



PRAIRIE MOON

W A L D O R F S C H O O L

A Developing Member of the Association of
Waldorf Schools of North America

PARENT HANDBOOK

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Prairie Moon Waldorf School does not discriminate on the basis of race, color, gender, national or ethnic origin, or sexual orientation in its educational policies, admission policies or any administered programs.

Table of Contents

Parent's Pledge

Mission Statement

Educational Philosophy of the Prairie Moon School

Festivals and the Rhythm of the School Year

The Structure of Prairie Moon School

Program Procedures and Policy

Health and Nutrition

The Role of the Parent

Parent's Pledge

While it is impossible to fully characterize all of the diverse qualities and commitments that make the Prairie Moon Waldorf School community unique, the parent pledge highlights several major ones. We invite your participation in improving it for future years.

I will make every effort to attend all parent evenings for my child's class. I understand that my attendance helps ensure that my child's class has an informed, active, and mutually supportive parent body that understands the curriculum and its foundation.

I will read the Parent Handbook to familiarize myself with the schools policies and practices.

I will read the weekly Prairie Moon e-newsletter, and communications so that I am informed about the programs, policies, practice, and community life of Prairie Moon. In addition, I intend to volunteer or contribute to at least three major school events (Autumn Faire and Auction, May Festival, festivals, etc.) in some manner.

I understand that tuition alone does not meet the school's budgeted expenses yearly, and will strive to participate in fundraisers, with a heartfelt gift, to the best of my ability.

Finally, I am aware of the school's policy to limit or eliminate TV (and similar activities such as Nintendo, videos, video games, DVD's, movies, etc.) for my children. I understand that my support of this policy in my home will support my child's healthy neural, brain and emotional development and will help create a class environment that fully supports my child's development.

Mission Statement of Prairie Moon Waldorf School

Using the Waldorf education approach, Prairie Moon Waldorf School seeks to develop unique qualities and healthy relationships among children so that their lives are imbued with both free initiative and a sense of social responsibility. We utilize an integrated curriculum that educates the “head, heart, and hands” through academic, artistic, and practical work, and recognizes Nature’s laws, patterns, seasons, cycles and rhythms as the basis for all learning.

The curriculum is one that:

- *is developmentally appropriate;*
- *encourages an appreciation and connection to the natural world;*
- *cultivates an appreciation for the diversity of world cultures; and*
- *provides a sense of belonging to as well as contributing to a larger community*

Educational Philosophy

Philosophy of the Nursery and the Kindergarten

If the child has been able in his play to give up his whole being to the world around him, he will be able in the serious tasks of later life to devote himself with confidence and power to the service of the world.

—Rudolf Steiner, founder of Waldorf education

The Waldorf kindergarten philosophy is based on the conviction that the young child learns best by imitation of what is beautiful and meaningful. Each child's innate capacity for wonder, reverence and awe is valued and nurtured in a carefully planned program and environment. Learning is joyous because children are guided to healthy, creative self-expression while they develop the foundations for future academic work.

Philosophy of the Grade School

Each class teacher and his/her class form a community that the class teacher leads on the eight-year journey from childhood into adolescence. Each year’s curriculum content unfolds in a way that speaks directly to each child at his/her current stage of development and understanding. All eight Waldorf elementary grades emphasize experiencing the wonder of the world, recognizing and appreciating each other's gifts, and strengthening cognitive, artistic, physical and social skills in the class community.

Subject Classes

The Waldorf curriculum also calls for a broad spectrum of subject classes which weave through the weekly timetable. These may include singing, music, gym and games, eurythmy, foreign language, watercolor painting, handwork, gardening, beeswax modeling, clay, woodworking, metal-working, drawing with charcoal, and acrylic painting. Slight variation in the general curriculum may occur depending on the availability of subject teachers, a particular class, and the year.

Festivals and the Rhythm of the School Year

Annual celebrations and observances of seasonal and cultural festivals help to develop children's relationships to their larger environment. These yearly rhythms are incorporated into daily classroom routines, thus supporting an awareness of and sense of belonging to Nature's natural rhythms and seasons. Children are guided to participate in age-appropriate songs, stories, verses, games, and activities for the various turning points of the year. As a child grows and experiences these festivals year after year, his/her relation to the cycles in Nature is nurtured and deepened, which can in turn mature into a sense for the seasons of life itself.

In the early childhood, the festivals are set for the children to experience a consistent year. In the grades, some yearly festivals bring the whole school together while others are explored through the curriculum of each grade. We invite and encourage parents to share their traditional festivals and customs with their child's class teacher. Celebrations from diverse cultures mark various turning points in the year, such as recognizing the miracles of life and rebirth, and the struggle to overcome darkness. Through stories, songs, and myths, we can share the beauty and richness of our diversity while also confirming that which is universally human.

The Structure of Prairie Moon Waldorf School

Faculty

The Faculty is dedicated to bringing the children a living experience of Waldorf education. A faculty meeting is held every Thursday to work on educational and daily operational components of the school.

Administrative Staff

The Administrative staff is comprised of an Administrator, Enrollment Coordinator, and Bookkeeper. The enrollment coordinator position is subject to the financial health of the school, and at times, volunteers step in to provide assistance in this realm.

