



Parent Handbook

Grade School

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reception@vws.ca
www.vws.ca

Mon, Tue, Wed, Fri 8:15am-3:00pm
Thu 8:15am – 2:10pm

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Mon - Fri 8:30am-3:15pm

Welcome to the Vancouver Waldorf School

Our Parent Handbook is designed to help you navigate your way into and through the life of our school community. A Waldorf school differs from other educational institutions in significant ways. Parent involvement and understanding of our objectives are vital to the fulfillment of our school's mission and contribute to a vital and meaningful community.

The information contained in this handbook is aimed at clarifying school policies and provides information about Waldorf Education and the distinctiveness of our school.

Please refer to the information contained in this handbook as situations arise, and do not hesitate to contact us. We will be happy to assist you in further understanding Waldorf Education and the Vancouver Waldorf School.

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VANCOUVER WALDORF SCHOOL

Introduction

The Waldorf school movement is the largest independent school movement in the world with approximately 1000 schools worldwide and 1200 kindergartens throughout North America. The Vancouver Waldorf School (VWS) started in 1969 with a kindergarten, adding grades one and two in 1971. In 1976, the school moved to its present location on St Christophers Road. The High School was added in 1980, with our first graduation in 1984, and in 2004 we opened our Early Childhood Centre

Waldorf Education, founded in 1919 by Austrian philosopher, scientist, and educator Dr. Rudolf Steiner, supports the full and harmonious development of intellectual, emotional, and practical capacities in growing children.

Dr. Steiner's worldview, based on his insights into human nature and human destiny, is called Anthroposophy. Also referred to as Spiritual Science, it takes as its fundamental premise the principle of human beings as threefold spiritual beings. This understanding is central to our pedagogy and to our view of the developing child and is at the very heart of the Waldorf curriculum. Dr. Steiner contributed equally significant ideas and new methods in economics, medicine, agriculture, architecture, religion, sciences, social sciences and the arts. For more information and links to other websites about Waldorf Education, please visit www.waldorfeducation.org.

Organizational Structure & Governance

The Vancouver Waldorf School operates with a threefold governance structure. Organized based on a living systems approach to management, it is guided by the same principles that underpin the unique Waldorf approach to human and child development and education. Simply, it is a departmental model of management with a Pedagogical Department, a Financial/Legal Department, and a Community & Resource Development Department. Each department has its own manager and support staff. The administrators include the Pedagogical Manager, the Business Manager, and the Community and Resource Development Manager, who together form the Management Team. Each of the three departments is responsible and accountable to one of two VWS governing bodies: College of Teachers (College) and Vancouver Waldorf School Society Board of Trustees (Board).

College of Teachers

The College is responsible for the development and delivery of a high standard of Waldorf Education; volunteer members are teachers that meet specific criteria. Decisions are made by the College based on feedback from the various levels of faculty.

The **Pedagogical Manager** is accountable to the College, and oversees and administers to the work of the committees of the College.

Vancouver Waldorf School Society

The **Board of Trustees** is the governing body that ensures that the school operates in a financially and legally responsible manner by tracking and overseeing the yearly budget, ensuring that the governance structure is effectively serving the delivery of the education while adhering to the philosophical principals, and ensuring that the laws of society are adhered to in the employment of staff and in the operation of the school. The Board also facilitates the creation and updating of a strategic plan that enables development activities to provide the necessary human and financial resources to best serve ongoing development and delivery of the education. Members of the Board are nominated and appointed by the Vancouver Waldorf School Society (Society). The Society is comprised of faculty, staff, parents and friends of the VWS who support the philosophical underpinnings of the education and Rudolf Steiner's spiritual world view of society, and have an interest in ensuring the effective financial, legal, and structural operation of the school.

The **Business Manager** administers to the work of and is accountable to the Board of Trustees, and ensures that the operations of the school are carried out with fiscal, legal and moral responsibility and professional decorum. S/he also ensures that the school utilizes appropriate processes and protocols, and that communication, documentation and record keeping is adequate, protected and confidential where required.

The Board of Trustees currently has a dual management responsibility at the VWS; alongside fiscal responsibility it holds responsibility for Community and Resource Development (Development). Development activities generate financial and human resources and nurture community life and relationships. The **Community and Resource Development Manger** leads and directs activities in Development and is accountable to the Board of Trustees.

