportive to the children for their healthy growth and development. We understand that even for parents who are in agreement with this policy, it can be challenging in our current culture to limit and monitor the use of electronic media in all of its forms. Please keep in mind, however, that the choices that you make for your family do have an influence on the classroom community. We hope that each family will strive for positive changes, and we encourage parents to connect with other families for ideas. We

invite you to discuss the media policy with us. The technological world is full of valuable tools that many of us use, and we want our children to learn to use them appropriately. However, in our culture, they are often used earlier and more frequently than is helpful or appropriate for the development of the children.

### Overview of Child Development and the Virtual World

Childhood is a fundamental time of growth and development. We believe that growth and development are best served when a child is immersed in reality – in real life. Real and meaningful experiences in the real world with real people are the building blocks of a healthy body and mind and society. Virtual reality, which surrounds us in so many forms, can only best be used safely and appropriately when a person has experienced “real life,” and has the ability and maturity to discern how technology can best be employed to enhance experiences and not replace them. Every moment that a young person spends entertained at a screen is a moment that s/he is not engaged in developing some other potentially beneficial activity: large and small motor skills, physical fitness, social skills like those developed at family meals and during conversations, and hobbies such as reading, writing, music and crafts.

Our experience has shown that children who are free of electronic media during their formative years maintain their sense of awe and wonder. They are more likely to have richer imaginations, stronger and more active bodies, more capable hands, and more inquisitive minds. There is a growing body of physiological and sociological research that suggests that early or excessive exposure to electronic media may be associated with a number of potential health issues, social difficulties and educational concerns.

Media also works at cross-purposes with one of the aims of Waldorf Education, which is to help develop within the child the ability to create inner pictures and imaginations associated with daily stories and activities they encounter during the school day and within themselves. Creativity and the capacity for future problem-solving, compassion and an understanding and empathy for others, and an ability to act with strength and conviction in the world are all abilities and skills that require exercise and nurture in daily life.

Current research in the fields of child development and health suggest the following:

- Attention deficit disorders and other learning difficulties can be exaggerated by the use of media.
- The powers of imagination, creativity and wonder are adversely affected by the use of media.
- Young children are by nature “doers.” Quite apart from the content of the electronic media, media exposes children to an artificial world that allows no engagement of their own will and imagination. This evokes unnatural responses in a child’s whole being and we believe adversely affects human development.
- Heavy media users tend to have greater levels of fear, and have more stereotypical ideas about race, gender, sexual orientation, age, violence, sexuality and body image.
- Children tend to imitate content, not process intellectual messages, no matter how positively those messages are portrayed. Violence, sarcastic humor, and/or adolescent attitudes are readily remembered and imitated.
- Heavy exposure to media has been associated with various eye and vision problems, and subsequent reading difficulties. The light from screens can disrupt circadian rhythms and affect the quality and quantity of sleep.
- Childhood obesity has been very clearly linked to media use. This is believed to be a result of inactivity – staring at a screen is metabolically akin to sleeping. Commercials are also heavily represented by the marketing to children of sugary and fast foods, as well as a consumer mentality.

### What is at Stake for our Children's Health?

Debates over the value, or perils, of the electronic lifestyle often overlook a simple fact: every moment that a young child spends at the screen is a moment that s/he is not doing some other typical childhood activity. It's a moment that is not spent playing, running, jumping, singing, exploring in nature, interacting with friends and family, playing an instrument, or sewing a doll. Important life-skills aren't acquired; a basic sense of real-life cause and effect is absent. Also lost is an element of struggle. Children who are able to work through "boredom" and other obstacles will develop an ability to persevere when facing challenges, which leads them to achieve success. This fact has very important implications for education through every stage of life. Real creativity and satisfaction are born out of struggle.

Childhood is a precious time and must be protected. Developmentally appropriate, experientially-based activities and real social interactions are essential to an individual's long-term health, happiness and success. Arguably, displaced life experience constitutes the greatest hazard of the electronic lifestyle in childhood. Endless debates about "appropriate" content miss this point.

### Why Eliminate Screens? Why Not Take a More "Moderate" Approach?

Even an apparently "moderate" half-hour of television per day, or one or two movies per week, quickly add up to many hundreds of hours of lost time in a young child's life. Imagine what you could do with an extra 200 hours per year of spare time to pursue your interests. For a child that is a huge loss. It is also worth noting that parents who have removed electronic media from the environment of their young children find family life to be easier in the long run. There is less conflict about media, and most children quickly develop excellent self-entertaining skills. These are vitally important qualities that every young person should be encouraged to develop. True resilience is born out of this kind of resourcefulness.