The Administrator is responsible for administering the school's resources and executing tasks and projects in cooperation with Faculty and/or the Board of Directors. In addition, the Administrator works with legal requirements through the State of Kansas, Kansas Department of Health and Environment, and the Association of Waldorf Schools of North America. The Administrator will be available in the office to answer general questions and direct specific questions to the appropriate officials. The Enrollment Coordinator initiates re-enrollment and handles new admissions to the school, observation days, and outreach. The Bookkeeper answers all questions regarding payments, payment plans, fees, donations, scholarship program, advertising contact and placement.

Board of Directors / Waldorf Association of Lawrence

Prairie Moon Waldorf School is governed by the Waldorf Association of Lawrence (WAL), a 501(c)3 not-for-profit educational corporation registered in Kansas. The Board of Directors of WAL bears legal and financial responsibility for the school. Committees of the Board are mandated to handle many of the practical details. These committees include: Community Development and Outreach, Facilities and Environment, Finance, Pedagogical, and Policy and Review. Additional committees may be added. The Board cooperates with and includes members of the faculty and administrative staff. Meetings are held twice a month. Copies of the minutes are available in the school office. Parents interested in serving on the Board or on any of the above-mentioned committees according to the committee mandates are encouraged to contact one of the members of the Board. Please contact the Board President if you have any questions or for further information. Names and contact information of board members may be found in the school newsletter. Meeting times will be published in the online school calendar at prairiemoon.org

Community Development and Outreach Committees

The Community Development and Outreach Committees are dedicated to encouraging the sense of community and volunteerism within our school and beyond. Outreach organizes activities, workshops, and events designed to

make Prairie Moon Waldorf School more visible, and to spread the wonders of Waldorf Education. The Development Committee is responsible for all fundraising coordination.

Facilities and Environment Committee

The mission of the Facilities and Environment Committee is five-fold: 1) To ensure that the physical structure of Prairie Moon Waldorf School (including its grounds) are properly maintained; 2) to oversee expansions/renovations to school building and/or grounds (including playground and gardens); 3) To oversee necessary renovations are completed adequately and appropriately; 4) To participate in necessary planning activities for future expansion of Prairie Moon Waldorf School's physical needs; and 5) to ensure that city, county, and state code, with respect to the facilities and environment, is upheld.

Finance Committee

This is the group responsible for the financial management of the school. It is made up of one or more board members (to include the Treasurer), the Administrator, the Bookkeeper, and other individuals with backgrounds in financial management.

Policy Development and Review Committee

This committee is comprised of Administrator, the Bookkeeper, one teacher, at least one non-Board member parent, and/or any other person appointed by the Board. The committee is responsible for reviewing and assuring development of policies and procedures for the Waldorf Association of Lawrence and Prairie Moon Waldorf School. This includes policies and procedures for educational programs, student services, governance, administration, finance, law, personnel and development.

Financial Policies

Each year the school raises tuition across the board to help fund cost of living increases, additional curriculum offered within the school, and overall growth. Families qualifying for tuition reduction at the same rate as in the previous year are expected to increase their tuition payments at least commensurate with the tuition raise.

Any applicant for tuition reduction will need to submit to FACTS, in addition to the tax returns for the previous calendar year, documentation of their last three months of income (pay stub, etc.) if tuition assistance is being sought after September 1st in the academic year. It is expected that both parents will participate in the FACTS process, even if parents maintain separate households. It is the responsibility the custodial parent to speak with the non-custodial parent about regarding the application for tuition aid.

Please Note: All tuition adjustments are confidential and families are expected to respect that confidentiality. Breaching the confidential agreement between the school and a family may nullify the financial agreement therein.

Late Payments Policy

Regular statements are sent to all parents apprising them of the status of their tuition and fees balances. Parents who get more than a month behind in their payments may be asked to meet with the Administrator or Bookkeeper to discuss an alternative plan for meeting their financial obligations. *Please be advised that if parents do not respond to written reminders about their financial obligation, and if they do not take advantage of opportunities for discussion of their financial situation, their student may be asked to remain at home until payment is received, or an acceptable plan for making payments has been established.*

Insufficient Funds Policy

(FACTS Tuition Management Company)

It is our desire to be able to work with families during times of financial difficulties, rather than assessing further fees on them for returned payments. We ask that you act responsibly in addressing the financial issues that your family is facing so that we may help to ensure the financial health of all parties.

In the event that a payment is returned due to insufficient funds, FACTS Management Company will charge a returned check fee. A re-attempt to collect the tuition due will be made on the following debit date (either the 5th or 20th of the month, depending on the date of the original attempt). After the first insufficient funds notification, the Bookkeeper will send notification to the family that FACTS will attempt a second collection on the next collection date. If the second attempt to collect tuition is unsuccessful through FACTS, it will be necessary for you to make payment arrangements with the Bookkeeper or Administrator immediately. Per the tuition contract, accounts more than 15 days in arrears may result in termination of the enrollment contract.

(Payments made by check)

The first time a check is returned for any reason, the school will re-attempt deposit and pay the charges incurred by the school. Charges incurred by the school for subsequent returned checks will be added to the family's account for which the check was being written. In addition, arrangement must be made immediately with the Bookkeeper or Administrator to bring the account current.

