

VWS SUPERVISION POLICY AND PROCEDURE

POLICY and PROCEDURES

Morning Drop-Off – ECE

Parents/guardians and children should arrive at 8:15am and need to be delivered to the class teacher. If a child will be absent, parents/guardians must call the school before 9 am.

Morning Drop-Off – Grade School Students need to arrive at school on time to begin the day with their class. Students are to begin arriving at 8:00am to 8:15am and, with the exception of Grade 1, should wait outside the school until the bell rings. A staff member or volunteer is present to direct traffic. The rhythm of the day in Waldorf education is extremely important and interruptions from late arrivals are not only disruptive, but can prove difficult for both the child and the class. The bell rings at 8:15am and students file into their classrooms. A second bell will ring at 8:25am. Any student arriving after this time is considered late. Outside supervision ends at this time. If a student arrives late, after the second bell, they are required to check in with the school receptionist.

Parents are asked not to arrive earlier than 8:00am as staff supervision begins at that time. If a student is absent, parents/guardians must notify the school in the morning by informing the office administrator by phone (604-985-7435) or email (reception@vws.ca) by 9:00am.

Morning Drop-Off – High School When students arrive at High School they need to prepare for the day. This can take from 5-10 minutes. For those reason the ideal arrival time for High School students is between 8:15am and 8:25am. The first bell rings at 8:25am at which time students must be heading into the classroom. The second bell will ring at 8:30am. After this bell the students are considered to be late.

If a student is absent, parents/guardians must notify the school in the morning by informing the office administrator by phone (604-986-2922) or email (highschool@vws.ca) by 9:00am.

If a high school student arrives late, after the second bell, they are required to check in with the school receptionist.

Afternoon Pick-Up – ECE

Parents/guardians need to speak with their child's teacher and send a note if someone other than the parent is picking up their child. If an unauthorized person arrives to pick up a child the child will remain under the supervision of the staff until a parent/guardian has been contacted.

The teacher may allow verbal permission via the telephone from the enrolled family as long as the parent/guardian confirms information about the person and the pick-up person presents identification to verify the information.

If a child is not picked up by 12:15pm or 3:15 pm as per the child's regular schedule, and there have been no prior arrangements by the authorized person, the school staff will try to contact the family and

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other authorized people. If the school is unable to contact anyone, the child will remain in the kindergarten with the preschool class or be taken to the office.

Afternoon Pick-Up – Grade School

Parents of students in the primary grades 1 to 3 should inform their child’s teacher of how their child will get home from school on a regular basis. If primary students are normally picked up from school, they will be brought back into the school from the playground at 3:15 pm to wait for their parents.

Students in grades 4 to 7 are dismissed at the end of the day and should know their mode of transportation home.

If a child is not picked up by 12:45 or 3:15pm as per the child’s regular schedule, 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 the office.

Leaving School Grounds During School Hours

Students from grades 1 to 8 are not permitted to leave the school grounds during the school day unless written permission is received that they must go home or to an appointment on their own.

Students in the high school may not leave the building during instructional hours unless on a dedicated break (i.e. snack or lunch) or in transition while travelling to another campus, or if a signed parent permission form is on file at the office. Students are free to leave the school building, staying within the Edgemont Blvd. area, during the snack and lunch break but must return to school no later than 5 minutes prior to the start of the next class. Should they be absent for their next class, parents will be contacted and privileges may be revoked (see Attendance Policy).

If a student misses a regularly scheduled VWS bus transporting students to another campus, he/she will check-in with the High School Administration and remain at the High School campus until the class returns, or the end of the day. The student and teacher will then arrange to make up for the missed class at a date and time specified by the school.