

# Sunrise Waldorf School



## PARENT & GUARDIAN HANDBOOK

A Guide for Families



## General Information

### MAILING ADDRESS

2148 Lakeside Road  
Duncan, BV  
V9L 6M3

### PHONE

(250) 743-7253  
Office Ext. 31

### ATTENDANCE

Text Message:  
(778) 381-7787

### WEBSITE

[www.sunrisewaldorf.org](http://www.sunrisewaldorf.org)

### GENERAL E-MAIL

[mail@sunrisewaldorf.org](mailto:mail@sunrisewaldorf.org)

### OFFICE HOURS

8:00am – 3:30pm  
Monday-Friday

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# Welcome

Dear Parents and Guardians,

Welcome to Sunrise Waldorf School! We are delighted to share this journey with you. This Handbook is designed as a resource and tool by which parents can understand the background and operational aspects of our school and community. Throughout this Handbook, we refer to both Parent and Guardian roles as simply 'Parent(s)'.

Sunrise Waldorf School has been in operation since 1980 and was incorporated in 1984. In 1990, Sunrise purchased the present school site and began extensive renovations, which were completed in April 1991. The kindergarten building was added in 2003/04. Sunrise earned full membership status in the Association of Waldorf Schools of North America (AWSNA) in 2003 and is a member of the Federation of Independent School Associations of British Columbia (FISA). Preschool and Kindergarten are members of the Waldorf Early Childhood Association (WECAN). Sunrise Waldorf School qualifies as a Class 1 Independent school and meets the requirements of the BC Ministry of Education and Child Care. SunChild Preschool is a licensed childcare provider through Island Health.

Sunrise Waldorf School is co-educational and non-sectarian and is committed to an education that supports the development of the whole child, including an understanding that the spiritual dimension is an essential aspect of each person. Children of all races, religions and social-economic backgrounds are welcome in our classes, and we continue to strive towards true inclusivity, equality, diversity, and reconciliation in our classrooms. Tuition fees support fair pay for our teachers, programs, an enriched curriculum, and other opportunities for our students.

Parent involvement and understanding is vital to the healthy growth of our school. We invite participation of all parents, not simply because we are a non-profit society; by building community together as caring adults, we are demonstrating collaboration to our children. Growth on all levels of school operation is possible through the involvement and support of our parent community, and we invite you to share your gifts, strengths, and energy towards the flourishing of our school.

## Land Acknowledgement

Sunrise Waldorf School acknowledges the injustices and harms committed against Indigenous peoples in this land now known as Canada. Our school commits to a path of Truth and Reconciliation, with special attention to the roles of schools in this history. We strive to engage respectfully and meaningfully with local, Indigenous communities and collaborate in meaningful learning, planning, and relationship building.

*We respectfully acknowledge that our school stands on the territory of the Hul'q'umi'num speaking-peoples of Quw'utsun and honours the original seven villages of Kwa'mutsun, Qw'um'yiqun', Xwulqw'selu, S-amunu, Lhumlhumuluts', Xinupsum, and Tl'ulpalus. We are grateful to live, work, learn, and play on this land and commit to understanding and honouring truth and reconciliation.*

## Mission Statement

*To educate and inspire students to reach their full potential through a rich and artistic Waldorf curriculum.*

## School Values



# School Philosophy Statement

Sunrise Waldorf School educates children through a holistic, transformational education rooted in the work of Rudolf Steiner and guided by AWSNA. We thoughtfully integrate Waldorf pedagogy with the British Columbia curriculum. Gratefully situated on the lands of the Quw'utsun Peoples, Sunrise is committed to diversity, reconciliation, equity, inclusion, and accessibility. We honour the First Peoples Principles of Learning and the Truth and Reconciliation Commission's Calls to Action through place-based learning and environmental stewardship that foster reciprocity and connection to place.

From early childhood through middle school, educators meet the emotional, physical, spiritual, and intellectual needs of each child with reverence for their unique unfolding. Through collaborative, imaginative learning, students discover their own and one another's strengths and values. Academic rigour is cultivated through rich experiential learning that supports creative and critical thinking while guiding students toward compassionate, prosocial citizenship.

Preschool and Kindergarten provide nurturing, screen-free environments grounded in strong daily and seasonal rhythms. Free play, storytelling, and outdoor exploration support fine motor, gross motor, and communication development while fostering belonging and positive relationships. Work and play are interwoven to support healthy physical, social, and emotional growth.

In the Grades, a vibrant, arts-integrated curriculum meets students' changing needs and interests, building a strong foundation for a lifelong love of learning. Class teachers often remain with students for multiple years, strengthening relationships with families. Specialty subjects include French, physical education, strings, handwork, woodwork, and gardening. Meaningful connection and face-to-face learning are prioritized, and technology is introduced thoughtfully in the older grades.

