

Parent Handbook 2017-18



 **Saltwater Waldorf School**
Educating the Whole Child

Vision

We envision a school community in the Comox Valley, which nurtures through reverence and respect, the healthy unfolding of freethinking individuals.

Mission

To nurture each child with wisdom and respect;
To inspire them with wonder, creativity, courage and compassion
So they may live as global stewards guided by a lifelong love of learning.

Guiding Principles

- We hold the child within the ideals of goodness, beauty and truth.
- We provide a holistic experience that integrates the three-fold nature of the human being (head, heart and hands), and follows the natural rhythms of the day, seasons and year.
- We provide warm, natural, & alive spaces that envelop individuals on their journeys and nurture certainty, harmony and tranquility.
- We enrich our community life through the arts, festivals and celebrations.
- We value social responsibility and care for people and the natural world.
- We embrace diversity and inclusiveness in our community and encourage opportunities for shared responsibility and meaningful involvement in the school.

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This Parent Handbook was created for the 2017-18 School Year and is a living document, meaning that we are always reviewing our policies and changing them as needed.

If required, please contact our Administrator for our complete Policies and Procedures Manual.

General School Information

SCHOOL FACILITIES

Cedar Schoolhouse: Early Childhood & Administration building
2311 Rosewall Crescent, Courtenay BC

Administrators: Marussia Nesling & Sarah Chase

Office Hours: Monday: 8:30-12:30

Tuesday: 8:30-11

Wednesday & Thursday: 8:30-3

Friday: 8:30-12:30

Hemlock Schoolhouse: Grades 1-7
2398 Rosewall Crescent, Courtenay BC

CONTACT INFORMATION

Website: www.saltwaterschool.com

Main School Line at Cedar Schoolhouse: 250-871-7777

School Line at Hemlock Schoolhouse: 250-871-7258

Administrator Director, Marussia Nesling:

marussia.n@saltwaterschool.com

Assistant Administrator, Sarah Chase:

admin@saltwaterschool.com

Director of Education, Rebecca Watkin:

rebecca@saltwaterschool.com

PROGRAM HOURS

Parent & Child:

Tuesdays & Thursdays
9am - 11am

Periwinkle Preschool:

8:30am - 1pm

Dewdrop Kindergarten:

Mon-Thurs 8:30am - 2pm
Fri - 8:30am - 12:30pm

Grade School:

Mon - Thurs - 8:30am - 3pm
Fri - 8:30am - 12:30pm

After School Care Hours:

1pm - 5:30pm

If you require Aftercare please come to the office and fill out an application.

2017-18 School Year at a Glance

September	
5	First day of school: 8:30 - 12:30
	Preschool Open House: 8:30am - 12pm
	Kindergarten Staggered Start: 8:30-12
8	<i>Family Welcome Picnic at Goose Spit: 3pm - 7pm</i>
25	School Photo Day
29	<i>Michaelmas Festival & Games Day! - A Saltwater family event</i>
October	
9	NO SCHOOL: Thanksgiving
November	
6-10	NO SCHOOL: Parent Teacher Conference week
13	NO SCHOOL: In Lieu of Remembrance Day
23	<i>Lantern Festival: 4pm at Simms Park - A Saltwater family event</i>
December	
2	<i>Winter Faire: 10am - 2pm at Saltwater School - A family event for the whole community</i>
21	Last Day of Classes
22	<i>Advent Spiral - No Classes, time slots given for families to attend and walk the spiral</i>
Dec 22nd -Jan 7th	NO SCHOOL: Winter Break
January	
8	Back to school after Winter Break
February	
12	NO SCHOOL: Family Day
19-23	NO SCHOOL: Teacher Conference Week
March	
March 24th - April 8th	NO SCHOOL: Spring Break Includes Easter Long weekend March 30 th - April 2 nd
April	
9	Back to School after Spring/Easter Break
May	
4	<i>May Pole Festival: 10am - 1pm - A Saltwater family event</i>
21	NO SCHOOL: Victoria Day
June	
15	Last Day of school before Summer Break
15-17	<i>Saltwater Family Camping Trip: Kinn Beach, Comox BC</i>

Morning Drop-off and Afternoon Pick-up

Please have your child at school on time to begin their day at 8:30 and ensure your child has been received by their teacher. If your child will be absent, please call the school office before 9am.

Please speak with your child's teacher and send a note if someone other than the parent is picking up your child. If an unauthorized person arrives to pick up a child the child will remain under the supervision of the staff until you have been contacted.

If a child is not picked up by 10 minutes past their regular dismissal time and there have been no prior arrangements by the authorized person, the school staff will try to contact the family and other authorized people. *If the school is unable to contact anyone, the child will be taken to aftercare. Parents will be charged for this time.*

School Emergency Closure Policy

From time to time, schools are temporarily closed for emergency reasons. We may make the decision to close our school when the safety of students and staff is in question. The Saltwater Waldorf School in most cases will follow the decision made by School District 71.