30-Day Notice Policy

This policy applies to disenrollment from the school and decreases in enrollment (e.g., disenrollment from aftercare, or changing from a 5-day to 3- or 2-day space in the EC). Thirty days written notice is required for all changes to enrollment. In the case of decreases in enrollment, or withdrawals from the school, the thirty-day calculation is based on the date that written notice is received in the office. Tuition will be prorated out to 30 school days from the date of notice and charged accordingly. Students are welcome to remain in school for those 30 days, however, withdrawal before the 30 day period expires does not release the financial obligation.

Policy on Tuition Deposits

If a family opts to change the enrollment status of their child in the Early Childhood program, their tuition deposit is increased or decreased commensurately. The payment of the difference (if one is applicable) will be due no later than the first day the student begins in the new enrollment position.

Program Procedures and Policy

Daily Procedures

Morning Arrival

Arrival time is 8:15am. We ask that your child arrive on time in the morning. Call the office if you think you'll be absent or more than 15 minutes late (phone number 785-841-8800). Please leave a message if the office staff is unable to answer the phone.

Afternoon Dismissal

Early Childhood dismissal is at 1:00pm Grades dismissal is 3:15pm Every Friday, we will have early dismissal at 1:00pm for the grades.

- ***Releasing of children:*** Children will only be released to a parent or a person authorized by the parent through written or telephone notification. If the delegated person is unfamiliar to our school, proper identification will be requested.
- ***Late pickups:*** We understand that sometimes circumstances are such that arrival on time to pick up your child might be compromised. We ask that, in order to ensure the safety of your child, you do notify the school that you are on your way and give an estimated time of arrival.

Early Childhood

Arriving to pick up your child more than 5 minutes past dismissal time (1pm for half day, 3:15pm for extended care or 5:30pm for aftercare) will result in a charge of \$5 per child to the child's parents. An additional \$5 dollars will be charged for each additional 5 minutes, or portion thereof. In an effort to allow our faculty to make their own appointments and family obligations on time, children whose rides are not present at dismissal will be waiting for pick up in the school store. Thank you for your consideration!

Grades

Arriving to pick up your child more than 10 minutes past dismissal time (3:15pm, 1pm on Fridays) will result in a charge of \$5 per child to the child's parents. An additional \$5 dollars will be charged for each additional 5 minutes, or portion thereof. In an effort to allow our faculty to make their own appointments and family obligations on time, children whose rides are not present at dismissal will be waiting for pick up in the school store. Thank you for your consideration!

Early Childhood Extended Care and Aftercare Program

Prairie Moon Waldorf School offers care for early childhood students after their school day has finished in the Extended Care and Aftercare Program. This program strives to follow up the child's school day by incorporating the Waldorf philosophy in their after school care of the students, and is enrolled on a first-come, first-served basis. Extended care is available until 3:15pm. Full day (Aftercare) enrollment allows children to remain at school until 5:30pm and is an option in both early childhood classrooms on a first-come, first-served basis.

Absences

Parents are required to call the office when their child will be absent from school. Advance written notice and class teacher approval is necessary for extended non-medical absences. **After a child has been absent, a note from the parent explaining the reason for the absence is required.** If the child was under a doctor's care, a note from that physician is required to return to school if the condition was contagious.

Seasonal Clothing Policy

The Waldorf curriculum has a strong outdoor component. A portion of each day is spent participating in outdoor activity and play. To make this experience the richest possible, it is important that the children are prepared and are properly dressed for the weather. Appropriate clothing is listed in the **Seasonal Clothing for School** section. If for some reason your child cannot participate in the daily outdoor activity, please evaluate whether your child is healthy enough to come to school that day. She/he may need a day of rest. If you decide your child is well enough to come to school, she/he should be well enough to participate in all of the daily activities. It will be at the teacher's discretion whether or not the children will go out in the event of extreme weather.

Snow Closings and Delays

We will follow the inclement weather decision of the Lawrence Public School district. Please look for that information on news broadcasts when inclement weather is predicted. If Lawrence Public School district is closed, then we will be closed as well. In the event of an afternoon weather condition that would necessitate the closing of the school, we will contact parents at the number listed on the emergency contact form. We ask parents to contact the school if unpredicted inclement weather happens to occur during the middle of the school day. Since we are located in a rural setting, there may be times when 1600 Road is not safely drivable. While we will work with the Grant Township to keep these incidents to a minimum they may result in an occasional late start to school or an additional "snow" or "ice" day in which school will be cancelled. If Lawrence Public Schools are in session during these days we will leave an outgoing message on the school's voice mail system by 7:00am about whether school will be open or on a modified schedule.

Special Events

Children are required to attend all events directly resulting from class work: plays, festivals, assemblies, musical performances, etc. If a child is unable to attend due to special circumstances please notify the class teacher.

Birthday Celebrations and Parties

Birthdays at the Waldorf School are important for the birthday child and the entire class. Teachers arrange a special classroom celebration that will be discussed with each parent before the big day. If you're planning a party at home, please be sensitive to its effect on the life of the classroom. Parties to which all but a few are invited are difficult for the excluded children. If you can't invite the whole class, we ask that you invite less than half the class—just the boys, just the girls, or a small group of your child's closest friends. We also ask that you avoid scheduling parties on school nights, and that you send invitations through the mail—not distribute them at school—to avoid hurt feelings and confusion with school-sponsored events. Your child's teacher will inform you about the particulars of the birthday celebration in your child's class.