Seasonal festivals, performances, and community events enrich school life. Supported by the Parent Association and guided by our values of creativity, connection, and integrity, Sunrise prepares students to graduate as capable, engaged community members who continue their learning journey with confidence and purpose.

# Daily Routines & Attendance

## Parking Lot Etiquette

**Parking Lot and School Grounds:** The speed limit is 5 km/h, the pace of walking. Drive slowly, check your speedometer, and if you cannot maintain this speed, park on Lakeside Road and walk in.

**Lakeside Road:** Observe the 30 km/h school zone limit.

**Pedestrians:** Children should look before crossing and walk straight across the lot/road. Cars must stop for all pedestrians, who always have the right of way on school grounds.

## Drop Off & Pick Up

There are two drop off/pick up lanes, one on Lakeside Road and one along the school-side of the main parking lot. Please:

1. Do not park and exit your vehicle in these lanes,
2. Pull fully to the side so others can pass,
3. Pull to the front of the lane; do not stop in front of the entrance gate as this blocks traffic,
4. Have children exit on the school side.

Drop-off should only occur in the lanes, not beyond the front entrance. In the parking lot, park within 2–3 ft of the next car, ensuring enough space to safely enter/exit vehicles.

**Carpooling:** Families are encouraged to carpool to reduce congestion, save money, and lower emissions. Thank you to those who already do!

**Courtesy:** Requests to slow down or adjust behavior are for student and community safety, not personal. Thank you for helping keep everyone safe.

**Morning Rhythm:** Strive to drop your child(ren) off between 8:10-8:20am for peer connection and a seamless entry to the class for full participation in the morning classroom rhythm and routine.

# Attendance

## Late Arrival

If your child is late arriving at the school (anytime after 8:25), please come to the front office for a late slip. Being on time is an important life skill that children learn through daily example. Your consistency in arriving to school on time helps them develop responsibility, reliability, and respect for the rhythm of the school day.

## Late Pick-Up

If you are going to be late picking up your child, please call the office to notify reception. Any students not picked up by the end of their program are taken to the office for reception to follow up with their parents/guardians or designated drivers.

## Short-Term Absence

If your child will be absent, notify Reception:

- **Text:** (778) 381-7787
- **Email:** mail@sunrisewaldorf.org
- **Phone:** (250) 743-7253 ext. 20.

Please provide the following information:

1. Parent name
2. Student name
3. Student Grade
4. Reason for absence

For any absence, also notifying the lead teacher by email, or in person, is always appreciated.

## Extended Absence

Please note that extended, planned absences must be communicated to your child's teacher, the Education Director, and reception in advance. Absences longer than 10 days require approval from the teacher and Education Director, and a learning plan must be put in place. Teachers require at least two weeks notice ahead of an extended absence to prepare the plan and adjust class lessons. To submit an Extended Absence request, see our **Attendance Policy** or visit the school website.

Regular attendance is essential to the continuity and depth of your child's learning, as curriculum experiences build sequentially and are designed to be lived together as a class community. Families are strongly encouraged to take holidays during school breaks, as extended absences can negatively impact learning. Students must meet a minimum number of hours per year for the full Provincial Education Grant. Families may be responsible for additional fees if an approved absence and homework plan are not in place. Thank you for your cooperation and support.

## School Phone

The school phone is not for personal use, except in cases of emergency. Please ensure that your child understands this and plans for transportation or social activities while at home.

## Lost & Found

Unclaimed clothing and personal items are placed in the Lost and Found box at the entrance, opposite the student bathrooms. Parents are encouraged to check it regularly. Twice a year, unclaimed items will be displayed at the front of the school and unclaimed items donated, with notice in the Newsletter. Please label all clothing, footwear, jackets, and lunch kits to help return items to their owners. Thank you for supporting the management of Lost and Found.

# Campus Life & Conduct

## Parent Code of Conduct

The Parent Code of Conduct outlines the expected behaviours of parents and guardians and clarifies accountability in the response process. Parents and guardians play a vital role in their children's education and are expected to support Sunrise's efforts to maintain a safe, caring and respectful school environment for all students, staff, and community members. This code applies to all individuals involved in activities or communication related to Sunrise Waldorf School, including guardians, stepparents, grandparents, extended family, caregivers, and advocates.

Everyone has the right to a safe and respectful workplace, as defined by WorkSafe BC.