Parents at Saltwater Waldorf School will be informed of a school closure by 7am on the day of via school wide email. As well, the outgoing message on the main school line (250-871-7777) will be updated as well as our website and Facebook Page.

Spirituality

Parents should be aware that spiritual reverence and an appreciation and respect for the natural environment are present in the day-to-day activities of the school. We seek to educate our students in love and immerse them in the world of great literature, art and science. We wish to send them forth into the world in freedom to explore and discover their own beliefs and destinies.

Through different periods of history, great men and women have shed light on these universal questions. They have offered their wisdom to help individuals answer these questions. The Waldorf curriculum is designed to create the appropriate relationship between a child and these immense questions. We seek to explore mythology, literature, history, science and art in a way that evokes discussion about these universal questions.

Through art, a child builds a relationship with beauty, and in studying science, seeks an understanding of truth. Out of beauty and truth develop a sense of morality and a reverence for life. Through spirit we express the universal human quest for meaning, our beginnings and our destiny.

By the time a student leaves Saltwater Waldorf School, he/she has lived with many noble images, many fallen heroes and has many searching questions about the nature of humankind and our universe.

Festivals at Saltwater School

Festivals play an important part in Waldorf education. Throughout history, festivals have marked the rhythmical passing of time, reflecting nature's seasonal rhythms and cultural celebrations. They contribute to bringing shared consciousness and unity to community life.

The elements of festivals – *light, food, song and story* – speak deeply to children’s imaginations. Our weekly school rhythm weaves into seasonal festivals to celebrate life in ways that help foster wonder, reverence and gratitude.

Some Festivals are celebrated with the whole Saltwater Community and others are very simple and are done in the classroom during school hours. *Information about those festivals celebrated with the whole community will be sent ahead of time.*

THE ROSE CEREMONY - WHOLE COMMUNITY

The first day of school is a rite of passage for the incoming Class 1 children. This is the beginning of their journey through grade school. All of the grade classes are assembled along with parents, faculty, and staff. Kindergarten parents and children are also invited. Each Class 1 child is welcomed to the school and receives a rose presented by students in the highest grade.

THE MICHAELMAS FESTIVAL - WHOLE COMMUNITY

In late September, closely following the autumn equinox, we celebrate the festival of Michaelmas. The students in the lower grades learn the story of “St. Michael and the Dragon” and perform the Michaelmas Play for their schoolmates and community.

St. Michael represents the unconquered hero, fighting against evil and the powers of darkness. He is a model for valour and courage. The life forces of nature have drawn to a close; the fruits have ripened and have been harvested. The leaves have burned out in their blaze of colour and dropped to the ground. Gardens and yards are cleared out now and left to rest. This creates an opening for people to develop their inner soul life and the challenge is to awaken to the cultivation of the inner life.

MARTINMAS LANTERN WALK - WHOLE COMMUNITY

Each **November** we have a Lantern Walk to celebrate Martinmas, a festival of inner light in the outer darkness of the approaching winter. Celebrating Martinmas serves as a reminder that each of us has a divine spark that we must ferry out into the world and share with others.

ST. NICHOLAS DAY - IN CLASS

Saint Nicholas, the patron saint of children, is celebrated on **December 6th** during the season of Advent.

On the eve of St Nicholas, children may leave out a freshly polished shoe, with a small snack for St Nicholas and his horse. In return, the simple gesture of a small gift will be left, perhaps a crystal or gem, sweets, nuts, or a mandarin orange.

SANTA LUCIA DAY - IN CLASS

Santa Lucia Day falls on **December 13th** and celebrates the life of Saint Lucy and the return of light. In the old Julian calendar December 13th marked the Winter Solstice, or the longest night of the year. At Saltwater School, the Grade 2 children dress in white and, carrying candles, visit each class singing the songs of Santa Lucia.

ADVENT SPIRAL - WHOLE COMMUNITY

The Advent Spiral is a tradition for all children in the school and takes place on the **last day of school before the Winter Break**. The room will be darkened and filled with a mood of wonder and quiet anticipation. Cedar boughs are laid out to create a spiral with a lit candle in the centre. The children go one at a time through the spiral of evergreens to the center of the Garden. Each child lights their own candle and then places it somewhere on the pathway to light the way for the next child. It is a reminder of the journey inward each of us must make during the dark days ahead.

CANDLEMAS - IN SCHOOL

In **early February**, while the groundhog, of popular folklore, comes out of the ground to determine whether spring is “just around the corner”, or is still “six weeks away”, we celebrate the ancient festival of Candlemas. As the days start to grow longer, this simple festival celebrates the light coming back with the children making dipped beeswax candles.