It is important to note that we are not opposed to technology. We are simply concerned about its potential negative impact on the developing young child. Challenges abound – families with children of varying ages, parents whose employment is from home and/or involves the use of computers, the versatility and ease of use of personal devices...the list can go on. We believe that it is important to be conscious about media use within a family, recognizing that what might be appropriate for one family member is not appropriate for another. How each family addresses this may vary, but how can we encourage each other to think purposefully and consciously about our choices, and about the choices we make for our children?

### Grades 1 through 4:

We believe that it is best for students of this age to have no regular, intentional exposure to electronic media of any kind. While we recognize the difficulties many parents encounter in eliminating media from their children's lives, we would like to work together to minimize, if not eliminate, the young child's interaction with screens of any form.

### Grades 5 through 8:

During these years some families may decide to phase in carefully chosen movies and recorded music. If families do take this step, we ask that they refrain from using electronic entertainment on school nights, and to continue to limit its use in general. If children are visiting, it is respectful for the hosts to inform visitors' families about any proposed use of media during the visit.

Personal listening devices: These devices are socially isolating. Headphone/earbud-based devices are not permitted on the Kimberton campus, or on any school outings or events.

Electronic screens (computers, tablets, phones, video games): Our intention in the Waldorf School is to bring the world to the child in a way and at a time that is appropriate to the child's development. The

very nature of the computer works at cross-purposes and can actually undermine the kind of imagination, physical development and social awareness that we are trying to develop and foster. As with television, we ask that students not use computers or play video games during the school week, and that their use be limited in general.

Social media: Students in the upper grades are developing their social skills. This is best done face-to-face. We ask that families postpone student access to social networking sites until High School.

E-mail, texting, IM: E-mailing, texting and instant messaging by nature are superficial, with a removed and unaccountable quality to the communications, which can easily go awry. Consequently, there is the very real possibility for deep negative effects on the social fabric of a class. This method of communication should be delayed until a certain level of maturity and ability to exercise judgment is achieved.

#### Grades 9 through 12:

The High School Handbook covers the media policy for this age level. In general, we ask that media used by our high school students serve primarily as a supportive tool, with good habits and self-discipline as goals, supported by active parental guidance. Useful skills such as keyboarding, word processing, and research efforts should be emphasized.

### **Cell Phone Policy for Lower and Middle School Students**

Students in the Lower School and Middle School should not bring cell phones to school unless they are required for an important logistical reason (e.g. the child rides the bus and needs to communicate with a parent after school). Any child who needs to make an emergency call during the school day can get permission from Faculty or Staff to use a school phone. Any parent who has an urgent need to reach a child during school should call the Office.

If you do believe that it is necessary for your child to carry a cell phone, then we ask you to please follow these guidelines:

1. Inform your child's Class Teacher that your child is carrying a cell phone.
2. Instruct your child that the phone is to be turned off and inside his/her school bag. It is not to be used on school premises.
3. Help ensure that the phone is not taken along to sports events or on school trips. The adult chaperones will be able to make and receive any necessary or emergency phone calls.
4. If you have needs that are not met by these guidelines, please speak to your child's Class Teacher. Please be aware that the willful misuse of a cell phone at school by any student could result in the cell phone being taken and returned to parents.

### **Cell Phone Policy for Parents and Visitors**

When on campus, we ask that parents and visitors be conscious of their cell phone use. We are the models from whom our children learn. Talking on your phone while walking across campus, or when in the presence of other people, models for the children a picture of one being physically present in one place while mentally and emotionally being present in another. We ask that cell phones be used in your car or in the parking lot, and not used in or around school buildings. We ask that all cell phone ring-tones be turned off during school assemblies and festive gatherings.

### **Photo and Video Policy**

The policy for allowing the videotaping and/or photographing of school events and performances changes according to the age of the child and the type of school event and is based on the negative

effect photographing and/or videotaping has on the pedagogical basis for performances. We believe that it is of primary importance for both participants and audience members to be fully engaged in the experience of a performance or event. Young children live fully into every activity. Flashes from cameras and videotaping take both the participants' and audience's concentration and focus away from the performance.