### Commitment

By registering at Sunrise Waldorf School, and signing this agreement, families agree to the Parent/Guardian Code of Conduct, which includes the following expectations:

#### **1. Treat Everyone with Respect and Kindness**

Be positive role models by using courteous and respectful communication and practicing high standards of safe, kind and ethical behaviour. Assume best intentions when assessing and addressing changes and perceived challenges. Follow the Communication and Appeal Policy to address concerns, including discussing concerns through face-to-face meetings rather than written complaints. Respect the dignity, privacy and confidentiality of community members, including on digital platforms. Support teachers and students and their classroom expectations.

#### **2. Be Inclusive**

Treat everyone with respect and consideration, regardless of race, ethnicity, age, ancestry, religion, gender identity, sexual orientation, ability, socio-economic status or any other element of a person's unique identity. Teach and model to your children how to be inclusive, helpful and respectful toward others, particularly those with visible or invisible disabilities. Celebrate cultural differences and learn about other cultures and perspectives within the school and broader community.

### **3. Participate Fully and Positively**

Ensure your child attends school regularly, on time, and comes prepared to learn. Read and understand the expectations outlined in the Parent Handbook, which include adhering to the Media Guidelines, completing volunteer hours, and attending parent meetings and conferences, as requested. Support students in understanding and abiding by the Student Code of Conduct, including the Dress Code. Read teacher emails, weekly newsletters and participate in school events and activities.

### **4. Create a Positive School Culture**

Trust the professional judgment of faculty and staff and be curious and respectful with your questions. Speak positively about the school, staff, and faculty, publicly and especially in front of children, while taking your concerns directly an individual or to the school administration team. Take interest in Waldorf Education. Take advantage of Parent Enrichment opportunities. Directly supervise your children at community events and before and after school hours to ensure respectful play, and refrain from disciplining other people's children. Approach the parent directly and productively if you have a concern.

### **5. Treat School Property with Care, Safety and Respect**

Care for school buildings, grounds, and materials and help maintain and enhance the school environment. Respect our neighbours, our neighbourhood and the greater community. Follow the Parking Lot Etiquette, especially the requests around speed management and drop-off/pick-up.

## **Response Plan**

Parents are expected to respect the response plan. If a breach of the Code of Conduct occurs, the following actions may be taken, depending on the severity or recurrence of the breach:

- **Informal Notice:** A verbal or written notice will be issued.
- **Formal Warning:** If the breach persists or is deemed more serious, a written warning will be issued by the Head of School, a designate, or the Board President.
- **Resolution Meeting:** The parent(s) may be required to meet with the Head of School, or designate, to resolve the issue.

- Prohibition from School Property: The Head of School and/or the Board President may prohibit or remove an individual from school property. Re-entry will require prior written approval from the Head of School.
- Deregistration: If breaches persist or a resolution is not reached, the school may deregister the parent's child(ren) or refuse re-registration for the following school year.

In extreme cases involving threats or violence, local authorities may be contacted and/or legal action pursued to protect the community.

The Head of School reserves the right to determine consequences for non-compliance and may prohibit or remove any individual deemed a threat to the safety of students, staff, or community members. The Head of School will notify appropriate school personnel, the Board President and, if required, the local authorities of such actions.

## Student Dress Code Summary

Sunrise Waldorf School maintains a dress code to support a safe, inclusive, and focused learning environment. Clear expectations around clothing help reduce distractions, allow all students to participate fully, and ensure comfort and safety during classroom and outdoor activities. Families play a key role in supporting children to attend school in alignment with these expectations. Specific dress code requirements for each program are detailed in the **Dress Code**.

## Media Guidelines

Sunrise Waldorf School provides guidance on electronic media to support healthy child development, foster focus, and maintain a positive, collaborative learning environment. "Media" includes television, movies, recorded music, computers, smartphones, tablets, gaming, and social media platforms. Families play a vital role in managing media use at home, setting limits, reviewing content, and supporting age-appropriate engagement. Parents are also encouraged to educate themselves about social media and digital risks, including cyberbullying, privacy, and excessive screen time. Specific expectations for each program, including age-appropriate media practices and guidance on family routines, are detailed in each **Program Handbook**.

## Student Discipline

Sunrise Waldorf School fosters a safe, inclusive, and supportive learning environment through a developmentally appropriate approach to discipline in each program. Our process emphasizes respect, accountability, and restorative practices, helping students understand the impact of their actions while maintaining dignity. Teachers use early interventions, positive guidance, and program-specific strategies to support growth, with reflective tools such as Student Action Plans for older grades. Serious or repeated violations may lead to structured consequences, including suspension or expulsion, always in collaboration with families. For full details, including specific procedures and program expectations, please refer to the **Student Discipline Policy**.