A good rule of thumb for children in the early childhood program is to invite as many children as the child's age, plus one (i.e., the child turns 4, invite 5). It has been said that inviting too many children (and adults) can often overwhelm the child whose birthday it is. Many parents who have used this guideline find the birthday party to be more manageable. Limiting them to between 1 ½ and 2 hours is also advisable for this young age group.

Performances and Events

Picture taking and videotaping are allowed at school events with permission from the teacher. Often a designated person is chosen to tape the event to limit distraction. In cases of a single designated recorder, information on how to obtain copies of the recorded performance will be provided. Please be sure to silence all cell phones and refrain from using flash photography during performances.

Class Trips and Field Trips

Field trips are an important part of the curriculum and an appropriate time for parents to volunteer as chaperones and drivers. It is imperative that permission slips be returned in a timely manner, and that your child is prepared for the trip according to the teacher's instructions.

Dress Code

Many schools, both public and private, have re-examined the issue of prescribing a uniform dress code policy within the elementary school. Prairie Moon Waldorf School's dress code focuses on choices of dress that help to maintain the work of the classroom. Clothing should be appropriate for the weather and the situation.

- ***Media-Inspired Clothes: Media- or advertising-inspired clothing is considered a distraction to the carefully planned mood of the classroom.*** Help us create an atmosphere free of commercial influence in which children can explore their innate creativity. Clothing displaying logos/brands is permitted to be worn at school, so long as the logo is smaller than your child's hand.
- Please choose clothing that is clean and mended from rips and tears.
- Dress appropriately for outdoor play and activities.
- Wear sturdy outdoor shoes and appropriate clothes for games and classes. Clogs, flip-flops, and unsteady sandals are not appropriate for safe play. A quality cross-trainer with shoe strings is ideal.
- No "light up" shoes, "sound" shoes, or "roller-skate" shoes.
- Wear indoor shoes while in the classroom (see below).
- Wear appropriate clothing in winter: boots, hats, gloves and snow pants (see below).
- Shirts, notebooks, lunchboxes, backpacks and other items depicting action figures, inappropriate pictures, writing or media-related themes are not permitted.
- We expect children to behave respectfully during special events, and we ask that their dress on these days also reflect this mood.

We ask for and appreciate the cooperation of all parents in encouraging moderation in clothing and personal grooming for the sake of improving the learning atmosphere for all children.

What Children Need to Bring to School (and What Should be Left at Home)

Seasonal Clothing for School School is a place of active work and play where a part of each day is spent outdoors, rain or shine. We walk through the surrounding fields and playgrounds and take special trips to nearby ponds and nature reserves. To ensure an enjoyable experience for your child, we ask that parents provide practical, sensible clothing. Make sure your child is protected from wind, dampness, mud, rain, ice and snow, and send along backups for items likely to get wet during play, so we can keep your child warm and comfortable. Use the checklist below to stock your child's cubby:

For Autumn:

- Sturdy shoes and mud boots
- Warm sweater
- Mittens and scarf
- Waterproof raincoat, rainpants and hat
- Leggings or long pants
- Hat that covers ears

For Winter:

- Warm snow boots
- Snow suits or warm, comfortable, water resistant outerwear
- Warm sweater
- Extra pair of thick socks
- Mittens and scarf
- Leggings or long pants
- Hat that covers ears and head

For Spring:

- Sturdy shoes and mud boots
- Waterproof raincoat, rainpants and hat
- Sweater

Extras: Early Childhood licensing requires two complete sets of seasonal appropriate clothing. Grades children also need extra clothing as well. Make sure your child is prepared with an extra set of clearly labeled clothing in his or her cubby. We suggest putting everything in a bag with your child's name on the outside. Include socks, two pairs of underwear, a shirt, pants, sweater and mittens. Children grow fast, so check the bag a few times a year to make sure it all still fits and are appropriate for the season. In fall, winter and early spring, stock extra layers (especially socks and mittens in winter). If your child brings home a bag of wet clothes, send him or her back with a new set of spares the next day.

Indoor Shoes help to mark the outside-inside transition, keep the classroom clean, and make for a comfortable play and circle experience. We would like for the children to have inside shoes. These could be any soft-soled, close fitting shoe, but please make sure that they are not too slippery, or too hard for your child to change into. Some examples for younger children would be ballet shoes, moccasins, Swedish moccasins (durable leather sole hand sewn to a soft cotton/nylon sock that soothes little feet)—machine washable, and available through www.hannaandersson.com). For smaller feet, <http://preschoolians.com>, www.softstarshoes.com, and Robeez, <http://www.robeez.com> are good options. **For the grades children**, canvas shoes, or any other that has arch support and non-slip soles are more appropriate. There are times when the children are active inside in the gym area. The gym is tile over cement pad, not a standard gym floor. Their indoor shoes should be able to protect their feet from the hard surface of the floor.

Outdoor Shoes should protect the foot. Rugged treads help children keep a firm footing on grass and wet surfaces. Please refrain from sending your child to school with flip-flops or clogs for either indoor or outdoor shoes. Running and playing in these types of shoes is a common cause of injury.

Lost and Found The Lost and Found Trunk is located in the Main Hall at a designated location. If your child is missing an item, please check in the lost and found trunk. We recommend that you label your child's coats, sweaters, lunchbox and hats using waterproof markers or printed iron-on labels. Periodically, unclaimed lost and found articles will be donated to the Social Service League.