It is in this Development function that the parent body can find its place in supporting the school in accomplishing its mission. An important group working alongside the Development department is the Parent Council, which nurtures the social life of the community and facilitates parent participation in service to the school's mission.

The Management Team

This board mandated group is comprised of the three department managers. This group oversees and monitors the day-to-day operations of the school and manages any urgency that might come up from time to time. The Pedagogical Manager sits as an ex-officio member on the Board of Trustees and the College of Teachers, and the Business Manager and the Community and Resource Development Manger are ex-officio members of the Board. The interconnectedness of these working groups provides the basis for a healthy Vancouver Waldorf School – a school built on a community of like-minded individuals committed to Waldorf Education as a vehicle for healthy human development and positive social change.

Parent Participation

In the past hundred years, Waldorf schools around the world have demonstrated the crucial importance of sustained parent involvement in building vibrant, forward thinking, and sustainable school communities. At the Vancouver Waldorf School parent participation in school life is essential to the health and growth of our school and plays an important role in creating a community of support for children, teachers and parents.

There are many ways for parents to contribute and find ways to get involved that are aligned with your interests and the time you have available. Taking a genuine interest in your child's school life, supporting his or her enthusiasm and effort in school work, attending Parent Evenings, volunteering in various ways in support of the school and participating in the many community social events will have a profound and lasting impact on your child's life.

Home Life

There is much you can do at home to enhance, support and complement your child's experience in school. Our task is to provide our students with a rich and fulfilling academic, artistic, and social environment that prepare them for the future, and provides with the security of knowing your child is in a warm, safe, and caring school environment. We encourage you to speak with your child's teachers to reaffirm or discover ways in which you can support the rhythms and positively contribute to the physical and social environment of your child. You will also find extensive information and resources in our School Library, as well as many excellent books and pamphlets relative to your child's age and phase of growth in *Renewal* magazine. We hope you will find comfort and inspiring guidance in the wealth of experience conveyed in these publications.

In addition, it is important for the teachers to be aware of significant changes in your child's home life, such as illness, parent's absence, need for medication, or a move. This information will help the teachers give the adequate support necessary in periods of transition.

Class Representatives

Class Representatives provide a vital line of communication between parents and teachers at the class level and assist the Class Teacher in coordinating class activities, plays and trips. Class Reps. also welcome new families to the class and help ease the transitions of families into the daily life of the Vancouver Waldorf School.

Potential Class Representatives are approached by each Class Teacher at the end of a school year with a request to serve the school in this capacity. Class Representatives help to ensure timely and thorough communication to all parents. 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.

Class Reps are supported by the Development office and they meet as a group approximately once per term.

Parent Council

The VWS Parent Council embraces the vision of a valued parent body actively engaged in the Vancouver Waldorf School community. Its mission is to be a portal for parent participation in the school's activities and day-to-day operations; put in action parents' strengths and interests in order to support creative activities designed to enrich the life of the school community; foster Waldorf Education by inspiring and facilitating adult learning opportunities; and create a bridge of communication between the VWS faculty and staff, and the parent body.

The Parent Council is composed of parent volunteers who are willing and able to commit to a minimum of a one-year term. Parent Council meetings occur monthly and regular communication occurs as needed via email, phone or in person. The Parent Council works in close collaboration with the Community and Resource Development Manager.

You will find the contact information of the VWS Parent Council members in your school directory. Parent Council members will happily share with you their enthusiasm and their dedication for this essential work.

Other Ways to Get Involved

There are no shortages of opportunities for you to share your gifts of energy and time. Volunteer opportunities abound – from supporting Parent Education evenings, providing baking for Festivals, Open Houses and Fairs, sewing costumes for class plays, helping to keep our entrance a safe zone for students and visitors to cross, or beautifying the campus by joining the Garden Club or a seasonal work party – we couldn't do it without you! Please watch the weekly Bulletin for volunteer opportunities.

Communication

Communication Policy

The Vancouver Waldorf School has an open communication policy that encourages collaboration and cooperation between parents, teachers, and administrative staff. We recommend that issues pertaining to your child's teacher(s) be brought first to the teacher(s). You may also direct any and all questions pertaining to your child's education or your experience of the school to the Pedagogical Manager, who will ensure that your issue is directed to the appropriate person or group and that it is addressed within a reasonable timeframe. The school's three administrators, in collaboration with the College of Teachers and the Board of Trustees monitor issues and ensure that all questions and concerns are dealt with promptly and respectfully.