## Phones, Photography & Campus Media

To model presence and support our media expectations, parents, family members, and visitors are asked to refrain from using cell phones or other electronic devices while on campus. Please make calls or send texts before arriving or after leaving. Smartphones provide constant connectivity and access to the internet and can be a source of distraction; by limiting their use on campus, we help create a calm, focused, and attentive environment for all.

For privacy and safety, some children at Sunrise have a no-photo release. Out of respect for these students, no photos or videos are permitted during school hours, events, performances, or festivals unless explicitly authorized. During performances, taking photos or recording can distract children and audiences alike. In some cases, arrangements for recording or photography may be made in advance with the teacher.

Thank you for helping us maintain a fully present, safe, and respectful environment. Your cooperation supports our students' focus, social development, and sense of privacy, while reinforcing the media expectations we set at school. Families are encouraged to consider these guidelines, alongside their child's teacher recommendations, when making choices about media use and exposure.

## Alcohol, Smoking & Substance Use

Alcohol, tobacco, vapour products, recreational and illegal substances may not be consumed on school premises or while accompanying children on school field trips. For more information, see our **BC Waldorf Collective Substance Abuse Policy**.

## Campus

### Gardens & Outdoor Educational Spaces

Sunrise features several dedicated gardens, including the Student Learning Garden, Orchard, Memorial Rose Garden, Market Garden, Medicine Wheel, Flow Form Garden and smaller edible gardens near classrooms. Outdoor classroom spaces include the gazebo on the big field, the student garden classroom, and willow circle. These areas are cared for by students with support from parent volunteers, Garden Coordinator, school gardeners, and the Garden Committee. Students regularly participate in campus upkeep, growing food and flowers as part of the Waldorf curriculum in agriculture, botany, and native ecosystems. Parents supervising children during school hours are asked to be mindful that playground noise carries to nearby classrooms.

### Parent & Community Support

Sunrise warmly welcomes parent and community involvement in both our gardens and school maintenance. Weekly volunteer opportunities in the Student Learning Garden, as well as occasional requests for help with painting, repairs, cleaning, and general upkeep, are shared in the school newsletter. The school also employs staff for landscaping, field care, repairs, pest management, and indoor maintenance. Families' support ensures our campus remains safe, vibrant, and well cared for, while students and teachers contribute by tidying classrooms and participating in garden and campus upkeep as part of their learning.

### Environmental & Community Health

Sunrise Waldorf School is committed to sustainable, environmentally responsible practices. We prioritize recycling and composting, use compostable or reusable products whenever possible, and avoid chemical cleaners or pesticides in classrooms and gardens. To support the health and comfort of all community members, families and visitors are asked to refrain from using scented products,

including laundry detergents and perfumes, when coming to school. These practices help maintain a safe, healthy, and sustainable environment for all.

## Adult Bathrooms

Our school has adult bathrooms, located at the back of the school past the Handwork Room. There are signs indicating direction. Parents, caregivers, friends, and guests are asked to use these bathrooms and leave the original ones for students only.

## Spirituality

Waldorf education recognises that humans have a spiritual dimension. This is reflected in many of the verses and songs that form the daily and yearly rhythm in all Waldorf schools. 'God' is mentioned in some of the verses. It can be interpreted as Creator, or any other higher power that feels true for you and your family. It is not limited to a Judeo-Christian God.

Throughout the grade school curriculum children hear a variety of stories including Old Testament stories, fables, creation stories and myths from around the world, including local indigenous myths. These stories form a foundation for positive personal and cultural identity and support students in developing social awareness and responsibility.

## Comfort Packs

Comfort packs are a small pack containing items that your child will appreciate in the event of an emergency while they are at school. Parents are asked to bring packs during the first week of school in September and collect them again in June. Contents of the comfort pack will be communicated in advance and stored by grade during the school year. Items generally include snacks, water, comfort items and any required medication (stored at the office).

## Events & Festivals

Sunrise hosts assemblies, performances, and festivals that enrich student learning and foster community. Students demonstrate skills in music, drama, speech, and movement, building confidence, collaboration, and social awareness. Festivals reflect local Indigenous culture and traditions from around the world, honoring

seasonal changes, virtues, and community. Parents are asked to be fully present during performances and respect privacy by not taking photos or videos. Program-specific events and additional details are listed in each **Program Handbook**. Parents are responsible for supervision and adherence to school policies at all events outside school hours.

