



Dear Parents,

We are thrilled to begin the 2017-2018 year of Aftercare (AC) at Richmond Waldorf School! Your child's comfort, happiness and development are our top priorities, and we welcome all questions, feedback, and concerns. Administrative office hours are 8:00 a.m. - 3:15 p.m. M-F and you may reach us at (804) 377-8024. We are also available for parent meetings upon request to discuss your child's needs. Please thoroughly read the information enclosed in this packet as several of our policies and procedures are changing this school year. In this packet you will find:

- Important AC Information
- Scheduling Advanced Care
- Scheduling Drop in Care
- Picking up from AC, supply list, and additional information
- Early Childhood 30 Day Trial Period
- Student Expectation
- AC Contract - please return to "Aftercare" box located in the front office.

The Aftercare program is provided to Early Childhood (1:00--5:30) and Grades (3:00--5:30) children who need additional care M-F 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 21st century, with a focus on respecting and playing in nature whenever possible.

Imaginative, creative, child-directed free play and outdoor adventures/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 book bag 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 EC and G children are enrolled. Reserving space for your child is accomplished by submitting a signed Contract (one per child for each semester) to the AC mailbox (located in front office) or emailing your needs to dropin@richmondwaldorf.com. An email to this address constitutes an electronic signature.

Warmly,

Richmond Waldorf School Faculty



Important Aftercare Information

- Aftercare (AC) is available every day school is in session, except for the first and last day of school. EC and G end on different days, and AC is not available for EC or for G on the last day of school. We also dismiss early for Lantern Walk (this year November 10, 2017), but all other days we offer care until 5:30. Aftercare may be cancelled or closed early due to inclement weather.
- **As of 2017-2018 school year, Aftercare will be scheduled by the semester. We ask that families register for AC for the Fall 2017 semester by September 29, 2017.** All scheduled AC will be billed using FACTS or paid up front. By registering in advance, you will be billed \$3.75/half hour.
- Effective this year, we are also offering a multi-child discount of 15% off the cost of AC for your second child and 25% off AC for your third and subsequent children.
- In addition, families who schedule their AC for the Fall semester by September 29 will also receive a 12.5% discount off your cost for Aftercare.
- The deadline to schedule advanced AC for Spring 2018 is December 8, 2017.
- AC scheduled after these deadlines are not eligible for a discount, but we will work with you to register your child(ren). Multi-child discounts will still apply. Any questions can be directed to Pete Sokol, Director of Administration at psokol@richmondwaldorf.com.
- AC fees for the program are separate from tuition. You may cancel AC at any time for any reason.
- Advanced Care: Families who register for AC in advance will be billed at \$3.75/half hour. To register for AC in advance, the application at the end of this packet should be completed and submitted in advance of when care is needed.
- All AC scheduled in advanced will be contracted and paid through FACTS or paid up front. **If contracting AC in advance, 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.** You may cancel your contract at any time for any reason.
- We are offering a 12.5% discount to families who contract for Aftercare on or before September 29, 2017.
- Drop in Care: If using drop in care, AC will be billed monthly. You will be billed at \$5/half hour. Multi-child discounts do not apply for drop-in care. Drop in care will be billed monthly and can be arranged by emailing dropin@richmondwaldorf.com. **Drop in care must be requested by 5pm the day before care is needed.**
- *Children may not be enrolled in the Aftercare program in any given month if there is an outstanding invoice for Aftercare program fees which has remained unpaid for 30 + days.*



Scheduling Advanced care

- Semester contracts may be requested to book weeks or days of care in advance. We ask that you contract AC for the fall semester by September 29, 2017. If an application is received on or before this date, you will be billed at \$3.75/half hour and receive a 12.5% discount. Care requested after this date will not be eligible for a discount but will be billed at \$3.75/half hour. Multi-child discounts will apply.
- Advanced care is available by completing the attached Aftercare application and returning the contract to the AC box in the front office by September 29, 2017. Once your application is received a contract will be generated for the dates care is requested and to establish a payment plan.
- Payment of Advanced Care can be made in full by a onetime payment or will be billed through a FACTS payment plan (there will be no finance charges if billing through FACTS). Payments through FACTS will be drawn in accordance to your regular tuition payments.
- Advanced enrollment in Aftercare holds your child's place and requires that staff is available to accept your child for the dates/times you have pre-scheduled. **You will be billed in advance for the care our staff provides your child and will be billed regardless of if your child attends AC or not.** You may cancel your AC contract at any time for any reason.
- After September 29, any AC applications will be billed at \$3.75. All scheduled AC must pay in full or using FACTS. We will no longer send invoices for AC scheduled in advance. Upon receipt of an application for scheduled care, RWS staff will generate a contract for the parent to sign. The parent will indicate how they would like to be billed for AC.