To see themselves in a photograph or video takes children into a false and non-living world and ultimately makes them self-conscious in the real world. As the children mature, they are better able to cope with photographs and videos of themselves.

Videotaping and/or Photographing (with flash) **is not permitted:**

- Any **indoor** event
- School Assemblies
- Advent Garden and Advent Assemblies

Videotaping and/or Photographing (no flash) **is permitted:**

- During the dress rehearsals of class plays and musical events in grades 8-12.
- During actual performances of class plays and musical events in grades 8-12, with permission from the Class Teacher/Advisor and director, one videotaping is allowed during the actual performance; copies can be made to share. Videos are not to be shown to students until after High School graduation.
- During graduation ceremonies
- During all-school **outdoor** festivals (Michaelmas, May Faire)

**For Suggested Reading re: Media (See Appendix)**

## **Social Inclusion**

Kimberton Waldorf School supports the individuality of each child as it nurtures the healthy interactions between children. This dual mission, to support both the individual and the community, comes to expression in our commitment to create a school where individual differences are honored, and all students experience a supportive and collaborative environment.

Bullying, or relational aggression, describes a range of behavior designed to injure another physically or emotionally. At Kimberton Waldorf School, we understand that our role is to be as proactive as possible to prevent bullying, recognizing that there will be times when discipline is needed.

We see it as our responsibility to help children recognize how their behavior affects others. Working with the pedagogical and ethical themes embedded in our curriculum, we strive to awaken an understanding in each individual that intentionally causing harm to others is not morally or socially acceptable. Our goal is to transform all instances of relational aggression into interactions and opportunities that can build all students' social and emotional development. This will only help to enhance the well-being of both the individual and the group.

Our response to behavior that violates our moral and social expectations varies according to context. We work to understand the problems of the children individually, as well as within a given situation. Disrespectful or hurtful actions will be met initially with thoughtful conversations between teachers and students, and if necessary, between teachers and parents. In a situation that warrants additional action, for instance circumstances involving overt physical or emotional violence, further consequences may be necessary and would be discussed with the student's parents.

A Care Circle composed of teachers and staff members meets regularly, is trained in non-violent communication and a no-blame approach to conflict resolution, and may be called on for support in a situation involving social issues among students.

### **Aggressive Classroom Behavior Policy**

For the safety and well-being of the individual student, the other students in the class, and the teachers, any student who is exhibiting aggressive behavior (kicking, shouting, throwing things or repeated defiance) or other potentially dangerous behaviors (i.e. running away, hiding) will be removed from the classroom to a quiet space.

The teacher or assistant will notify the office and the office staff member will find someone to remove the student from the classroom, and the student's parents will be called. The student will be spoken to calmly and given time to recover him or herself. In most cases, it will be in the best interest of the student and the class to send him/her home. Aggressive or violent behavior toward another student or an adult cannot be tolerated, and the student will be removed from the classroom and the parents will be called. The child may be sent home.

The teacher will call the child's parents to discuss the incident so the parents have a full and accurate understanding of what happened, and so the teacher can learn from the parents whether there are any circumstances at home that might be contributing to the behavior.

If a student exhibits aggressive behavior on a field trip or camping trip, the child will be removed from the activity and presence of other students, the teacher will notify the office, and the parents will be called. The parents may be required to bring the student home early from the field trip or camping trip.

If the student has to be sent home on a regular basis, and if frequent conversations with the parents and measures being taken to help the student are not making a difference, the situation will be referred to the Child Care Committee. The CCC will consider what actions or assessments may be appropriate to determine the underlying issues and whether KWS has the professional staff, programs and facilities to protect everyone involved and to help the student resolve the challenging behaviors.

Once decisions have been made, there will be a conference with the parents to review the findings and recommendations and to discuss possible next steps.