MAYPOLE FESTIVAL - WHOLE COMMUNITY

Happening in **early May**, our Maypole celebration is a joyous festival filled with song, dance, and merriment. This spring festival celebrates the lengthening of days, the awakening of the new growing season, and the rebirth of our external natural environment.

The children enjoy the tradition of dancing to music around the Maypole which is decorated with flowers and colored ribbons. All of the students sing traditional spring songs. Parents are invited to watch the students weave colored ribbons around the pole for each dance.

Grade 1 Readiness

The preferred minimum age for grade one is age 6 by June 30th of the year the child will begin grade one. This age requirement allows for the child to be ready for the demands of the grade one curriculum. Physical, emotional and social abilities are considered as well as age and intellectual readiness.

Some indications for readiness include:

- loss of teeth
- 6 year molars beginning
- being able to verbalize needs without crying, becoming distraught or angry
- having good small and large muscle control

- showing an interest in activities, outside free play and carrying a project to completion
- listening to stories without interruption
- ability to clap and walk to a rhythm and skip along and sing with the teacher

The Kindergarten and Grade One teachers will determine Grade One readiness on an individual basis.

Communication at Saltwater School

ADMINISTRATOR

For matters regarding admissions, safety preparedness, school policy, fundraising, festivals, tuition, etc., please speak with the school Administrator. She will assist you or direct you to the person or group that can best assist you.

CLASS TEACHER

If a parent has a concern regarding their child or an incident with your child in the classroom, they are encouraged to speak first with the class teacher to clearly communicate the issue and work towards a resolution.

If a conversation with the class teacher does not resolve the issue to the satisfaction of either party involved, the issue can then be brought to the Faculty Director and a meeting will be set up between the parent and the teacher involved. If still unresolved, the Faculty Director will provide the parent with an Issues Management form to fill out which will then be forwarded to the HR Committee. If there are any conflicts of interest within the HR Committee, the individual(s) will step out of the process. *For the full Issues Management procedure, please see Page 16 or contact our Administrator.*

THE CLASS PARENT REPRESENTATIVE

Class Parent Representatives provide a vital line of communication between parents and teachers. At the class level, they assist the Class Teacher in coordinating class activities and trips, welcoming new families to the class and helping ease the transition of families into the daily life of the Saltwater Waldorf School. They may also be called on by the Parent Group Council to help acquire class parent volunteers for help throughout various areas of the school community throughout the year.

Being a Class Rep. provides a unique opportunity to learn more about the marvels of Waldorf Education through close contact with the Class Teacher and fellow parents.

THE WEEKLY SCHOOL BULLETIN

At the end of each week, the Administrator will send an email titled “Weekly Bulletin”. This is an important email which contains information for parents for the upcoming week. There will be important dates, reminders and information about events, workshops and other things happening in the school.

THE SCHOOL NEWSLETTER

The Newsletter is published monthly and is distributed via email every month and may also be viewed on the school website at www.saltwaterschool.com Please take the time to read the newsletter to stay on top of what is happening throughout the different classes and in the broader school community.

THE SCHOOL WEBSITE

You can find a wealth of information on the school web site, www.saltwaterschool.com including the school calendar, general curriculum outlines, admissions procedures, faculty bios, organizational structures, and links to other Waldorf information sites.

CONNECTIONS THROUGH SOCIAL MEDIA

For users of Facebook, we have a Saltwater Waldorf School page parents can “like” where school events and other Waldorf articles are posted. Great for sharing events with friends and relatives. There is also a private Facebook page called “Saltwater Waldorf Community Page” which was started by a Saltwater parent. This has been helpful for our community to arrange meet-ups and communicate with one another. Please ask the school Administrator how you can join this group.

PARENT EVENINGS

Parent evenings are held regularly to enable the parents and teachers to discuss the class as a whole. The teacher will speak about work being done with the children and describe the curriculum for the year/term. A broad sketch of the children’s learning process at their current stage of development and a picture of the class dynamics is given. Parents can bring their insights and ask questions about changes their child may be undergoing. These meetings are very important. To miss them is to miss a vital link in the understanding of your child’s education and development. It’s also a chance to get to know parents of other children in the class. It is recommended that at least one parent from each family attend these meetings.

PARENT-TEACHER MEETINGS

One-on-one parent/teacher interviews are scheduled in November each school year.

PARENT GROUP

The Saltwater Waldorf's School's Parent Group presents parents with ongoing opportunities to become engaged in the school community through meaningful participation that enriches and strengthens the life of the school. All parents who have children registered are automatically members of the parent group. Attend every meeting or when you can – the parent group seeks your input and grows in capacity with your involvement.