## Field Trips

Field trips are an important part of the student experience at Sunrise Waldorf School and create wonderful learning and chances to bond as a class. All field trips will be communicated by the teacher in advance and parents are required to complete a permission form for each field trip. Extra arrangements around pickup times and locations may be necessary, as well as additional supplies and occasionally funding. Teachers are appreciative of additional drivers or other assistance with field trip organization. Drivers' Authorization Forms, Abstracts and Criminal Record Checks for parent/caregiver volunteers are required in advance of accompanying a field trip. Please complete this at least two weeks prior to the field trip to allow enough time for the Criminal Record Check to be processed.

If a parent does not wish their child to participate in a field trip for any reason, the parent must make appropriate arrangements for the care of the child. The school cannot provide alternative supervisory care for students not participating in field trips. All drivers of vehicles carrying children during a school outing must have completed the Driver Authorization form (see Reception) and requirements. A minimum of \$2,000,000 liability insurance is required. The school requires drivers to follow B.C. regulations for the use of car seats.

# Community & Communication

Sunrise Waldorf School serves all families in the school and is committed to fostering clear, consistent, and meaningful communication. Our primary form of communication is the weekly emailed Newsletter, which families are expected to read carefully. It shares important school updates, registration and payment reminders, upcoming meetings and events, articles of interest, and parent surveys. The school also communicates through the website, blog, and social media, as well as direct emails.

Community connection is further supported through teacher communications, student progress reports, parent evenings, conferences, open houses, community meetings, Board meetings, Parent Association gatherings, class newsletters, and parent enrichment events.

## Healthy Communication Practices

For the well-being of our community, healthy communication about a child or class is best done in person. Email may be used to arrange meetings or for teachers to share updates about a child's progress, but it should not be used to convey second-hand information, or address emotionally charged concerns that require a conversation. In such situations, we encourage reaching out to book an in-person meeting. Families are responsible for requesting printed materials if they do not use email. Please practice respectful email etiquette, protect privacy, and limit messages to those directly involved.

## Communication & Appeal

Sunrise is committed to creating a cohesive and thriving community of individuals and families. This commitment is reflected in our healthy communication practices, which build relationships as a fundamental element of a thriving school community and contribute to each member of our community feeling safe, respected and valued.

At Sunrise Waldorf School, direct and constructive communication strengthens relationships and community, while speaking negatively about others, or the

school, can cause harm. All feedback is important as it supports the ongoing growth and development of the school, and Sunrise is committed to hearing feedback and responding appropriately.

For detailed information, processes and expectations, see **Communication and Appeal Policy**.

## Teachers & Parents in Partnership

Ongoing communication supports our shared care for each child. Teachers provide regular class newsletters and communicate expectations through check-ins, Parent Evenings, and Conferences. Parents' insights about home life are invaluable, and teachers approach concerns collaboratively and without judgment.

When additional support is needed, a teacher may refer a student to the CCG (Care Coordinating Group) and will inform parents. The CCG offers tools and processes to support students, families, and teachers. In cases of suspension, a return plan is created with the family, teacher, and Education Director or CCG member, often including a check-in process and growth plan.

### Parent Evenings

Parent Evenings share classroom activities, curriculum, and Waldorf pedagogy, while strengthening class relationships. Attendance is required, with each student represented. Meeting dates are shared by the teacher or Class Rep and occur at least three times per school year. These gatherings foster collaboration and support your child's learning.

### Parent/Teacher/Student Conferences

Conferences are held in fall and spring (no classes those days) and are scheduled by appointment; specialty teachers are also available. Dates and sign-ups are shared in the Newsletter.

These meetings offer dedicated time to discuss progress, strengths, challenges, and supportive strategies. Parents are encouraged to share observations or family updates that may affect learning. In upper grades, student-led conferences occur during the spring conference day, with students guiding reflection and goal setting.

## Parent Representatives

Parent Representatives (Reps) support communication between teachers, parents, the Parent Association (PA), and the school. They coordinate class-wide messages, organize gifts, classroom support, volunteers, and community care (e.g., food trains), and assist with events and field trips.

They also share PA updates, recruit volunteers for initiatives, organize faculty snacks, and welcome new families. Ideally, each class has two reps (or a shared arrangement), typically serving two-year terms. Parent Reps are chosen by the teacher and school administration, based on their experience with the school, communication skills and capacity. Commitment, collaboration, and familiarity with Waldorf education and school policies are important for this valued role.

## School Organization

### Sunrise Educational Society

Tuition includes membership in the Sunrise Educational Society, the non-profit that operates Sunrise Waldorf School. As a member, you may vote at the Annual General Meeting. Friends of the school may join for an annual fee. Membership also covers the cost of the Renewal Magazine, published twice yearly by the Association of Waldorf Schools of North America, with copies available in the school foyer.