For more details, please refer to the school's communication policy found here:

www.vws.ca/about/publications

Newsletters & Publications

VWS sends out a weekly e-publication for important announcements and provides a summary of upcoming events for the following week. It is essential that all parents read this publication as a way to stay abreast of VWS events, developments, and new projects.

VWS also produces a bi-monthly publication highlighting developments made in all areas of school life. It features announcements from the Board and the Development office, classroom updates, photo reviews, information on Waldorf Education, and a marketplace section for the VWS community. Reading this publication is an excellent way to stay connected to the school beyond your own child's class.

On-Line

Our school website can be found at www.vws.ca and contains a wealth of information including the school calendar, general curriculum outlines, admissions procedures, faculty bios, organizational structures, and links to other Waldorf information sites.

We host several social media accounts which are excellent for sharing with friends and relatives.

Communication with Teachers

In addition to Parent and Teacher interviews scheduled in the fall, Parent Evenings are held once a term. These evenings are designed to strengthen the fabric of the class by presenting a picture of the dynamics and current school work as it relates to the particular stages of the student's development.

You have the opportunity to understand your child within his or her class context, and your participation to all Parent Evenings ensures that you are kept abreast of class projects and events, and of your child's participation. We strongly recommend that you attend all scheduled Parent Evenings. We know through experience that your child's school year will be much supported by your attendance.

Renewal

Renewal is a publication of the *Association of Waldorf Schools of North America*, and is published twice yearly. All families receive a yearly subscription to *Renewal* magazine. Reading *Renewal* places the VWS in the perspective of Waldorf Education in North America and in the world, and offers information and in-depth insights about curriculum and child development that are of great support to parents and staff alike.

School Cultural Life

Assemblies

Assemblies are held at the beginning of every week in the Grade School. Beginning with a seasonal song and consisting of presentations of current work, poetry, Eurythmy, music, or a story, assemblies provide the student body and the faculty with a time to share and enjoy the work done by all during the month and to cultivate a sense of community and appreciation. A review of the previous weeks may be given and upcoming events are announced. Guests and new students are introduced. Assemblies conclude with a song followed by the verse (by Rudolf Steiner):

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 Creation,
In all that there is,
In the width of the world,
In the depths of the soul.

An assembly is also held at the High School on Fridays, where a review of school and world events is brought to the students.

Festivals, assemblies and plays are an integral part of the life of a Waldorf School. They give students opportunities to confidently perform on stage and to become attentive listeners as part of an appreciative audience. Presentations are directly related to classroom study.

Festival of the Arts

Whereas the purpose of our school assemblies is to nurture a sense of community and mutual appreciation in our student body, our Festival of the Arts is a public presentation of our students work from Grades 2 - 12. It generally takes place in March at Centennial Theatre in North Vancouver.

Festivals

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.

The Vancouver Waldorf School celebrates festivals which are primarily connected to the Christian calendar. In other parts of the world, Waldorf schools celebrate festivals that are relevant to their particular geographical and cultural context. However, we acknowledge and share other religious customs and celebrations enjoyed by our students’ families whose participation helps make our festivals meaningful. Parents are welcome to keep their children home in observance of their own religious holidays.

As we enter into the preparation of our celebrations, you will find pertinent information in our school *Weekly Current*. In addition, many books are available, many in our own Parent Library that give a deeper picture of the fundamental values underlying our activities. Please go to www.waldorfeducation.org for detailed information.

Policies & Procedures

Tuition Fees

Your tuition amount covers all expenses related to the delivery of Waldorf Education for all of the children attending the VWS. Fees paid as part of tuition cover the cost of extra-curricular expenses for class trips, most classroom supplies, flutes or recorders, gym strips, Eurythmy slippers, purified water, snacks and lunches for the Early Childhood programs. You will not incur any fees beyond your tuition payment with the exception of the requirement to pay for or purchase musical instruments other than flutes/recorders, some handwork and high school supplies, school-sponsored extra-curricular programs and activities, food for multi-day class trips, ESL tutoring, and remedial tutoring. Fees paid with tuition also cover a spectrum of community development activities hosted for children and their families.

Our approach to tuition and fees at the VWS is community oriented, rather than child-centric. This means that all costs related to the delivery of the curriculum are divided equally amongst all students of Preschool through Grade 12, rather than charged to each student according to the particular needs of the grade they attend. This tuition structure, paid over a twelve month period beginning in May, helps realize one of the core values of Waldorf Education – creating a community of caring adults who support the education for all attending children.