School Email Policy

At Saltwater Waldorf School Faculty and Staff check their email at least every second day. Teachers and Staff consider email to be an effective way to inform parents of what is happening in the classroom, provide important updates and information, and invite parents to meetings or to arrange drivers for fieldtrips.

Parents are encouraged to use email to send teachers a quick note, request a meeting to discuss something in detail or to respond briefly to a question in an email from the teacher, such as, if you are interested in being a driver for a class trip.

At Saltwater School, email is not used for discussion. The transfer of information through email is a direct link between parents and teachers and staff. When questions or concerns arise as a result of a teachers outgoing email, these should be taken directly to the teacher. The teacher will follow-up as necessary. When questions or concerns arise that cannot be resolved through direct contact with a teacher, follow the Issues Management Procedure.

Discussions are a valuable part of building community. Teachers will invite parents to at least three Parent Evenings in each school year and will provide inspiring topics to begin discussions. Teachers usually bring discussion topics that are pertinent to the experience of the students at the time. If any parent has a discussion topic they would like to request, they should speak to the class teacher and offer their suggestions.

Unacceptable Email or Written Correspondence

At Saltwater School we aim to create a positive, safe, caring environment built on trust and respect for all individuals. With this aim in mind the following are considered unacceptable in email or written correspondence:

- A group email that opens the door to on-line discussion
- Inflammatory remarks or topics
- Aggressive or threatening language
- Anonymous communication
- Highly emotional language
- Response to teacher's group email through 'reply to all'

Acceptable Email or Written Correspondence

Providing a positive, safe and caring environment requires the adults in the community to lead by example. With this aim in the mind the following are considered acceptable content in email or written correspondence:

- Thoughtful language
- No assumption or judgement
- Short in length
- Direct and respectful
- Avoidance of discussion content
- Ideally, and in most cases, addressed to one person

Issues Management Procedure

In the event that a parent(s) has a grievance against a faculty or staff member;

- 1- The parent(s) is encouraged to have a conversation with the person directly as soon as a situation arises.
- 2- If a resolution is not reached in step 1, the Faculty Director mediates between the teacher/staff member and parent as soon as possible **within 1 week** of the grievance. Extreme circumstances will take priority.

- 3- If a resolution has not been reached in steps 1 & 2, the Faculty Director offers the parent(s) an Issues Management Form to fill out. The IMF is forwarded to the full HR Committee and a decision is made on how to further proceed **within 2 weeks** of the initial complaint.
- 4- In extreme situations, an outside mediator may be called upon to intervene.

In the event that the complaint is against the Faculty Director or Faculty HR member, the Director of Education or other faculty member may step in to fill that role for said grievance.

Report Cards

It is a philosophical principle of Waldorf education that school reports given during the elementary years should for the most part be of an anecdotal nature, as this maintains and builds the child's self-esteem and love of learning.

Regular and candid communication between parent and teacher is vital in Waldorf education. This connection complements the written reports, which are prepared two times per year, with parent teacher meetings. These narrative reports are for the parents of the younger children and both parent and child as the child grows older. They seek to give a picture of the student's development, his or her strengths and weakness, areas of progress and potential for the future. Although these written reports are intended to be comprehensive, they cannot take the place of regular meetings between parents and teacher for an objective review of the child's performance. In addition, parents' evenings are an essential way of keeping in touch with a child's work.

Meetings as well as home visits, can be set at either the parents' or teacher's initiative. Home visits are mutually beneficial and foster the relationship between home and school.

In the grade school, the development of the child's skills are assessed through the main lesson books, class work, quizzes and tests, oral presentations and review. In the middle grades, the child also works on projects. A critique is given of the student's work in arts and crafts.

The BC Ministry of Education conducts tests annually for children in grades four and seven as part of their province-wide evaluation scheme. Score results are available upon request.

The faculty will use the following performance scale for kindergarten and grades 1-3:

- *Not Yet Meeting Expectation*
- *Good Potential*
- *Meeting Expectation*
- *Exceeding Expectation*

For students grades 4-7, faculty will use the letters D, C, B, A respectively to represent the performance scale. These grades are noted on a separate document from the report received by the student/parent, are noted on the Permanent Student Record Card, and are available upon request by the parent.

Student Conduct

We expect students to behave in a respectful way towards teachers, adults, classmates and property. Each teacher is fully responsible for discipline in the classroom. Students will be approached in a dignified and respectful manner and asked to comply with these standards of behavior. If the code of conduct is not followed, we have discipline guidelines to be

followed. Our philosophy on discipline emphasizes the positive approach, in which the student is gradually led towards an experience of self-discipline.

EXPECTATIONS FOR OUR STUDENTS

- To come to school with a positive attitude towards learning, allowing others to do the same.
- To respect adults, classmates and their learning environment with a kind and caring attitude.