#### **Aggressive Classroom Behavior Policy Summary of Steps:**

1. Teacher or assistant will notify the office.
2. Office staff will find someone to remove the student to a quiet space.
3. The supervising adult will speak to the student calmly and give him/her time to calm down. This will give an opportunity to determine whether the parents should be called to bring the student home.
4. The teacher will call the parents about the incident so the parents have a full and accurate picture of what occurred that day in school.
5. The teacher will complete an incident report documenting the student's behavior, their actions and whatever next steps there may be.
6. The Child Care committee will provide further support, direction and final decision in cases where there is continued or unresolved aggressive or dangerous behaviors. *(Governing Team 2019)*

## Policy on Weapons

Students at Kimberton Waldorf School are not permitted to bring weapons to school. In some cases, such as school camping trips, gardening, or other outdoor activities students may be given permission by their teacher to use a knife or an ax or other tools necessary for the outdoor activity. Students threatening other students with weapons or tools that can be used as a weapon is not permitted or tolerated. Students who threaten other students may be sent home from school or a trip pending further investigation, and may be subject to disciplinary actions, including the possibility of suspension or expulsion. In a case of a student making a threat, the teacher in charge will inform the school administration immediately and the parents of the student will be called and the student may be sent home pending further investigation.

## Weather and Emergency Planning

### Contact Information

Each school year, parents/guardians are asked to update emergency contact information including email addresses and phone numbers. **It is crucial that all families update their information via the Parent Portal and also notify the Office.** Information should be updated throughout the year as needed.

### School Closings and Delayed Openings

- In the event of an unplanned change in school hours, an automated email, phone message and text will be sent to families, faculty & staff with important updates.
- **Parents must keep the office updated with email and phone number changes in order to be included in the alert system messages.**
- Please note that text messages are limited to 130 characters. All efforts will be made to communicate as clearly as possible. It is not possible to reply to the alert system.
- Updates will also be posted on our website.
- **During inclement weather, please check your home school district's status, as your child's bus may be running on a different schedule.**
- If your school district cancels school and KWS is open, please do not risk driving or sending your child to school – this is an excused absence.

### One Hour Delayed Opening

Parent/Child Class & Rosebud Garden will be open.

Grades K-12 arrive 8:40-8:55am

School Begins 9:00am

### Two Hour Delayed Opening

Parent/Child Class begins at 10:30

Rosebud-Grade 12 arrive 9:40-9:55am

School Begins 10:00am



## Early Dismissal

- School districts who bus to KWS will inform the office when they are sending their buses. Based on the majority of our students' busing pick up time, we will determine our status.
- Please be aware that, due to heavy call volume in the office during these events, your call may not get through the first time.
- **It will be assumed that children should use their typical transportation plan home (unless the office is directly contacted by parents with a change in transportation plans).**
- Families should have a plan in place if a child arrives home earlier than expected.

## Emergency Drills

- Fire drills are held each month.
- Shelter-in-Place drills are held twice a year.
- Teachers prepare students as appropriate to the developmental stage of the students.

## Emergency Planning: Parent Authorization for Student Pick-Up

Our proximity to the Limerick Generating Station requires us to have plans and procedures we can follow in the event of an emergency at Limerick. In the event of an incident at the Limerick Generating Station which would require sheltering, Kimberton Waldorf School will be notified by Chester County Emergency Services to shelter all students, faculty and staff in place (the High School gym) for the duration of the alert. Should an incident occur requiring sheltering, please do not come to the school for your child – the gym doors will not be opened until permission is given by the proper authorities.

In the event of a more serious incident requiring protective evacuation, students will be bused directly to our designated host school, West Chester University in West Chester. Listen to FM radio stations WHYK 90.9 or WMGK 102.9 for our status and instructions.

The host school is located along predetermined evacuation routes and close to the mass care centers for the general public. Parents/guardians may pick up their children at the West Chester Hollinger Fieldhouse.

West Chester University  
Hollinger Fieldhouse  
150 University Ave  
West Chester, PA 19383

Please drive safely and remember that school staff will remain with students until all are picked up. After 8pm our host school will be closed, and remaining students will be bused to a designated mass care center located at Downingtown Area High School.

Downingtown Area High School  
445 Manor Ave  
Downingtown, PA 19335

At this facility students will be provided shelter and food, awaiting parent/guardian arrival. This facility is operated by the Red Cross. Children will be released only to parents or legal guardians unless prior

written arrangements have been made by completing this Parent Authorization for Student Pick-Up form designating who can pick up your child.

This Parent Authorization for Student Pick-Up form must be updated at the beginning of each school year and must also be kept up to date as any changes in contact information or authorized permissions occurs. This form covers all emergency school closing scenarios such as early dismissals due to weather or any other unforeseen reasons. We must have your updated information on file. Thank you for your cooperation.

Picture ID may be required for any person picking up a student.