Toys and Other Items from Home We provide a variety of beautiful, natural materials for children to use at school, and the children come to understand that these belong to everyone. We've found that items from home can change the friendly dynamic of children's interactions, leading from jealousy to fights to broken treasures and hurt feelings. You can help us keep harmony in the classroom by making sure your child leaves toys, jewelry, money, gum and treats at home.

Prairie Moon Waldorf School Behavioral Expectations

Safety, respect, and responsibility are the central tenets of the Prairie Moon Waldorf School Discipline Policy. School rules and consequences are designed to maintain a balance between respecting individual freedom and having clearly defined standards that serve our educational environment. The ultimate goal of our discipline policy and procedures is the development of self-discipline in our students so they learn to independently promote and contribute to a safe and healthy school community.

Stepping over the threshold into school offers a unique opportunity for children to acquire lifelong learning habits. In building a school, the support of the community is essential in order to create an environment full of respect for people, ideas, and property.

The Prairie Moon Waldorf School Community strives to maintain an atmosphere of safety and respect that supports an imaginative learning environment. Each child is respected as a unique individual. Guidance is provided to the children in a positive manner to help them develop self-discipline, self-esteem, and respect for others.

Open dialogue between children, parents and teachers is the essential component to maintain healthy student behaviors.

Prairie Moon Waldorf School's approach to discipline is based on the Waldorf principles of rhythm, imitation and reverence. Maintaining a strong and reliable rhythm to each day and an orderly predictable classroom environment resolves most discipline issues through prevention. The teacher seeks first to model appropriate behavior, thus leading the children to right action. When inappropriate behavior occurs, the teacher will address the child according to age and the nature of the disruption. Wherever possible, the teacher involves the child in righting "the wrong". For instance, the teacher may ask a child to help mend a broken toy or console a friend who was hurt.

A child who is disruptive not only affects his/her own school experience, but that of his/her classmates. If a child's behavior continues to be disruptive or poses a safety risk to his/herself or others, the following discipline process will be followed:

- 1) The teacher responds with appropriate care of child and classmates and a Behavior Report will be written. Teacher contacts the parent(s) and describes the situation within a twenty-four hour period. **
- 2) If disruptive behavior continues, a Behavior Report will be followed up with a conference with the parents to discuss the situation. **
- 3) If the disruptive behavior persists a Behavior Report will be followed up with an action plan that will be written in collaboration with the faculty and parents. **

** Note: The parent(s) may be asked to pick up the child early from school.

- 4) The student's progress will be monitored and reviewed, the teacher will follow-up with the parent(s) and evaluate the situation, based on the time frame outlined in the plan. Teacher will share follow-up evaluation with Prairie Moon Faculty.
- 5) The faculty will do everything in their power to mediate and resolve inappropriate behavior within the school community. However, if little or no change is evident in the student's progress, if extensive attempts to affect change have not improved the behavior problems, and all of the above procedures have been utilized to the fullest, the faculty may recommend the withdrawal of the privilege to attend Prairie Moon Waldorf School. Parents of the student will be notified in writing of a decision and reasons for expulsion.

Specific Intentions of the Grades

Code of Compassionate Conduct

- Respect
 - Integrity
 - Attentive Listening
 - Striving
 - Community Awareness
-

Media Issues

Television The strong influence of television and other media in a child's life is often clearly seen in the classroom. Well documented effects of TV on children include hyperactivity, sleep disruption, diminished attention span and aggressive behavior. Perhaps the greatest loss is the decreased activity of creative imagination that forms the foundation for learning and growth. The American Academy of Pediatrics advocates for limits in media exposure for children (for more information, see <http://www.aap.org/advocacy/mediamatters.htm>). While we fully recognize that TV is in the domain of the family, in light of the evidence we ask that parents of Prairie Moon Waldorf School students strive to eliminate as much electronic media from their child's life as possible, ideally to zero. This includes the use of videos, computer (and computer games), video games, and the like.

We ask that NO television be watched in the morning before school, and we feel that TV watched before bedtime is very disturbing to a child's sleep. We are aware that it can be hard to change TV habits, and we will be happy to assist you with suggestions and moral support. We encourage you to explore alternatives to TV. Examples may be found in any domestic work. Big favorites are cooking, washing dishes, yard work and gardening, carpentry or shoe polishing. Older students may also enjoy reading, writing stories or poetry, building projects alone or with friends, painting, juggling, shooting hoops, or exploring and collecting items found in nature. The faculty and many other parents can provide you with suggestions for alternative home activities.

Other Media What is true of television also holds for videos, computer games and other media as well. Music and story tapes/CD's, if they are a substitute for the live human voice, are not soul-nourishing and are empty entertainment. For more information about the effect of media on the developing child see the book list at the end of the Handbook.

Communication

How to Deliver and Receive Messages

Messages with the Teacher To help maintain a healthy and positive environment for the children, we ask for minimal parent/teacher communication in the morning. After having said goodbye to your child and greeting their teacher all additional communication can be directed to the office. Check with class teacher for individual communication preferences regarding your child.

Telephone Our automated phone system allows us to receive calls during school and after hours. The Prairie Moon Waldorf School Directory includes contact information of all employees of the school. Please note that the main school number is: 785.841.8800.