Scheduling Drop in care

- **You may drop your child into Aftercare by emailing dropin@richmondwaldorf.com by 5:00 p.m. on the previous school day.** We are no longer able to accept drop ins on the day of, except in cases of emergency that are approved by the Director of Administration. AC staff checks the email regularly until 5:00 p.m. Drop in care is contingent upon space being available and is not guaranteed. You will receive a confirmation email confirming or denying your request. Please know we will make every effort to accommodate your needs.
- Drop in care is billed at \$5.00/half hour and will be billed to you monthly. Multi-child discounts do not apply for drop in care.
- There is no guarantee that drop-in care is available, and parents should not assume care is available until they receive a confirmation email from AC staff.



Picking up from AC

- Please allow an extra 5-10 minutes when picking up your Early Childhood student, as AC Staff is not able to have them ready to go when you arrive. From 2:40-3:00, AC Teachers are waking up sleepy children (this requires teachers to be very mindful and involved with the children) comforting them, transitioning to Acorn class, preparing for Lead to go outside to start Grades AC, etc. We're simply unable to also help children get ready to go on top of the many other responsibilities.
 - In addition, with 3 different Early Childhood 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!
- If picking up after 3:15, please come to the drop off gate located at the back of the building, and ring the doorbell on the gate to be given entry to campus. If picking up from AC before 3:15, please come to the front door.
- As we strive to follow the same pick up procedures as EC and G, we ask that you pick your child up as soon as you arrive. It's tempting to allow a few more minutes of play, but this can lead to disruptions in the natural rhythm of the class as well as the expectation that the child will always receive a few extra minutes. We also unfortunately are not allowed to have siblings of AC students play with the other children unless they are enrolled in the program.
- 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.

Additional AC Information

- Please email dropin@richmondwaldorf.com if your Early Childhood student 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 doesn't mean there is room past 3:00. You may be billed extra for not picking up your child on time.
- AC staff will not be reachable by phone or text during the hours of 12:30-5:30 pm. We will have our cell phones for emergencies but they will be on silent so as not to disturb the children. Please email any messages to dropin@richmondwaldorf.com.
- Parents are responsible for laundering their child's nap items that we send home semi-monthly.
- 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 the lead AC teacher if you have any concerns about this activity.
- 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.



Aftercare Supply List

Grades and Early Childhood

- Daily snack (please follow your Class Teacher's food recommendations) if your child will be in AC at 3:45
- Sturdy water bottle
- 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).

Early Childhood Only -

- Blanket, stuffed animal and pillow for nap/rest time

Early Childhood 30 Day Trial Period

A very important part of the Early Childhood day is their resting time, a period where the sleeping child can heal and “recharge their batteries”. During this time, the child is able to absorb their morning of Early Childhood adventures while preparing for their afternoon either with family or their Aftercare 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 Aftercare, we have a nap time right after lunch and bathroom break. The younger children (Stars, Moons and Comets) can 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, from 1:20-1:45. For some children it's too hard to continue in AC after such an eventful morning in Early Childhood. Disruptive behavior can occur as a result. A parent needs to be prepared to pick up their child from Aftercare should the child be unable to rest with their class and listen to the Teacher, which prevents the class from having a peaceful resting time.

The first 30 days of an Early Childhood child's enrollment in Aftercare 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 Early Childhood 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.

General Student Expectations

- Respect and listen to the Teachers and Substitutes
- Be kind to everyone
- Treat RWS/Aftercare's belongings with respect



Aftercare Program Application 2017-2018

Please circle one (for Early Childhood only): Comet Star Moon Sun

Please fill out the chart below to reserve a contracted spot for your child in Aftercare. Please return one contract to the "Aftercare" box in the front office. Please keep a copy of this application for your records.

Note: Please complete one application for each child for which care is needed.

Child's name: _____

Class Teacher: _____

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

Please indicate one of the following:

- I would like to schedule Advanced care for my child for every week of the Fall 2017 semester as outlined above. I understand that if requested before September 29, 2017, I am also eligible for a 12.5% discount.

- I would like to schedule Advance care for the following weeks as outlined above for the Fall 2017 semester: _____.

- I would like to schedule the above care for the week(s) of _____.



Please initial: _____ I understand that I will be billed at \$3.75/half hour for the care requested above and understand that refunds cannot be offered for days my child does not attend. I understand I can withdraw from this contract at any time.

After your application is processed you will receive a contract with the payment details.

By signing below, you are agreeing to the information contained in this packet.

Parent Name (Please print) _____

Parent Signature _____

Date _____