

2014-2015

Dear Parents,

I am thrilled to begin my 9<sup>th</sup> year of After Care at our Richmond Waldorf School! Your child's comfort, happiness and development are my top priorities, and I welcome all questions/feedback/concerns. My office hours are 12:00-12:45 M-F and you may reach me at (804) 549-9097. I am also available for parent teacher conferences and home visits upon request. Please thoroughly read the information enclosed in this packet:

- Important AC Information
- Supplies list for Kindergarten and Grades
- Kindergarten 30 Day Trial Period
- Student Expectations
- Two Copies of AC Contract (please keep the first copy your records and return the second to "After Care" mailbox in parent mailbox area)
- Chart explaining differences between Annual/Monthly/Drop-In Contracts

The After Care program is provided to Kindergarten (1:00--5:30) and Grades (3:00--5:30) children who need additional care Monday through Friday on the days that school is in session. We provide a stable, loving, nurturing environment that is inspired and balanced by a combination of Waldorf pedagogy and the realities of the 21<sup>st</sup> century, with a focus on respecting and playing in nature whenever possible.

Imaginative, creative child-directed free play and outdoor adventures and explorations await your child, who also has the chance to form friendships with children of all ages. AC feels like a family in the sense that the older children adore the younger, and very much enjoy the role of "big sister" or "big brother", and vice versa. We strive to create that timeless feeling of play that comes from home life...getting out of school, throwing down your bookbag and playing until snack and then dinner time. Our gentle rhythm allows the children to absorb all they've learned from their day at Waldorf.

AC also assists parents with one pick-up time when both their Kindergarten and Grades children are enrolled. In addition, AC is invaluable if you are running late and won't be able to pick your child up on time! Reserving space for your child is accomplished by submitting a signed Contract (one per child for each year) to the AC mailbox, or emailing your needs to [dropin@richmondwaldorf.com](mailto:dropin@richmondwaldorf.com) (please don't use this email if you need same-day care). An email to this address constitutes an electronic signature.

Drop in care is also available on a daily basis. Please text the AC cell phone to notify us of same-day AC needs.

Warmly,

Amelia Olivia Hall, Lead After Care Teacher

## **Important AC Information**

- Please be prepared to show ID when picking up your child, and inform any person on your authorized pick up list to be prepared as well.
- Enrollment in After Care requires that if your child has a space reserved you **MUST** contact AC if your child will not be in AC, (however if your child is absent from school you don't need to follow this procedure). Please notify RWS by texting/calling the AC cell phone at (804) 564-4892.
- After Care Emergency Cell Phone number is (804) 564-4892. Please text (preferred) or call this number for any emergencies or if you will be later than 5:30. As I am with the children, please do not expect a return phone call unless it is necessary.

Please also call if your Kindergartener is signed up until 3:00 but you will be late picking up as this affects our ratios when the Graders join AC. Reserving a spot until 3:00 for your Kindergartener doesn't mean there is room past 3:00.

- Please communicate any allergy concerns to the AC Teacher. We provide fresh vegetables and fruits as a snack for any child that doesn't have one.
- During the hot times of the year, AC often has water play outside (wading pools, water fights, running under a hose, etc.). Please see me if you have any concerns about this activity.
- AC will dismiss Kindergarten from inside on most days at 3:00. Please be prepared to pick up your child from Ms. Megan's room if they are a rest (nappers sleep in the AC room at the very end of the EC hallway on the left). We also ask that you help your own child get ready to go home. While AC does its best, sometimes with 3 different Kindergarten classes and their own policies regarding what to take home, the result can be much confusion over what lives at school and what goes home! This will also ensure that your little one goes home with everything they're supposed to, and that they won't have to carry everything down the stairs themselves.
- AC fees for the program are separate from tuition. The school provides monthly invoices during the first week of each month to parents that are payable on the 15th of each month. No make-up days or refunds are given for any reason, unless school cancels. Once a period of time is contracted, parents are obligated to pay.
- *Children may not be enrolled in the After Care program in any given month if there is an outstanding invoice for After Care program fees which has remained unpaid for 21 + days.*
- The Program is licensed by the Virginia Department of Social Services, which periodically inspects the premises, student and faculty records, playground safety, and program guidelines.
- After Care room is located at the end of the Kindergarten hallway on the left, next to Ms. Megan's room and across from Ms. Deborah's classroom.
- We strive to follow the same pick up guidelines for Grades and Kindergarten. While we realize it's not always possible to wait at the fence for your child, we do ask that parents gather things and say good-byes within a few minutes so as to not interrupt the flow of After Care. We also unfortunately are not allowed to have siblings of AC students play with the other children for an extended period of time unless they are enrolled in the program.

## **Supplies List for Grades and Kindergarten**

- Daily snack (please follow your Class Teacher's food recommendations)
- Sturdy waterbottle
- Your child needs to be dressed warmly in layers. We spend much time outside playing in all seasons and weather. Please also be sure your child has proper rain gear (rain jacket, boots and rain pants as age appropriate).