Messages with the Children Planning is an important part of learning, and parents should make sure that their children bring everything they need for the school day, and know the plan for returning home or staying with a friend. Changes in transportation arrangements should be made through a note to the teacher.

Written Communications

Parent Newsletter Every week an electronic (email) newsletter will be sent home containing important information about class activities, school events and fundraisers. Please be certain the school has an updated email

address for your family. If for any reason you need a paper copy, please contact Monika Eichler at monikae@sbcglobal.net

Please make every effort to read these materials promptly Notices may contain field trip permission slips, special instructions for classroom projects, announcements about parent evenings, and other items you and your child won't want to miss. The weekly newsletter keeps you up-to-date on community festivals, activities and fundraisers. If you wish to contribute an item to the newsletter (committee reports, calls for volunteers, etc.) please email your submission to our volunteer newsletter coordinator, Monika Eichler, at monikae@sbcglobal.net, by 9pm on Tuesday evening.

Calendar of Events The school year calendar, which is available from the office, and on the website, lists upcoming events, workshops, meetings, festivals, etc. Additions to the calendar will be announced and posted to the online calendar (www.prairiemoon.org) as they are scheduled.

School Directory Every fall, we distribute a school directory listing the names, addresses and phone numbers for every family in the school. The directory also includes the contact information for board, faculty and staff members.

Lines of Communication

It is in everyone's best interest to develop and foster positive and professional working relations between families, faculty, staff and board.

While the faculty, staff, and board members all strive to establish effective communication, there will be times of healthy conflict.

Well-managed conflicts, as suggested by an Ontario English Teachers Association, help to reduce stress and frustration when conflict does arrive. Please take the following actions for conflict resolution.

1. Make arrangements to speak directly to the relevant adult.
 - a) Define the problem or source of the conflict. Use active listening skills to try to understand the concerns and perspective. Reflect on your own actions and feelings. Have you been overly sensitive and overreacted? Is there any substance to the suggestions offered by either party? If at the end of a meeting you and the other adult can agree on the problem you have achieved a lot.
 - b) Get all the information. Sometimes conflicts occur because one party is unaware of certain facts. For example, is the teacher aware that the parent's child has a hearing disorder? Is the parent aware that the student had noted the project due date in her or his homework book? When discussing issues provide opportunities to share examples.
 - c) State your goal. Be clear and specific. Instead of saying, "I want John to do better," explain, "I want John to complete projects because I want her to experience a sense of accomplishment." Ask if they agree with your goal.
 - d) Develop strategies and possible solutions together. Brainstorm and decide which are practical and most likely to succeed. Decide together which strategy to use.
 - e) Outline timelines and expectations. Together agree on reasonable timelines. What is a reasonable improvement? What should the adults do if the goals are not met within the given time?
 - f) Arrange for a follow-up meeting. Check to see if both parties are satisfied with the agreed actions. Make modifications to the strategy if necessary and agreed upon. **Take detailed notes after each meeting/discussion.** This will help to avoid repetition.
2. If you need help with this communication, contact the facilitator, listed below, and make arrangements to speak about your concern or question.
3. If communication is not effective with the help of the facilitator, the concern or question will be taken to the next scheduled Faculty or Board Meeting to discuss possible solutions including the use of an outside mediator.

Each representative of the school is assigned a facilitator. A facilitator listens, is a support person and a witness at meetings, and is a mediator for conflict resolution.

Facilitator List

<u>School Member</u>	<u>Facilitator</u>
Daisy Garden Teacher.....	Sunflower Garden Teacher
Sunflower Garden Teacher	Daisy Garden Teacher
Daisy Garden Assistant.....	Daisy Garden Teacher
Sunflower Garden Assistant.....	Sunflower Garden Teacher
EC Aftercare Teacher	Sunflower/Daisy Garden Teacher
1 st /2 nd Grade Teacher	5 th /6 th Grade Teacher
1 st /2 nd Grade Assistant	1 st /2 nd Grade Teacher
3 rd /4 th Grade Teacher	5 th /6 th Grade Teacher
5 th /6 th Grade Teacher	3 rd /4 th Grade Teacher
Subject Teachers.....	Class Teacher
Committee Members	Committee Chair
Parent Council President.....	Board President
Committee Chair.....	Board President
Board Member	Board President
Office Staff.....	Administrator
Administrator	Board President
Board President	Administrator

***If there is a conflict of interest, please contact the Administrator or Board President who will assign a facilitator more appropriate to your situation. ***

Communication Skills and Expected Adult Behaviors

As adults of the Prairie Moon Community, we are role models to our children. It is of the utmost importance that we strive for healthy communication skills and appropriate behavior for the children to learn from our own behavior. Invariably a problem/concern may arise, and in such circumstances, it is important to discuss the problem/concern openly and with careful regard to how we conduct ourselves. We need to be responsible for our own actions, and yet the focus of discussions should be the solution to the problem, not where the blame should lie. In the spirit of this open and affirming dialogue, we need to recognize the uniqueness of our community and accept the cultural and social diversity. This diversity is a source of our strength, not a thing to divide or diminish our community.

Bullying can be defined by the following behaviors: teasing, criticizing, insulting, yelling at and gossiping. These behaviors are not acceptable and will not be tolerated. Some guidelines for entering into a dialogue with someone might be as follows;

- Know that specific action is needed.
- Have willingness to compromise.
- Repeat what you think the other person has said (mirroring).
- Empathetic validation of what the other person is saying.
- Believe that resolution is possible.

