

City of Lakes Waldorf School 2014 Summer Program

Early Childhood Sessions!

Welcome to City of Lakes Waldorf School's 2014 Summer Program experience! Our summer program is designed for children who want to enjoy reconnecting during the summer or to experience a "taste of Waldorf" for students new to our school. This program is led by a Waldorf Early Childhood teacher and an assistant at our school home, and is filled with the same gentle rhythm found in the Waldorf school year. The City of Lakes Waldorf School Early Childhood Summer Program is designed for children age 3 to 6 (in Pre-K or Kindergarten) who are toilet-trained; please call the City of Lakes Waldorf School Enrollment Office at 612-767-1502 to discuss age-related questions.

Early Childhood Sessions/Hours:

Summer Early Childhood sessions are offered for three weeks in June: June 9-13, June 16-20, and June 23-27, 2014. Families may sign up for 1, 2 or all 3 weeks. Hours are 8:30 am - noon. Afternoon care is available until 3:00 p.m. for an additional \$70 per week, payable with your registration.

Summer Program Morning Rhythm:

We will laugh, sing and honor the spirit of summer with planting, outdoor games, lots of crafts, baking and water play.

8:30 - 9:30 a.m.	Greetings and Crafts/Play
9:30 - 9:45 a.m.	Clean Up
9:45 - 10:30 a.m.	Circletime and Making Our Snack
10:30 - 11:40 a.m.	Crafts/Play
11:40 - 12:00 p.m.	Storytime and Goodbyes

What to Bring:

Nutritious snacks will be prepared in the classroom each day by the teachers and children as part of their morning together. Children staying for afternoon care should bring their own lunch and an afternoon snack. All children should wear comfortable clothing and shoes appropriate for running and other active play. Please send along sunscreen and/or hats and a water bottle, both labeled with the child's name. If a day trip is planned, transportation will be organized and parents will be asked for a signed consent form. All program days begin and end at City of Lakes Waldorf School unless otherwise noted.

Registration:

Submit your signed registration form and check payable to City of Lakes Waldorf School to the Enrollment Office by May 15. (Sorry, no partial refunds for vacations, play dates, appointments, illness absences or cancellations, except as provided for in our Policies and Terms. Policies and Terms will be sent to you on receipt of your registration or is available in the City of Lakes Waldorf School office.)

**City of Lakes Waldorf School / www.clws.org
2344 Nicollet Avenue South, Minneapolis 55404 / 612-767-1502**

City of Lakes Waldorf School 2014 Summer Program

Early Childhood Registration Form

Child #1 Name _____

Session Dates _____

Date of Birth _____ Male/Female

Child #2 Name _____

Session Dates _____

Date of Birth _____ Male/Female

Child #3 Name _____

Session Dates _____

Date of Birth _____ Male/Female

Parents Names _____

Day phone(s): _____ Alternate phone(s): _____

Preferred email address for enrollment confirmation: _____

	Morning Only (8:30 a.m.-noon)	Afternoon (noon-3 p.m.)
<input type="checkbox"/> June 9—13	___ x \$150	___ x \$70
<input type="checkbox"/> June 16—20	___ x \$150	___ x \$70
<input type="checkbox"/> June 23—27	___ x \$150	___ x \$70

This program is for children ages 3 to 6 (in Pre-K or Kindergarten) who are toilet-trained.

Total Amount Enclosed: \$ _____

Your child(ren) will be fully enrolled in the City of Lakes Waldorf School Summer Program upon receipt of full payment, signed registration form and completed emergency form. The emergency form and Summer Program Terms and Policies will be provided upon receipt of this registration form. Please mail or deliver registration and check made payable to City of Lakes Waldorf School to: City of Lakes Waldorf School, 2344 Nicollet Avenue South, Minneapolis, MN 55404.

**City of Lakes Waldorf School / www.clws.org
2344 Nicollet Avenue South, Minneapolis 55404 / 612-767-1502**

City of Lakes Waldorf School
2014 Summer Program
Frequently Asked Questions

Q. Can my child attend the City of Lakes Waldorf School Summer Program if (s)he goes to a different school?

A. Yes! We welcome all students and families and we look forward to getting to know visitors to our school during the summer.

Q. How do I get to City of Lakes Waldorf School?

A. We are located at 2344 Nicollet Avenue South in the Whittier neighborhood. You may use our parking lot adjoining the building on the north side. Please visit our website at www.clws.org or call 612-767-1502 for more information.

Q. My child can only attend the Summer Program on Mondays, Wednesdays and Fridays. Will you adjust the price of our tuition?

A. We are not able to adjust the price of the Summer Program for part-time attendance. It is difficult for us to fill the remaining days created by this scenario. The children benefit from the consistency of relationships during the week.

Q. What if I need to cancel enrollment prior to the Summer Program start date?

A. There is no penalty for cancellation prior to noon on May 15, 2014. Please send us your schedule change in writing, or via email to enrollment@clws.org. After these dates you will be responsible for paying the full Summer Program tuition. If you register after June 9, 2014, no refunds will be issued except for medical absences of a week or longer which require a note from the attending physician.