SCHOOL RULES

The following are list of the basic school rules. For a complete list, please see our Policy and Procedures Manual

- Students should not arrive at the school before 8:25 am nor stay more than 10 minutes past the end of their program. Faculty are not responsible for students on the school property before or after school hours.
- Students are expected to be on time for the school day.
- Bicycle riding, scooters, skateboarding and rollerblading in the parking areas or on school grounds during school hours and at pick-up and drop-off time is forbidden. Students who use the above for transportation are asked to do so on designated sidewalks or roads.
- Students may not bring toys, trading cards, electronics or other play objects from home unless arranged with teacher for 'sharing' in class. Toys for an after school play date or for 'sharing' must be stored in a closed bag and accessed at teacher's instruction or at pick up.
- Students may not kick, punch or otherwise cause bodily discomfort to any other student at any time.
- Students may not swear or verbally threaten other students or adults.

Dress Code

Our school environment is one where we wish to encourage and nurture reverence and a strong relationship to the living images and ideas that the Waldorf curriculum strives to provide. We value the importance of warmth, comfort, neatness, simplicity and a scent free environment and ask that the students reflect these values.

Our aim is to provide a classroom and learning environment that is free from distraction and unnecessary visual noise and which is conducive to allowing the imagination and individuality present within each child to flourish under the guidance of their teachers.

Our intention is to inspire individual creativity and expression and to create and nurture a healthy learning environment by limiting visual distractions and excessive marketing messages, whilst maintaining a spirit of expression and openness around dress.

- Students should come to school dressed appropriately for the weather.
- No heavy dangling jewelry including earrings and necklaces.
- No makeup.
- Scent free.
- We respectfully ask that students' indoor clothing, lunch bags and athletic wear be free of logos.
- Media influenced and visible branding on clothing is not allowed when images are larger than fist size.
- Any images or slogans should not be scary, disrespectful, offensive or overtly distracting (at teacher's discretion).
- Spaghetti straps (less than two fingers-wide), halters, and midriff baring clothing are not appropriate for school.
- Skirts and shorts should fall to the student's fingertips when standing.

- To allow for safe movement and various physical activities clothing should be reasonably sized for the student (at teacher’s discretion)
- Hats and hoods must be removed indoors.

WET/COLD WEATHER - GRADES

Wet weather clothing (boots, raincoat and a hat) is required on rainy days. Unless it is absolutely pouring, all children go outside at recess and lunchtime. Rain boots are required through the fall and spring and snow boots in the winter.

During the winter months, warm waterproof jackets, snow pants, hats and mittens/gloves are essential.

An extra set of indoor clothing should also be kept at the school in a bag on the child’s coat-hook.

CLOTHING - PRESCHOOL & KINDERGARTEN

Children must arrive in rain pants. Warmth is of greatest importance to the healthy development of the young child. The children need warm clothing with waterproof boots and coats. Unless the weather is extreme, the children will play outside. They love splashing through puddles, sliding in the snow and digging in the ground. Their legs should be covered and extra pants should be kept at school. They need snowsuits, warm hats and gloves, and snow boots for the winter. Indoor slippers or shoes that they can manage themselves can be left at school. A change of clothes is needed and can be kept in a cloth bag at school. All clothes and shoes should be marked clearly with the child’s name.

CELL PHONES

Use of cell phones by students is not permitted during school hours. If a student needs to have a cell phone to

communicate with parents after school, it must be kept in their backpack and turned off until school is dismissed. If parents and students need to communicate with each other during the school day, they should use the school reception phone at the front office, or call in to the administration.

If a student is found to be using their cellular devices during school hours, the phone will be confiscated and given to the parents at the end of the day.

DOGS

Dogs can be very protective of their families and in some cases children may be afraid of them. If you are bringing your pet to school it must be tied up outside fenced areas.

Food

LUNCHES

We ask that parents pack a wholesome, nutritious lunch for their child with a minimum of packaging and that is free of corporate logos, cartoon characters, etc. The children require nutritious food for a successful day of learning. Please be aware that logos, cartoons, etc. on lunch bags are a distraction from the learning that goes on in the classroom. No candy or pop are allowed at school.

PRESCHOOL & KINDERGARTEN SNACKS

We work with the children to prepare healthy snacks together, usually a cooked cereal, baked bread or organic grains with fruit or vegetables and a warm drink. Play is hard work, and a loaf of bread or bowl of hot cereal disappears quickly. Everyone has a little, and even the fussiest eaters usually manage to leave empty plates.

Snack time is a social time and, just as at home, we prepare the table together and wait until all have finished before we move on to the next activity.

When packing your child's lunch for the full day program, please follow the recommendations outlined above for grade school nutrition.

Food Allergies

Our School is a Peanut-Free Zone

We have students in the school with severe life threatening allergies (Anaphylactic reaction) to **peanuts**.