### Board of Directors

The Board, operating under the Sunrise Educational Society's bylaws, includes parents, friends, and ex officio members such as the Head of School and Education Director, with ECE, Grade School, and Parent Association representatives attending to support communication pathways. Membership is by application, available via the Governance section of the website.

The Board guides long-term vision, financial and legal oversight, and partners with the Head of School, faculty, and parents. Meetings are monthly, and open to parents (except in camera meetings), with minutes available on request.

## Head of School

The Head of School guides Sunrise Waldorf School's vision, connecting faculty, board, parents, and administration. They oversee educational leadership (with the Education Director), governance, human resources, administration, facilities, health and safety, and budget/development (with the Finance Director and Board).

Parents are encouraged to address concerns directly with those involved first; if not feasible, the Head of School will respond promptly. Educational concerns should be directed to the Education Director.

## Education Director

The Educational Director leads the school's pedagogical program, overseeing curriculum, faculty development, and parent-teacher communication. They chair the Care Coordinating Group (CCG) to support students' academic, social, and behavioral needs, and collaborate with teachers to foster inclusive learning. Working closely with the Head of School, they ensure the educational program is delivered to high professional standards.

## Teachers

All teachers are expected to complete Waldorf training; those without it receive mentoring and are encouraged to pursue certification. Waldorf teaching draws on Steiner's principles of human and child development, including spiritual understanding, which guides classroom practice. Teachers must hold valid BC certification, meet Independent School standards, create annual Professional Development Plans, and engage in self-evaluation and growth-focused professional development.

## Full Faculty

The Full Faculty, comprising all Sunrise staff, meets weekly to collaborate, share decisions, study Waldorf pedagogy, and address school business, fostering professional development and unified agreements in the best interest of students.

## Faculty Chair

The Faculty Chair, elected by faculty, collaborates with the Head of School and Education Director to lead meetings, set agendas, and ensure child study,

curriculum, artistic work, and Council are central. They ensure strong communication between faculty and leadership and may also assist with school calendar and timetable planning.

## Administration

The Administration manages the school’s daily operations, implements Board and Faculty decisions, and serves faculty, parents, and students. Key staff include the Head of School, Education Director, Finance Director, Admissions Director, Reception/Office Coordinator, and Maintenance staff.

## Committees

For detailed information on committee roles, responsibilities and accountability see **Committee Summary Manual**.

### School Committees

Committee	Purpose
<b>Festival</b>	Plans school-led festivals in partnership with the Parent Association.
<b>Human Resources (HR)</b>	Handles hiring and HR matters; forms ad hoc panels for staff recruitment.
<b>Care Coordinating Group (CCG)</b>	Coordinates student support academically, socially, and behaviorally; assists with adult conflict resolution.
<b>DREI (Diversity, Reconciliation, Equity, Inclusion)</b>	Builds an equitable, inclusive school culture; collaborates with parents and community.
<b>Enrollment</b>	Supports admissions, marketing, and retention initiatives; includes board members and parent volunteers.
<b>Garden</b>	Coordination of activities in the gardens and green spaces on campus.

## Board Committees

Committee	Purpose
<b>Policy</b>	Oversees governance structure and all school policies.
<b>Finance</b>	Advises Board and Faculty on financial matters.
<b>Health &amp; Safety</b>	Ensures a safe and healthy environment for staff, students, and visitors.
<b>Facilities</b>	Manages care and maintenance of the school campus.
<b>Development</b>	Supports Board in fundraising and philanthropic efforts for fiscal health.

## Parent Association

All Sunrise parents are members of the Parent Association (PA), which builds community, supports the Board and Faculty, and enhances the school’s physical, cultural, and social life. Meetings are held the first Wednesday of each month, 4:00–6:00 pm and listed in the weekly Newsletter. The PA is a non-profit with elected executive positions voted in at its Annual General Meeting.

### PA Initiatives

The PA organizes major events like Pumpkin Path and Winter Faire and supports projects such as playground improvements, school signage, branded clothing, supporting parent education initiatives, student learning gardens, and school directories.

### Volunteering

Families commit to 10 volunteer hours annually or may buy out this requirement. Volunteers support festivals, field trips, classroom projects, and school events, strengthening community connections. Buy-out funds directly support PA initiatives.

### Parent Lending Library

A collection of parenting and Waldorf books is available in the Portable. Parents can borrow or donate books by contacting the PA via email.

# Health & Safety

## Food & Allergies

Families play a key role in supporting healthy eating at Sunrise. Program-specific guidelines for snacks and lunches are detailed in each Program Handbook. Reusable containers are encouraged, and the school composts organic leftovers. To support children's focus and wellbeing, foods high in sugar, artificial colors, or preservatives should be limited. Gum, candy, and soda are not permitted. Please inform your child's teacher of any food sensitivities.