Partial Program Tuition Policy

The Vancouver Waldorf School offers an adjusted tuition based solely on financial need. A student who is attending the school on a conditional enrolment which asks that she/he attend only partial days is still required to pay the full tuition. This applies also to students who are registered in other programs which necessitate that they attend half days at our school. This policy is in effect for the following reasons:

1. Students are full members of the class whether or not they attend full time, and their space is held both physically by the school, as well as socially by the class and teacher even when they are not there. It is still their desk, chair and cubby, and they are never felt to be partial members of the class.
2. The school carries the same financial cost for these students whether they attend full days or not. In fact there are often additional resources required to carry students that are

- conditionally enrolled, in the form of remedial work, more parent/teacher meetings and extra administrative time put into conditional acceptances.
3. The conditional enrolment is put into place in order to best serve the needs of that student. It is not meant to be punitive in any way. It is important that we are able to look at education not as a purchase that we make, but as a gift that we give to our children

Admissions

The VWS offers programs to children from Parent and Tot - Grade 12. The VWS admission process has been designed to be simple and clear, and our friendly and professional staff members are happy to serve you. You are welcome to contact our Admissions Coordinator at (604) 985-7435 extension 200 for all enquiries and additional information.

Tuition Adjustment Program (TA)

Not all families are able to meet the base tuition requirements, and we pride ourselves in offering a generous TA. The TA Committee typically reviews and processes requests during the admissions process. If financial circumstances change during the course of a school year, families may apply for an adjusted tuition at that time. Please direct all Tuition Adjustment Program inquiries to TA@vws.ca.

Government Grant

Under the Independent School Act of 1989, the VWS receives a percentage of the average operating cost per pupil allocated in our local school district's public schools for every qualifying pupil in Kindergarten through Grade 12. At this time, the VWS tuition and fees cover approximately 70% of our operating and community development expenses, with the remaining 30% generated through fundraising and government grants.

Absenteeism other than illness or medical appointments (unexcused absence) impacts the school budget significantly because inadequate attendance means that the school loses part of its government grant. Students who incur unexcused absences that would disqualify them from full funding, may at the discretion of the school be billed for the resulting lost funding if no excusable reason for absence is provided.

We strongly recommend that you do not extend your holidays to include a Friday or a Monday in order to secure adequate attendance.

Attendance

If a student is absent, parents/guardians must notify the school by 9:00 am. Please contact the Grade School Office by phone (604-985-7435) or email (reception@vws.ca) or the High School Office by phone (604-986-2922) or email (highschool@vws.ca).

As a parent, you are expected to ensure your child's uninterrupted and punctual attendance at school. Within the context of a curriculum fundamentally informed by rhythm, arriving late is very disruptive to the class. Our main lessons are taught by blocks of three to four weeks, and the content is not easily assimilated if missed. We therefore request that the students do not miss school for personal reasons such as medical appointments or family vacations. Please notify the College of Teachers in writing and discuss any extraordinary circumstances with the Class Teacher or Advisor in advance of possible absences of more than 2 consecutive days.

Additionally, Saturday festivals, evening events, and overnight trips are an integral part of the VWS curriculum. Please carefully note all extraordinary events on the school calendar, and plan your schedules in full cognizance of the impact your personal plans may have on your child's integration, success, and well-being in his or her class.

In addition, it is important for the teachers to be aware of significant changes in your child's home life, such as illness, parent's absence, need for medication, or a move. This information will help the teachers give the adequate support necessary in periods of transition.

For more information, please refer to our Attendance Policy online:

www.vws.ca/about/publications

Leaving School Grounds During School Hours

Students from Grades 1 - 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.

Supervision

Supervision for Grade School students arriving before 8:05 am and departing after 3:05 pm (Thursdays at 2:15 pm) is NOT provided by the Vancouver Waldorf School; parents/guardians are solely responsible for them at these times.

Electronic Media and Technology

Waldorf Education seeks to nurture and fully develop each child's imaginative and intellectual capacities. Current research now confirms that the capacity for imagination is impaired by repeated exposure to electronic media.

Consistent with Waldorf Education's emphasis on learning through direct experience, we believe children, especially in the lower grades (1-5), should be allowed to develop new ideas and attitudes based on real personal interactions, developing capacities that will be needed for later use, without the loss of sensory congruence that technology presents. We have observed that excessive exposure to television, videos, computer games and other visual and sound recordings significantly interferes with our educational work.