An anaphylactic reaction causes shock, suffocation and death within minutes of the allergy reaction commencing if not treated immediately. Simply touching a surface that has had an allergen product on it can generate these life-threatening reactions.

We are seeking your support in creating a safer environment by:

- If you're informed by your class teacher that a certain allergen-causing food must be avoided in your child's classroom, respecting the request, and not providing that food.
- Encouraging your child to not share or swap their food or drink bottles with others.
- Encouraging your child to wash their hands before and after eating.

Attendance & Absences

ATTENDANCE & TIMELINESS

Parents are expected to ensure their child's punctual attendance at school. Each class begins the day with a

greeting and a morning verse. Not only is it disruptive for the class when a student arrives late, the late child misses the opportunity to start their day with the proper grounding the morning rhythm provides, often setting the course for the day.

The rhythms of daily, weekly, and seasonal cycles are important to the wellbeing of the child. In our school, subjects are taught in blocks and are often built one upon the other, so that experiences missed are not easily made up at another time.

If there is an important need for absence, other than for medical reasons, early consultation with the class teacher is essential. If a child is not able to attend school due to illness, **parents are requested to phone the office by 9am** to inform the school the child's absence. If sickness continues, parents must notify the office of ongoing absence. If your child must leave the school grounds early for an appointment or other reason, please notify the teacher.

PLANNED OR PROLONGED ABSENCE

If circumstances necessitate a prolonged absence (3 or more days) other than due to illness, please fill out a Prolonged Absence Form and provide it to your teacher as soon as possible. We request that you plan vacation time around school holidays.

While on a prolonged absence (3 days or more) we ask that you consult your teacher on a plan to complete work covered during this period with your student. This may be in the form of an alternate independent work project or completion of classroom content.

If you do not communicate with your child's teacher and complete the requested tasks, your child will be marked as an

unexcused absence. *If the total unexcused absences places your child below 650 hours of instruction between the start of school and May 15, as required by the Ministry of Education for funding purposes, **you will be charged the difference between the full funding grant per student and the prorated grant received for your child.***

Health & Safety

Student Illness Policy

If your child is ill, please keep them at home. Children returning to school after an absence due to illness may not be accepted if they exhibit symptoms not limited to:

- fever
- excessive coughing
- rashes
- lice
- excessive running nose
- fatigue
- conjunctivitis

These symptoms can limit the child's ability to fulfill the normal expectations of a student in a classroom. As well, children exhibiting symptoms such as these can transfer illness to their classmates, their families, the faculty and staff and the greater school community. Children developing symptoms such as these while at school may be sent home. All decisions regarding illness and the classroom will be made by the class teacher, with the health of the whole community in mind.

Lice Policy

The school does not have the authority to refuse a child's attendance for reasons of lice. Saltwater Waldorf School

recognizes lice as a nuisance that can spread quickly and takes the following steps to eliminate it when it is present:

- Parents are asked to report any instance of lice to their child's teacher
- Teachers will recommend that the child receives lice treatment
- Teachers will inform the office that lice is present and the office will notify the parents of affected classes (including siblings) by letter and ask them to check their children and report it to school if lice is found.
- If lice is found in kindergarten or preschool, teachers will remove shared items
- If further cases are reported, the office will notify parents that voluntary head checks will be conducted at school and parents notified by the class teacher

From the Health Link BC Website:

Head lice can affect anyone, and are most common in the 3-11 year old age group. Head lice are annoying and may cause itching, but they do not cause disease. Reactions to head lice can subject children to teasing, bullying and isolation. For these reasons, head lice infestations should be treated.

Current research shows that school exclusion, early dismissal and no-nit policies do not prevent or control head lice infestations. In fact, these practices further stigmatize children, erode their self-esteem and interfere with learning. No-nit policies in schools and daycares are discouraged by both the Canadian Pediatric Society and American Academy of Pediatrics.

Home Life

To allow your child to benefit fully from their time at school, they need to be well rested. Please ensure that your child has adequate sleep on school nights and that the transition from weekend activity to Monday morning is a calm and restful one. Your child cannot be calm and receptive on Monday mornings if he/she is still recovering from a weekend full of stimulating overtiring activities without a good sleep.

Regular work habits (without constant background music or flickering images), regular and adequate sleeping hours, and a sound diet are essential to the life, health and learning process of the child.

Parents should inform the class teacher if there are any changes in home life that may affect a child's behaviour: parent's absences, serious illness in the family, the death of a grandparent, the need for medication, or other such information.

Extra-Curricular Activities

Young children need time to play, by themselves and with friends. At school, there is a rich program of activities, art, music and movement. We recommend limiting the number of extra classes outside school until the child is older.