Allergy alerts, including school- or class-wide restrictions for serious allergies, are communicated via newsletters or teachers. Families are asked to follow these guidelines carefully to ensure a safe environment for all students. For more information, visit **BC Waldorf Collective Anaphylaxis Policy**.

## Accidents, First Aid & Medication

Illness or injury may occur at school or on field trips. Teachers and staff hold valid first aid certificates and respond promptly, with the severity guiding appropriate action. Students, employees, or visitors requiring emergency care will receive first aid and, if needed, be transported safely to the nearest medical facility. Any loss of consciousness, anaphylaxis, including prolonged seizures or serious head injuries, is treated as an emergency. Parents or guardians will be notified as soon as possible of the incident and actions taken.

Minor cuts, scrapes and bruises are taken care of with standard first aid treatment, comforting care, and the use of heat or ice as appropriate. In the case of burns or stings a standard topical burn gel will be used.

**Prescription medication brought from home will be administered only with a completed permission form** (see Reception). Containers must be labeled with the child's name, medication name and amount to be given and the name of the prescribing doctor.

## Immunization

Preschool registration requires submission of a child's immunization record for the school's files, regardless of whether the child has received any vaccines. For more information, please contact your local Public Health unit.

## Communicable Diseases

If a child is suspected of having a communicable disease, they must stay home until diagnosed and treated. BC Health guidelines are followed when possible; current information is available at [www.healthlinkbc.ca](http://www.healthlinkbc.ca). Staff follow the same rules as students. Individuals may choose to wear masks to protect themselves or others.

Lice are managed individually; parents are expected to check their child's hair regularly and treat as needed before returning to school. Outbreak notifications are not issued.

## School Drills

Drills are carried out regularly following Ministry of Education and Child Care guidelines, including: Fire, Lockdown, Hold and Secure, and Earthquake Drills. The school participates annually in the Great British Columbia ShakeOut, which is a province-wide earthquake preparedness activity. Parents are reminded at the beginning of the school year to supply a "Comfort Pack" for their child, consisting of water, waterproof poncho, small snack and activities and comfort items for the child. These are stored in case of emergency and refreshed annually by parents.

## Dogs on Campus

Dogs are not permitted on the school grounds during school hours. Some exceptions may be made, for example for service dogs or Show and Tell if prearranged with the teacher.

## Scents

Please refrain from using scents and scented laundry products when coming to school. Some of our community have sensitivities to these products.

# Policies & Procedures

## Child Abuse Policy

Under B.C. law, any school personnel who suspect a child is being abused or is at risk of abuse must promptly report their concerns to the Ministry of Children and Family Development (MCFD), which is responsible for responding to child abuse and neglect. All adults have a legal duty to report reasonable concerns immediately and must not attempt to investigate suspicions independently.

Please refer to **BC Waldorf Collective Child Abuse Reporting Policy** for the full policy. Additional information is available in the B.C. Handbook for Action on Child Abuse and Neglect, available online.

## Weather Closure

In the event of inclement weather, Sunrise will generally follow closure decisions made by School District 79. On rare occasions, Sunrise may close independently due to local road conditions (e.g., Hillbank/Lakeside road plowing priority).

Weather-related closures will be announced on the SD79 website and through Sunrise's main communication channels. We only announce if the school is closed and no announcement means the school is open. If SD79 is not in session while Sunrise is open (e.g., non-aligned holidays), the Head of School will determine closure and notify families. If closure occurs after classes have begun, parents will be contacted and asked to pick up their children as soon as possible.

## Privacy Policy

Safeguarding personal information of parents, students, volunteers, and teachers is a fundamental concern of the Sunrise Waldorf School. The school is committed to meeting the privacy standards established by British Columbia's Personal Information Protection Act. The Head of School serves as the privacy officer.

Parents have the option during registration to sign a media release waiver allowing pictures taken during school to be published in newsletters or online.

# Tuition & Enrollment

## Re-Registration

In January all families wanting to continue at Sunrise Waldorf School are required to reregister for the following year, and the information and permissions within these forms are necessary for student enrollment. Announcements will be made in the Newsletter with links for the re-registration form. These need to be completed each year for each student, along with a deposit, tuition contract and authorization of payment for the following year. If the parent has not reregistered and paid the deposit to keep the student's place at Sunrise by the deadline, they are marked as "not returning" and their spots may be given to waitlisted families.

Students will only be eligible for re-enrollment if their parents and/or guardians are in good standing with the school, as defined in the SES Bylaws.