## **Supplies List for Kindergarten Only (Nap/Rest Time)**

*\*Please leave these items in a bag with your child's name next to the rocking chair in the After Care room at drop off.*

- Blanket, Stuffed animal and Pillow

## **Kindergarten 30 Day Trial Period**

A very important part of the Kindergarten day is their resting time, a period where the sleeping child is able to heal and “recharge their batteries”. During this time the child is able to absorb their morning of Kindergarten adventures while preparing for their afternoon either with family or their After Care friends. Sleep is crucial to the young child for so many reasons, one of the most important being that it's a necessity for healthy physical and mental development.

In After Care we have a nap time right after lunch and bathroom break. The younger children (Stars and Moons) are able to sleep from 1:00-3:00 and may get up after 1:45 if they have not fallen asleep. The older children (Suns) rest for a shorter period of time, from 1:20-1:45. For some children it's too hard to continue in AC after such an eventful morning in Kindergarten. Disruptive behavior can occur as a result. A parent needs to be prepared to pick up their child from After Care should the child be unable to rest with their class and listen to the Teacher, which prevents the class as a whole from having a peaceful resting time.

The first 30 days of a Kindergarten child's enrollment in After Care is a trial to see if the child and class will work well together in the upcoming school year. The Lead (Nap) AC Teacher and Kindergarten Class Teacher will all meet periodically to find what is healthiest and most beneficial for the individual child, and parents will be kept informed of their child's progress. The decision may be made after 30 days to have the child not continue in AC. Should that happen, the child may be enrolled again after Winter Break in January for another 30 day trial period.

## **Student Expectations**

- Respect and Listen to the Teachers and Substitutes
- Be kind to everyone
- Treat RWS/After Care's belongings with respect

## **Three Contracting Options: Annual, Monthly and Drop-In**

- You may cancel your contract at any time.
- You may sign up for any contract option at any time.

- Email address is [dropin@richmondwaldorf.com](mailto:dropin@richmondwaldorf.com); cell is (804) 564-4892

	<b>Annual</b>	<b>Monthly</b>	<b>Drop In</b>
<b>Cost</b>	5% discount on the \$3.75 per half hour rate	\$3.75 per half hour if signed up by the 25 <sup>th</sup> of month preceding month AC is needed  \$5.00 per half hour if signed up the 26 <sup>th</sup> or after (if AC continues rate will default to lower rate second month of AC)	\$5.00 per half hour
<b>Billing</b>	Billed in equal monthly installments, invoices are sent the first week of the month.	Each month's bill reflects actual hours of AC used for current month, invoices are sent the first week of the month.	The invoice goes out the first week of the month after AC is used.
<b>How to sign up</b>	Please complete a contract and turn into the AC mailbox located in the bottom right of parent mailboxes downstairs. Annual contracts and monthly contracts will receive top priority for spots in the AC program.	Please complete a contract and turn into the AC mailbox located in the bottom right of parent mailboxes downstairs. Annual contracts and monthly contracts will receive top priority for spots in the AC program.	If care is needed for same day: Please text (preferred) or call (804) 564-4892. Though we often have space, we cannot guarantee a spot as we routinely reach DSS limits. You will receive a reply as to whether or not there's space within an hour between the hours of 10:00-5:30.  For non-same day AC: Please email <a href="mailto:dropin@richmondwaldorf.com">dropin@richmondwaldorf.com</a> .
<b>Refunds</b>	No refunds for snow days/contracted days.	Snow days are refunded, no refunds for contracted days.	NA, billed at the end of the month.

## **Richmond Waldorf School's After Care Program 2014-2015**

**Please circle: Annual Monthly Contract**

**Please circle: Comet Star Moon Sun (for Kindergarteners only)**

Please fill out the chart below to reserve a contracted spot for your child in After Care. Please return one contract to the "After Care" mailbox downstairs and keep another for your records.

Child's name: \_\_\_\_\_ Class Teacher: \_\_\_\_\_

<b>Day</b>	<b>Start</b> 1:00 M-F for K 3:00 M-F for G	<b>Pick Up Time</b> Ends at 5:30; \$10 late pick up fee per 10 min past 5:30	<b>Total AC Hours</b>
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

\*\*\*Should you need After Care and your needs don't conform to a weekly schedule, please just write the dates on the back of this contract or simply send an email to dropin@richmondwaldorf.com. For the lower After Care rate, please turn in your drop in requests or email them by the 25<sup>th</sup> of the month that precedes the month you will need After Care.

***If your child is contracted to be in After Care and will not be there, it is imperative to notify AC by contacting the AC cell phone at (804) 564-4892 (text preferred but you may leave a voice mail message). By signing below (or emailing your needs) you are agreeing to the information contained in this packet.***

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

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