Electronic Media & Television Expectations

Exposure to news stories, television, videos and other visual media including computer games, can significantly interfere with the educational work of the school. Waldorf education seeks to nourish and develop each child's creative capacities. The young child's ability to imagine is crucial to the development of creativity. This capacity to imagine is compromised by media images and television. In the process, the child is also taught a passive relationship to the world.

Children are also exposed to content that is inappropriate for their age. Recent studies are questioning the effects of television watching on the nervous systems of growing children, on healthy social development and its adverse effect on learning.

Parents ultimately decide how much screen time their children will have. In general we recommend following the guidelines listed below:

Preschool through grade three: Ideally, no television or video games.

Fourth grade and up: Ideally no television or video games during the school week, especially in the morning before school. Avoid cartoons and programs that are vulgar, over stimulating and those that feature violence.

For further reference, please watch [THIS VIDEO](#) and/or read [THIS ARTICLE](#).

Volunteers

Volunteers are an integral part of the workings of the Saltwater Waldorf School. Parent volunteers assist in many ways, including fairs and festivals, field trips, special class projects, fundraising, committee work, school maintenance and the school board. Individual class teachers will work with their Class Parents to enlist parents when required.

Parents who volunteer on a regular basis in the classroom, who drive other students than their own child for fieldtrips or who attend overnight field trips will be required to have a Criminal Record Check on file at the school. Volunteer field trip drivers will also need to provide a driver's abstract and a copy of their insurance. **Please call ICBC at 1-888-715-7775 and have ICBC email Marussia a copy of a driver's abstract to marussia.n@saltwaterschool.com**

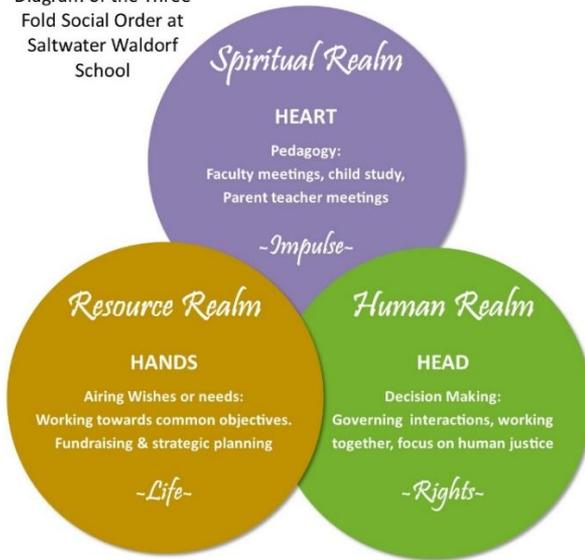
See Organizational Structure section for a list of committees that require volunteers if you are looking for opportunities to use your skills to help the school.

Organizational Structure

The Saltwater Waldorf School is governed by A Threefold Social Order. This can be summarized as such: there are three realms of working at a school, the *Spiritual Realm* where the focus is pedagogy and the self-actualization of teachers (this would be reflected in faculty meetings, child study, parent/teacher meetings), the *Resources Realm* where the school's mission is central in exploring whether the requests of parents, teachers and students are in line with the school's current objectives (this would be reflected in airing wishes or needs, fundraising, strategic planning), and the *Human Realm* where **decisions are made**. The Mandates are created in the Human Realm, these are the decision making bodies. In a republican we are all equals who are tasked with caring for a specific sector. We give up our rights to decision making when we task a mandated group with this, we **trust** those members of the mandate group to act in the best interests of the school given its mission and objectives.

Saltwater Waldorf School expressed its desire to adopt a Mandate system, in so doing it is helpful to understand the Threefold Social Order in order to recognize in which context decisions are made and in which context decisions are not appropriate. Membership on the Mandate Committees must be a mix of employees, Board members and Parents where all member are subject to the Mandate Agreement.

Diagram of the Three Fold Social Order at Saltwater Waldorf School



Mandated Committees

These groups are mandated to make decisions on behalf of the Saltwater Waldorf School.

Finance Committee

Human/Decision Making Realm

Mandated by: Board

Mission: To ensure integrity of the finance reports/statements. To manage financial challenges along with the Board and Faculty when necessary.

Committee Composition: Office Administrator, Director of Education, Bookkeeper, and Board Treasurer plus two other members, ideally a faculty member and a parent.

Chair or Reporting Individual: Treasurer

Current Members: John Milligan (Board Treasurer), Kirstin Humphreys (Book Keeper), Marussia Nesling (Administrator), Rebecca Watkin (Director of Education)

HR Committee

Spiritual Realm

Mandated by: Faculty and Board

Mission: To resolve issues relating to Saltwater Waldorf School that are not appropriate to discuss at full faculty level.