**EARLY DISMISSAL:** In the event of an early dismissal, the school will follow the child's regular dismissal plan unless the office is notified by the child's parent/guardian on the day of the early dismissal. We reserve the right to act in what we believe to be the best interest of our students.

**PARENT AUTHORIZATION FOR STUDENT PICK-UP**

**2019 –2020**

*The form is email to parents each year. This page is simply for you to print, make notes, and keep for your reference.*

I hereby authorize: (Please list all of your children attending KWS and their grades)

\_\_\_\_\_ *Last Name, First Name*

\_\_\_\_\_ *Grade*

\_\_\_\_\_ *Last Name, First Name*

\_\_\_\_\_ *Grade*

\_\_\_\_\_ *Last Name, First Name*

\_\_\_\_\_ *Grade*

\_\_\_\_\_ *Last Name, First Name*

\_\_\_\_\_ *Grade*

The above children may be picked up at KWS for any emergency or at the West Chester University Field House DURING EVACUATION by:

Parent 1/Guardian: \_\_\_\_\_  
*Last Name, First Name*

\_\_\_\_\_ *All Phone Numbers*

Parent 2/Guardian: \_\_\_\_\_  
*Last Name, First Name*

\_\_\_\_\_ *All Phone Numbers*

Relative/Friend: \_\_\_\_\_  
*Last Name, First Name*

\_\_\_\_\_ *All Phone Numbers*

Relative/Friend: \_\_\_\_\_  
*Last Name, First Name*

\_\_\_\_\_ *All Phone Numbers*

Student Driver: \_\_\_\_\_  
*Last Name, First Name*

\_\_\_\_\_ *All Phone Numbers*

Comments: \_\_\_\_\_

In the event of an early dismissal: **All bus riders will be sent home on their appropriate buses. Any changes must be reported to the office by the parent or guardian on the day of early dismissal.**

- *We reserve the right to act in what we believe to be the best interest of our students.*
- *Picture ID may be required for any person picking up a student.*
- *This form covers all emergency school closing scenarios such as early dismissals due to weather or any other unforeseen reasons.*

\_\_\_\_\_ *Parent/Guardian Signature*

\_\_\_\_\_ *Date*

## Appendix

### Books Regarding Waldorf Education

To further the understanding of Waldorf education, a few books are recommended. Most are available in the Seven Stars Shop for purchase, or may be borrowed from the Morningstar Parent Library located in the Kindergarten hallway:

- Rudolf Steiner Education: An Introductory Reader (Christopher Clouder)
- Lifeways: Working with Family Questions (Davy & Voors) Waldorf Education:
- A Family Guide (Pamela J. Fenner)
- School as a Journey (Torin M. Finser)
- Recovery of Man in Childhood (A. C. Harwood)
- The Way of a Child (A. C. Harwood)
- Adventures in Steiner Education (Brien Masters)
- Understanding Waldorf Education: Teaching from the Inside Out (Jack Petrash)
- Towards Wholeness: Rudolf Steiner Education in America (M.C. Richards)
- The Essence of Waldorf Education (Peter Seig)
- Teaching as a Lively Art (Marjorie Spock)

### Suggested Reading Regarding Media

- What Color is the Wind? A FEEL Guide to the Out-of-doors for Parents with Young Children (Ed Bieber)
- The Children of Cyclops: The Influence of Television Viewing on the Developing Human Brain (Keith Buzzell)
- How Television Poisons Children's Minds (Miles Everett)
- Endangered Minds: Why Children Don't Think, and What We Can Do About It (Jane M. Healey)
- Failure to Connect: How Computers Affect Our Children's Minds-For Better and Worse (Jane M. Healey)
- Set Free Childhood: Parents' Survival Guide to Coping with Computers and TV Who's Bringing Them Up? How to Break the TV Habit (Martin Large)
- Last Child in the Woods: Saving our Children from Nature-Deficit Disorder (Richard Louv)
- Four Arguments for the Elimination of Television (Jerry Mander)
- "Losing Our Senses," Renewal: A Journal for Waldorf Education, Fall 1998 (Thomas Poplawski)
- The 7 o'Clock Bedtime (Inda Schaefer)
- The Plug-In Drug: Television, Computers, and Family Life (Marie Winn)
- "Television's Impact on Children," Pediatrics, February 1985 (Diana M. & Barry S. Zuckerman)
- Website Resources: <http://www.allianceforchildhood.org>