Our media & technology guidelines are designed to answer specific questions parents may have regarding recommended permissible exposure to electronic media. We acknowledge the importance of conscious, developmentally appropriate use of electronic media as necessary and as a useful tool in our current times. Thus, as guidance for parents, our media guidelines grow with your child, and will be discussed at parent meetings on a regular basis. You are welcome to contact your child's teacher to obtain detailed information and his or her personal observation of your child as it pertains to media exposure.

- Preschool - Grade 3: We recommend protecting children from media exposure in any form.
- Grade 4 - 8: We recommend limited access to electronic media (weekends only).
- For more details, please refer to the school's media policy found here:
www.vws.ca/about/publications

Party Invitations

If your child wishes to invite all of the children in his or her class, you are welcome to distribute party invitations at school. However, if invitations are selective, we ask that you do so away from school. When choosing invitations that will be distributed in school we request that you refrain from using cards that feature cartoon characters and superheroes.

Lost and Found

A Lost and Found box is in the hallway at the Grade School campus near the woodworking room. All contents are given to charity at the end of every term, so make sure you check the Lost and Found box for your child's belongings. Labeling your child's coats, sweaters, hats and boots will go a long way in securing their return to your home.

Parent Responsibilities and Obligations

In signing the contract with the school the parents/guardians acknowledge that it is their responsibility to be aware of and support all school policies and protocols as written within this handbook and the faculty policies and procedures. Parents who are not supportive of the school's mission, goals, policies and protocols with special attention given to our Code of Conducts, Behaviour Guidance Policy may be asked to withdraw their child(ren). The College of Teachers may unilaterally terminate the student's enrolment, immediately upon written notice to the parents, in the event the student does not successfully complete the academic school year, or in the event that the parents' actions undermine the work of the teachers or administration or in the event that their account balances are not kept current. There will be no refund or exemption from payment of monies in such cases. The College of Teachers' discretion will prevail.

For more details, please refer to the school's Behavior Guidance Policy found here:

www.vws.ca/about/publications

Health & Safety

Our students' safety is as important to us as their education. We take great care in ensuring that our playgrounds are sound and safe, and all our equipment is carefully maintained and adequately supervised. Our main area of concern regarding safety is our parking area. Please read our parking guidelines carefully and commit to abiding to our parking rules. These are in place to protect all children from potential harm.

Parking Guidelines

In general we support that whenever possible students walk or bike to school. Even those that are brought by car can be dropped off several blocks from the school and walk the rest of the way. This can greatly enhance the educational experience for your child. If you do need to drive to the school, please read carefully and make a commitment to our students' safety by pledging to abide by these guidelines.

Drop off and pick-up at Grade School

- Parents of Grade 1 students are asked to personally drop off and pick up their child in the courtyard area directly to and from the Grade 1 teacher
- Grades 2 - 8 students are asked to arrive no earlier than 8:05 am, and wait at the bell tower or outside their classroom as instructed by the class teacher.
- Students in Grades 2 - 8 are dismissed at the end of the day and should know their mode of transportation home. Unsupervised students are not to be on the playground after 3:00pm. Any remaining students will be brought into the school to wait for their parents and the school staff will try to contact the family or other authorized contacts. If the school is unable to contact anyone, the child will remain in the office.

There are two areas where you may safely stop to drop-off and pick-up your children: along the driveway in front of the Grade School and in the designated lane on St. Christophers Road bordering school property. **If you are picking-up or dropping-off, please use these lanes only.**

Early Childhood and Grade One parents who need to accompany their children to class are asked to park on the streets neighbouring the school and walk their children to class.

Note: The driveway, alongside the school, is also a fire access lane. Unattended cars blocking the marked fire access spots may be towed, by regulation of the Fire Department.

- Do not use the outer lane of the driveway for drop-off and pick-up.
- Do not leave your car unattended at any time while in the drop-off/fire access lanes.
- Observe the **No Parking** signs in the drop-off lane as this is an emergency vehicle lane.
- Exercise EXTREME CAUTION at all times in the parking area as children may cross at any time.
- Do not park behind the garbage container. Parked cars in this area block the flow of traffic. In addition, a car blocking access to the bin will result in uncollected garbage.
- Do not park in front of the entrance to the play field between the *No Parking* signs. This is a FIRE TRUCK ACCESS LANE.
- Please encourage your children to use the stairs at the cedar tree and use the marked crosswalk to enter and exit the school. Support us in discouraging the walking in and out the driveway entrances and of course from walking through the landscaped rockery planting.
- We are much indebted to our neighbours for their patience with the extraordinary volume of traffic created by our school. Please respect their boundaries.