Committee Composition: Faculty Director, Faculty member, one or two board members and one additional teacher when needed. Ideally both grades and ECE are represented on this committee. HR professional or mediator may be asked to join meetings when appropriate.

Chair or Reporting Individual: Position will be rotated among members

Current Members: Jen Irwin (Faculty Director), Cheridy Whipp (ECE), Christine Laird (Board Director), Lucie Hawesova (Board Director)

Revenue Building Committee

Resource Realm

Mandated by: Faculty and Board

Mission: To increase and diversify revenue streams and develop ongoing financial stable support for SWS through donor fundraising drives, events and grants: to raise capital for special projects such as building and land acquisition; and to strive with innovation and enthusiasm to attract

abundance to the school: abundant finances, abundant human connection, and abundant creativity.

Committee Composition: Board members, School Administration members, and parents. Other interested members are enthusiastically welcomed to attend meetings and may request to join the committee or may be asked to join.

Chair or reporting individual: Marcie Jamieson

Current Members: Marcie Jamieson (Board Director), Lucie Hawesova (Board Director), Jen Irwin (Faculty), John Gower (Parents)

Promotional Committee

Resource Realm

Mandated by: Faculty and Board

Mission: To raise the profile of SWS within the local community, adjacent area, the world and to build the enrollment of the school.

Committee Composition: Office Administrator, representatives from Faculty, Board and Parent Body. Additional members may request to join the committee or may be asked to join.

Chair or reporting individual: Christine Laird

Current Members: Marussia Nesling (Administrator), Lucia Perez (Faculty), Tanis Gower (Parent), Michelle Nagle (Faculty), Eric Alexandre (Grandparent)

Building & Maintenance Committee

Human/Decision Making Realm

Mandated by: Board

Mission: The committee has oversight responsibility for the security, good condition and proper operation of the physical facilities of Saltwater School

Committee Composition: Board Directors, Administrator, building owners and parents.

Chair or reporting individual: Bobby Boyd

Current Members: Bobby Boyd (Board Director), Marussia Nesling (Administrator), Aaron Dowker (Parent), Eric Alexandre (Hemlock Building Owner)

School Board

Human/Decision Making Realm

The financial and legal operations of the School are carried by the Board of Directors of the Saltwater Education Society.

Mission: To support the vision and mission of Saltwater Waldorf School in its goal to provide Waldorf Education according to the principles of Anthroposophy set out by Rudolf Steiner.

Committee Composition: A minimum of five members made up of Faculty, Staff, Parents and Community Members. Group is comprised of a Chair, Vice Chair, Treasurer, Scribe and Directors.

Chair or reporting individual: Elected Chair

Frequency of Meetings: The board meets once per month

Current Members: Kristi Hansen (Chair), Michelle Nagle (Vice Chair), John Milligan (Treasurer), Christine Laird (Secretary), Bobby Board (Director), Marcie Jamieson (Director), Lucie Hawesova (Director), Marussia Nesling (Ex-Officio Administrator Non-Voting), Rebecca Watkin (Faculty Representative Non-Voting), Jen Irwin (Faculty Representative Non-Voting)

Parent Group

Resource Realm

At Saltwater Waldorf School, every parent is part of our Parent Group. Some are teachers or admin, some are class parents, some serve on committees, some are pure muscle always willing to help at events, some provide childcare and support for each other. Basically, every parent is invited to find their niche and share what they can with our school community.

In addition to all of this, we have a formal Parent Group Executive, that being a Chair, Treasurer and Secretary. The main goal for this year is to access the BC Gaming Grant and decide how these funds and other Parent Group fundraising efforts, should be spent within our school.

Mission: To foster a vibrant and creative school community.

- We endeavor to organize and facilitate fundraising activities, community building activities and annual faires.
- We strive to be informed of the school mission and the guiding principles of Waldorf education.
- We elect a Parent Council to review submissions and allocate funds raised for school community activities and student equipment.

Committee Composition: At least one Class Parent from each class.

Chair or reporting individual: Christine Laird (Elected by the group)

Current Members: All parents/guardians of children at Saltwater Waldorf School are members. The elected Parent Group Executives for the 2016-17 school year are: Christine Laird (Chair), Lucie Hawesova (Vice Chair), John Rushforth (Treasurer) and Melissa Thiessen (Secretary).

To wonder at beauty
Stand guard over truth,
Look up to the noble,
Resolve on the good.
This leadeth us truly
To purpose in living,
To right in our doing,
To peace in our feeling,
To light in our thinking.
And teaches us trust,
In the working of God,
In all that there is,
In the width of the world,
In the depth of the soul.

- Rudolph Steiner

“The heart of the Waldorf method is the conviction that education is an art - it must speak to the child’s experience. To educate the whole child, his heart and will must be reached as well as his mind.”

- Rudolph Steiner

Saltwater Waldorf School

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