



# White Rose Preschool

*a waldorf inspired program*

## In House Policies of White Rose Preschool

### Admission Process:

All admission forms must be completed and handed in before enrollment begins. These include but are not limited to the Authorization for Treatment, Health Status Statement and Immunization cards. Thank you for your timeliness with these forms.

### Pick-up and Drop off:

Parents, please stay no longer than 3-5 minutes when dropping off your child. This is to help keep the entry way clear and ease the flow into our day. For difficult transitions into the group, a schedule will be created between parent and teacher to ease the child into this new experience of school.

The school day ends at 3:20. Please be on time to pick up your child. If you are later than 3:30, a one dollar per minute late fee will be assessed counting from the 3:20 pick up time. For example if you come at 3:33, a \$13.00 fee will be charged.

The children will only be released to the adults for whom written authorization has been given. In an emergency, the child may be released to an adult for whom the child's parent or guardian has given verbal authorization. If the caregiver does not know the adult, identification must be required to assure the adult is authorized to pick up the child.

### Clothing:

Please bring two bags or backpacks. The first bag should have an extra set of seasonally appropriate clothing, slippers, diapers, wipes, and any other essential clothing items you feel necessary for your child. This bag goes home with your child every day. The second bag should have items essential for nap time: a special blanket, small pillow, and a small sheet. This bag will stay at the school and will be sent home periodically for washing. The backpacks or bag should be cloth and plain with your child's name on it. I have an example to show you if needed.

There are two items essential for every day and these are slippers and hats. The environment here in Boulder dictates that these are must have items.

There should be no cartoon characters or scary pictures on your child's clothing, back pack or bag (shirts, shoes, slippers, coats, mittens, etc). These can cause a distraction to the pre-school, or frighten the children in the pre-school.

### **Parking/School closures/Holidays:**

Please park in the street and walk up. Never block the main driveway by parking in it. If you need to drive up, park only in my driveway.

In the case of snow storms, White Rose follows Boulder Valley School closures .

I follow Shining Mountain Waldorf school holiday schedule. Please visit the Calendar page on our website for upcoming holidays. When you subscribe to our blog you will receive emails notifying you of upcoming holidays and school breaks.

### **Discipline:**

Waldorf Education has a flow to the day, the "in and out breath". Active time represents the "out breath" and quiet time represents the "in breath". These elements of the Waldorf Education are woven throughout the day creating a healthy environment for your children. White Rose Preschool follows this protocol to provide a healthy environment for your children.

When a child gets too far outside of themselves, this is most likely where behavioral challenges may arise. When behavioral challenges occur, White Rose uses a "time in" period. I have the child sit on the stairs and I give them Darby the Dolphin, which is a labyrinth to trace with their finger. This is referred to as the "time in spot". This allows the child to come back to themselves and helps shift their energy. This is not perceived as a negative event but as a pause in play. Often the other children gather around the child and want to partake. The child determines the length of time needed for this process and will get up when they are ready to re-enter the playgroup. Additionally, I use a helping hands song, walking feet song, and other songs to remind the children of the rules. I also use songs to transition from one activity to another. This greatly reduces discipline issues and keeps the child centered.

If there is a conflict between two children I usually stand beside them with the belief that they can work their situation out. Often this is the only measure that is needed, if not I go to the next level by saying may I have a turn next or helping hands etc. Finally, the last step in resolving conflict between two children is the removal of the toy that is causing the conflict. As the children watch I give the toy advice on how it would look to create a cooperative interaction.

**Birthdays and Food:**

When it is your child's birthday, your child may bring a treat for all of his/her classmates. We do a small, special celebration at Circle Time. Parents may be present if they wish.

I provide organic whole food nutritious lunches. I mostly follow the Nourishing Traditions cook book style of cooking. Pre-soaking grains, beans and flours before using them. This helps ease the digestive process. We will have lots of veggies in a variety of ways. The parents will bring flowers and snack items for the whole group once every 10 or so weeks. At the beginning of each semester I will post a Snack rotation list on the White Rose blog and email it to all the parents.

**Emergencies:**

Flood: We will head up the hill behind my house.

Tornado: We will go into my basement

High winds/Hail: I will stay inside with the children. We will not go out to play.

Blizzards: If one develops while school is in session I will call and have you pick your child up. If need be and you cannot come due to conditions I will keep your children at my house until you can come. If it begins before school, watch the news. If Boulder Valley schools close so will we.

Power Outage: The children and I will stay at the house, unless we are in danger in which case I will call 911 then call you to come pick them up. Otherwise we will wait until normal pickup time.

Fire: We will evacuate the house and go across the street then call 911 and then you to come pick up your children.

I will keep my cell phone with me. It is only necessary to phone my home phone number. My home phone number and cell phone number are the same.

**Home-Based Business:**

White Rose is a home-based business. This means that occasionally friends and family come to visit and stay. If requested I will notify parents via email and with a sign at the entrance to school indicating the arrival of family and friends.

This is a new family community forming, I invite any of you to visit with me if anything is not quite what you have expected. I have operated White Rose since 1992. I am human and to be human is occasionally to err. Please feel free to contact any returning parent or the class parent, which will be named at our first picnic, if you feel you cannot talk with me. I look forward to the upcoming year with your children and building long-lasting friendships with you, the parents, as well.

Thank you,

*Miss Cheryl Stegman*

Miss Cheryl Stegman  
White Rose Preschool