Dogs

Dogs can be very protective of their families and in some cases children may be afraid of them. We thank you for leaving your dog outside of the school grounds. No dogs are permitted in the school buildings. Pets are not permitted on field trips.

Transportation

The Vancouver Waldorf School operates a school bus which transports students daily from Vancouver. For information regarding routing and cost, please contact our Admissions Coordinator.

If your children are involved in car pool arrangements, please ensure that they and their teachers know who will be picking them up on a daily basis. All travel arrangements must be made in advance. **Report all unexpected changes to the main office at (604) 985-7435 before 12:30 pm** so that your children and their teachers can be informed. The end of the school day (classes in the Grade School end at 3:00 pm and classes in the High School end at 3:15 pm) is an extremely busy time in the office. **All messages for your children should be left prior to 12:30 pm, except in emergencies.**

Earthquake Procedures

Teachers are responsible for holding regular earthquake drills in their class. Each classroom is equipped with an earthquake kit containing items such as water, compressed food, plastic garbage bags for shelter, flashlight, a first aid kit and labels.

The North Shore Municipalities have advised us that we are to be self-sufficient for 48 hours following a major earthquake. We have followed their instructions and prepared an inventory of community resources, including: ham radio operators, cellular phone owners, people with reserves of food, blankets, cooking facilities, trained first aid attendants, doctors and nurses.

If you live or work far away from the school we recommend that you make arrangements with someone who lives near the school to accommodate your child until you can pick him/her up. **Please note this arrangement on your child's medical form.**

Children will be released only to their parents or a person designated on your child's medical form. The release station will be in the office or at a clearly indicated location on the school property.

Please **do not phone the school**. Functioning phone lines need to be kept available for emergency calls.

Please **do not immediately drive to the school**. Functioning roads must be kept clear for emergency vehicles.

Health

If students are feeling unwell we request that they remain home until fit for school, and that we be informed of their absence immediately. Students who experience high fevers should not be sent back to school until 24 hours after the fever and any accompanying symptoms have abated. **A child's general medical care is the responsibility of the child's parents. We do not offer routine medical check-ups and do not arrange for children to be inoculated.**

Sick beds are available in our main office and are reserved for temporary use only. First aid is administered by qualified staff members. Students who are not well enough to attend lessons or those

who have sustained an injury requiring further care will be returned to their parents' care as soon as possible.

Communicable Diseases

If a student has been diagnosed with a communicable disease (as per Public Health Act, Schedule A) please keep him or her at home until they are no longer contagious (follow your doctor's instructions) and let us know immediately as it is important for us to communicate the presence of such communicable diseases to other families.

Injuries

Under the Community Act (Section 45), faculty and staff members are required to report to the Ministry of Social Services any unexplained injury to a child. Please let your child's teacher know if your child has sustained or is suffering from an injury.

We will contact parents immediately in case of an injury suffered at school requiring medical attention. However, it is not always possible to reach families. In that case, if it is necessary, we will accompany the student to the hospital. **It is absolutely essential that you keep our main office up to date regarding any changes to your daytime contact numbers and your child's pertinent health information, including current physician contact information, medical numbers, medications, and allergies.**

Medications at School

If your child requires regular medication, we request that you bring to our main office a **clearly labeled two day supply accompanied by a letter of permission from your doctor** allowing us to administer the medicine, in preparation for an earthquake or other emergency.

Any medicines or remedies may be given by the teacher only with a permission form signed by the parent.

Head Lice

If you identify head lice on your child, please tell the teacher immediately so we can inform other families. Head lice are very common in all school settings and are not an indication of hygiene, lifestyle, or any other circumstances. Please do not hesitate to inform us if your child has head lice. We simply request that you treat your child adequately and keep him or her home until all lice and nits have been removed. Conversely, if head lice are discovered in your child's class, you will be notified at that time. In any case, the school's policy follows the regulations of the Health Department.

Thank You for reading your Parent Handbook, we wish you a fulfilling experience as a parent at the Vancouver Waldorf School.