Q. What if my child has allergies or special dietary requirements?

A. We are able to accommodate children with a variety of allergies and special dietary restrictions.

Q. Will there be extended care for children after 3 p.m.?

A. Unfortunately we are not able to provide care for children after 3 p.m. during the Summer Program.

City of Lakes Waldorf School Summer Program Contact Information

[Please complete one form per child]

Child's Name _____

Child's Address _____ City _____ Zip _____

Parent Name _____ Parent Name _____

Day phone _____ Day phone _____

Alternate Phone _____ Alternate Phone _____

Alternate Contact Information

Alternate Contact Name _____

Day Phone _____ Alternate Phone _____

_____ I understand that my child(ren) will not be released to any person other than those named above as Alternate Contacts unless I have communicated a change to the school.

Emergency Information

Child's Physican and/or Clinic _____ Physician phone _____

Insurance Company _____ Policy Holder's Name _____ Policy # _____

Does your child have any food or medicine allergies? If yes, please explain below:

Does your child currently take any type of medication? If yes, please specify what type of medication your child is currently taking: _____

Is there any other medical information we should be aware of? _____

_____ I give permission for my child, _____, to participate in field trips, neighborhood outings and excursions outside the school premises. I understand that my child will be under the supervision of the teacher, substitute, assistant, or other adult authorized by the school. Transportation will be organized as needed and, in some instances, children will walk to the destination. (Parents will be advised in advance of any field trips.)

_____ City of Lakes Waldorf School on occasion may take photographs of children and use them for marketing purposes. Such photographs may appear in newspapers, magazine, brochures, slide shows, or on our web site, on social media sites, or other marketing materials without compensation. There may also be photographs taken of your child (with permission of CITY OF LAKES WALDORF SCHOOL) by local newspapers and magazines for feature articles.

Date _____ Parent Signature _____

CITY OF LAKES WALDORF SCHOOL 2014 SUMMER PROGRAM

Policies and Terms

This statement of policies and terms covers City of Lakes Waldorf School's 2014 Summer Program. By signing the registration form, you agree to these Policies and Terms.

Registration: Registration begins on March 27, 2014. To secure a spot for your child, the registration must be accompanied by full tuition. Phone and fax registrations will not be accepted. A confirmation of your registration will be sent to the email address you provide.

Tuition Payment: Payment-in-full is due with registration. All checks must be made payable to City of Lakes Waldorf School. We are unable to accept credit card payments.

Refund Policy: There are no refunds if a student withdraws from any week of the City of Lakes Waldorf School Summer Program after noon on May 15, 2014. All changes must be received in writing to avoid tuition charges. A refund for medical reasons applies only to absences of one week or longer and requires a note from the attending physician.

Please Bring: Children must bring a sun hat. Please provide sunscreen and a water bottle, both labeled with the child's name.

Student Dismissal from Summer Program: We reserve the right to dismiss any student from the City of Lakes Waldorf School Summer Program at our discretion. In such cases, we will refund a prorated amount for the remaining Summer Program days. No other reductions will be made.

Clothing: Clearly label all garments, particularly outerwear, with your child's name.

- We require a labeled pair of indoor shoes with soles. Slippers, ballet shoes, or simple cotton slippers will suffice. Shoes, flip-flops or clogs without backs are problematic because they fall off during movement. No ties on indoor shoes, please.
- Sandals, clogs, flip-flops or dress shoes that fall off inhibit the child's movement. Outdoor shoes should also have soles. No sandals, clogs or backless shoes, please.
- Please send a labeled change of seasonably appropriate clothing (socks, top, pants, underwear) that can be left at school.
- A small, labeled bag or backpack will help facilitate delivery of things (extra clothes, correspondence, treasures, etc.) that tend to evaporate on the route from school to home.
- No media themes on bags or clothing, please.

(continued)

Policies and Terms—cont'd.

Lost or Stolen Items: Parents are urged to mark all clothing with the student's name to insure complete identification of all items and to protect against loss. City of Lakes Waldorf School assumes no responsibility for lost or stolen personal property. We discourage bringing anything of value, such as jewelry, money, or expensive clothing to school. Children should not bring toys or electronic devices. If they appear, they will be stored away by the teacher until the parents pick up the child.

Class Cancellation: We reserve the right to cancel any class offering. You will be notified at least five business days prior to the start of the class if it is cancelled. We also reserve the right to combine classes as necessary. In the event of a class change/combination, the dates are subject to change.

Teacher Changes: We reserve the right to change the instructor of any class as staffing needs and schedules dictate. We make every effort to offer teachers as advertised, but changes do occur. There are no refunds given for changes in teaching staff.

Insurance: Student Accident Insurance is provided for all students enrolled in the City of Lakes Waldorf School Summer Program. This insurance is supplemental in nature, meaning that it is secondary to any/all personal health or accident insurance carried by the students and their families. The purpose of this supplemental coverage is to assist with the payment of deductibles, copays, or other out-of-pocket expenses actually incurred in the event of an injury which occurs during a Summer Program activity. Details on the Student Accident Insurance policy are available in the City of Lakes Waldorf School office.