Communication skills are on-going skills that people improve upon throughout the course of their lives. We trust that all members of the Prairie Moon community will strive towards these expectations at Prairie Moon events, meetings, and other activities involving communication (i.e., email, etc.).

Health and Nutrition

Because Waldorf education is concerned with the whole child and recognizes a relationship between health and learning, parents are encouraged to share with your child's teacher comments about your child's general health, past and present illnesses, sleeping and eating habits, and stresses and rhythms of home life. Teachers appreciate written notes when parents need to share specific information.

Illnesses

When to Keep a Child at Home As parents, you know better than the teachers how your child appears and acts when he or she is ill. The lively classroom is not a soothing environment for a child who is not well. Please allow your child at least one full day of rest after an illness. The teachers will make every effort to support you in keeping your child healthy. If your child will be absent please call the office in the morning so that the teachers can be informed.

Parents are asked to keep their child home when he or she shows any of the following symptoms:

- a fever of 100 degrees or higher, orally (or 99 degrees under arm)
- diarrhea
- vomiting or upset stomach
- eye inflammation
- contagious illness such as chicken pox
- weak or inactive behavior
- green discharge from nose

If children develop the above during the day we must ask that parents take children home. Parents will be notified at the number provided on the emergency contact card, unless parents have provided written notification of additional numbers to use on any given day. A child with a fever of 101 degrees, orally, must be fever free, and diarrhea free, for at least 24 hours without fever-reducing/diarrhea-reducing medication in order to return to school. Any child who has an infection or communicable disease must remain at home. Please let us know if your child has contracted a communicable disease, so we may give necessary information to other parents and the Health Department.

Medications

Please give your child medicine at home. If a child must take medication at school, a written consent from your child's licensed physician is required before any medication can be administered. This pertains to both prescription and non-prescription medications, including ointments, creams, eye, ear and nose drops, cough syrups, and vitamins. The label on prescription drugs is considered an acceptable directive from the physician, so long as it was recently prescribed. In case of a non-prescription medicine, you must obtain a written note from your child's physician stating your child's name, the medication to be given, the exact dose, how often to be administered, and any special precautions that may be necessary. This information may also be obtained in the form of a verbal order from the doctor's office to a classroom teacher. It is the physician's professional and legal responsibility to determine the type and amount of medications appropriate for your child. An Administration of Medication form, available from the class teacher or Office Manager, will need to be filled out by you when you drop the medication off. Children are not to have medicine in their lunch baskets or cubbies. It is to be handled adult-to-adult. Give the medicine to a car pool parent if you do not bring the child to school.

Immunizations

The State of Kansas requires that each child have a completed health and immunization form in the school office. Where a child is not immunized, waiver on the Kansas Certificate of Immunization (KCI) will be required. If an outbreak of a communicable disease were to occur, children not immunized for this condition are required by our licensing regulations to remain away from school during the outbreak. Therefore, the school is required to keep records of your child's immunization status. It is important that an up-to-date emergency form be on file so that the appropriate persons may be contacted in case of emergency if a parent is unreachable. These are both in the enrollment packet.

Preschool/Kindergarten Only: Tooth Brushing

Licensing regulations state "Toothbrushes shall be provided for each child's use. They shall be used daily, and shall be stored in a sanitary manner, out of children's reach". We therefore ask that each child comes to school on their first day with a toothbrush in a travel container. For identification purposes, the travel container needs to have the child's name written in permanent marker. If the parent wishes for us to use toothpaste with a toothbrush, they need to provide that as well.

NOTE: Tooth-brushing will take place after the lunch period and before the rest-period, therefore, only children staying after lunch-time, for rest period, are required to provide a toothbrush (and toothpaste if desired).

Nutrition

Kindergarten and Preschool Snacks: All students attending the Early Childhood Program will be served a wholesome snack in the morning and those staying for the afternoon will be served a snack after the rest period. Each child's special needs are considered. Therefore, if your child has allergies or other food sensitivities, please provide written notification of any such allergies to your child's teacher.

Early Childhood Lunches: Please send your child with a wholesome lunch each day. It is necessary for the lunch you send to provide a protein source, fruit or vegetable, and a source of grain. If your child's lunch does not contain all of those food items, we will have to supplement their lunch to meet licensing standards.

Sugary drinks, fruit juices, soda, candy, sweets, and chocolate should not be sent to school. If such foods are sent in the lunchbox, they will be placed in the cubby and sent home. The children in our care eat lunch together in a homey, communal setting so when food such as this enters the setting it can be difficult to keep the children interested in their own lunches. Please help support your child's teacher by refraining from packing these items in your child's lunch. Filtered water will be used to make tea served in the classroom. Water from the drinking fountains is unfiltered tap water.

Grade School Lunches: In keeping with the school's intent to model healthy eating habits for the children, please provide your grade school children with a healthy snack and lunch. Please avoid sweet foods and drinks, and refrain from sending carbonated beverages to school.

School Store

The school sells quality books, toys, educational materials and hand-made consignment items that support the Waldorf educational philosophy. Self-service forms and payment envelopes are available for use when the store is not staffed. Proceeds from the store's sales benefit the school. The School Store is located in the front office. The School Store is 'run' by a volunteer, or volunteers. If interested in participating as a volunteer, please contact the Administrator.