## Withdrawal

We encourage you to set up a meeting with your child's teacher or the Education Director if you or your child's needs are not being met at Sunrise so that we can amend a situation, or the Admissions Director will reach out for a conversation about your decision. We also recognize that there may be practical reasons for your decision to withdraw your child. If you choose to withdraw your child, we will send you a withdrawal form, stating the child's name and grade and brief description of the reasons for withdrawal. If you have already served the 3-month trial period, there will be one full-month notice after submitting your withdrawal form before your contract is cancelled. You can choose to serve these out or forfeit the one-month tuition. Following withdrawal, you will be asked to participate in an exit interview, and we appreciate any feedback you'd like to share with us.

Completing a withdrawal form is not necessary if you are choosing not to return the following year.

## Financial Information

Sunrise Waldorf School funding includes tuition/fees collected from families and operating grant money received from the provincial government. A small amount of additional funds is received from various sources, such as donations to the school and grants received for specific purposes.

Tuition agreements are commitments for the full school year, and we hire our teachers based on those commitments. It is important for the financial well-being of the school that everyone upholds their agreements.

The following is an overview of policies regarding attendance and payment of fees:

- a) If a child is removed from class to take a vacation, while school is in session, full payment of tuition is still necessary.
- b) If a child is withdrawn before the end of the school year, a full one-month written notice is to be given to the school.
- c) Parents are required to sign a tuition agreement and provide for automatic withdrawal from their bank account or post-dated cheques for the school year. A service charge is levied on all N.S.F. cheques. Please notify the Finance Director at least 5 days in advance if you expect a PAD payment or post-dated cheque to not be covered by your bank.

For additional information, visit **Tuition Policy**.

## Tuition Assistance

The Tuition Assistance Program (TAP) has been developed to ensure that families who are committed to Waldorf education are able to send their children to Sunrise Waldorf School when they are unable to pay full fees according to the published fee schedule. The purpose is to make Waldorf education accessible to as many families as possible, balancing the financial health of the school.

The Tuition Assistance Committee has been mandated by the Board to review and approve applications for tuition assistance. Members of this committee are anonymous to protect against undue influence being exerted upon them. The

Finance Director acts as the intermediary between the applicants and the committee members.

Funding for the Tuition Assistance Program comes directly from the tuition revenue received from Sunrise’s parents and the provincial government. The ability to offer families an appropriately assessed tuition level is affected by the number of applications received each year and by school revenues. The total Tuition Assistance budget is limited to maintain a balanced budget each year and ensure sustainability.

Tuition assistance is available for families with children in kindergarten to grade 8. Children in preschool qualify for the Provincial ACCB (Affordable Child Care Benefit) and the CCFRI (Child Care Fee Reduction Initiative).

All families wishing to be considered for tuition assistance are asked to fill out an application form in the Spring for the following school year. The process provides verification of income and other documentation, as requested. Applicants may be asked to provide further information through the Finance Director.



# Contact Information

Role	Name	Email
<b>Administration</b>		
Head of School	Rae Calder	rcalder@sunrisewaldorf.org
Education Director	Rachel Cameron	rcameron@sunrisewaldorf.org
Finance	Joy Trapnell	finance@sunrisewaldorf.org
Admissions/Communications	Ellen Zelikovitz	admissions@sunrisewaldorf.org
Reception	Stephanie Sayers	mail@sunrisewaldorf.org
<b>Class Teachers</b>		
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Preschool Teacher and After School Care	Meaghan Taylor-MacDonald	mtaylor-macdonald@sunrisewaldorf.org
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Kindergarten Assistant	Dana Crudo	dcrudo@sunrisewaldorf.org
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Grade 4 Teacher	Naeem Dato	ndatoo@sunrisewaldorf.org
Grade 5 Teacher	Raja Chrimes	rchrimes@sunrisewaldorf.org
Grade 6 Teacher	Lisa Hitch	lhitch@sunrisewaldorf.org
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Education Assistant	Susan Thomas	sthomas@sunrisewaldorf.org
Education Assistant	Geraldine Finch	gfinch@sunrisewaldorf.org
<b>Specialty Teachers</b>		
Strings	Alexis More	amore@sunrisewaldorf.org
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PHE	Denzil Brown	dbrown@sunrisewaldorf.org
Handwork (Upper)	Barbara Ernst	bernst@sunrisewaldorf.org
Handwork (Lower)	Christiane Mothes	cmothes@sunrisewaldorf.org
Handwork Assistant	Shannon Faughnan	sfaughnan@sunrisewaldorf.org
Learning Resource/Mentor	Rubeena Sandhu	rsandhu@sunrisewaldorf.org