The Role of the Parent

"The healing social life is only found when, in the mirror of each human soul, the whole community finds its reflection and, when in the community, the virtue of each one is living."

—Rudolf Steiner, Founder of Waldorf Education

Parents make Waldorf education possible. They enhance the life of the school and the community. Through parents' involvement our school thrives with the life, light, warmth and strength to grow. By becoming active participants in the volunteer-life of the school, parents reaffirm their commitment to Waldorf education.

In order to keep tuition as affordable as possible, the school depends on volunteer effort in many areas including community development, fundraising, general cleaning and maintenance, craft creation, festival support, and specific trade skills. We look for volunteers who have expertise and talent in areas in which they would like to provide volunteer hours to Prairie Moon Waldorf School.

As parents of young children, we all lead busy lives where time seems to always be at a premium. In order to try to provide maximum flexibility to our parents to provide volunteer time, we can offer suggestions if parents would like to find alternatives to completing work at the school. In some instances, parents have elected to make a donation to the school in lieu of providing some or all of their volunteer hours, or have elected to hire an individual to provide volunteer hours in their stead. Questions about these options can be directed to the current Community Development and Outreach chair committee.

PRAIRIE MOON WALDORF SCHOOL FUNDRAISING 101

1) SCRIPS: Please sign up for SCRIPS **grocery cards by Wednesday AM of every week**. You can sign up by front door and leave your check in the locked wooden mailbox on the wall. Cards will be available for pick up by Friday. We accept orders for Checkers, Hy-Vee, Dillons and The Merc. Hy-Vee and Dillons can also be used *for gas at their stations on 6th St*. The office also keeps a small inventory of SCRIPS cards on hand for purchase throughout the week.

2) ANNUAL GIVING CAMPAIGN: One can always contribute to the school, and does not have to wait for annual giving. ***Our Annual Giving Campaign runs in early Spring. Contributions by parents also come in the form of participating on an Annual Giving Campaign committee—designing materials to be distributed, soliciting donations, etc.***

3) LAWRENCE GIVE-BACK: <http://www.lawrencegiveback.com/faq.html>. It's a FREE card for Lawrence residents designed to help local Lawrence charities raise needed funds, save money for cardholders and promote locally owned independent businesses at no charge. It's a win-win for everyone. Card quantities are limited! While 40,000 cards have been printed, when these supplies are gone, no more will be available for quite some time. Get your cards from any of the restaurants participating or at ***Checkers or from a pile located by the communication folders.***

4) HY-VEE & CHECKERS RECEIPTS

Please save and bring in to school all Hy-Vee and Checkers receipts. Hy-Vee receipts for gasoline and pharmacy are also accepted.

5) UPC CODES: For the UPC code on labels from Best Choice, Always Save and Clearly Organic brands available at Checkers, we get 3 cents a piece.

6) EBAY: Now when you sell something on Ebay, you can donate a portion of your earnings to a non-profit. You can now select Prairie Moon and the percentage of profits you would like to donate.

7) BOX TOPS FOR EDUCATION: Cut and save the BoxTops labels off of food boxes.

8) GOOD SEARCH: www.goodsearch.com

Use Good Search as your internet search engine. Since 2007, this has raised nearly \$100 for Prairie Moon. With 100 people using it daily, on at least two searches, it can raise over \$700 per year.

9) TARGET:

Visit Target.com and look at the different REDcard options. They have a Target Visa Credit Card, a Target Store Card, and a Target Check Card that will all give a % back to Prairie Moon. Our school ID is 148516.

Recommended Parent Reading List

For parents who are interested in gaining a more complete understanding of the view of the child inherent in Waldorf pedagogy, we suggest the following books, all of which are available either through the school store, the school library, or by special order through the office.

Beyond the Rainbow Bridge by Barbara Patterson & Pamela Bradley
Childhood by Caroline von Heydebrand
Children at Play by Heidi Britz-Crelius
The Children's Year by Stephanie Cooper, Christine Fynes, Clinton & Marye Rowling
Festivals, Family and Food by Diana Carey & Judy Large
A Guide to Child Health by Michaela Glockler & Wolfgang Goebel
The Hurried Child by David Elkind
Earthways by Carol Petrash
Endangered Minds: Why Children Can't Think by Jane Healy
Incarnating Child by Joan Salter
Lifeways I by Davy and Voors
Lifeways II by Smith and Schaefer
Miseducation: Preschoolers at Risk by David Elkind
The Plug-In Drug by Marie Vinn
Toymaking with Children by Freja Jaffke
The Way of the Child by A C Harwood
Who's Bringing Them Up by Martin Large
Work and Play in Kindergarten by Freya Jaffke
You Are Your Child's First Teacher by Rahima Baldwin
The Young Child by D Udo de Haes
The Waldorf Parenting Handbook by Lois Cusick
Festivals, Family and Food by Cary and Large
Phases of Childhood by Bernard Lievegoed
The Education of the Child by Rudolf Steiner
Eternal Childhood by Karl Konig

“We learn through all our experiences and they enrich our store of knowledge. But in order that man may learn on the Earth, he must be allured by, [or] involved in enjoyment.” – Rudolf Steiner