



## **General policy and guidelines of Caracol ao Sol® Kindergarten and Home schooling for Primary school (2015/2016)**

### **1) Ambit and aim**

The purpose of the policy and guidelines is to disclose a set of specific norms and rules that will contribute to a proper functioning of Caracol ao Sol® and the strengthening of the bond between parents, school and children.

### **2) Introduction**

Caracol ao Sol® is the physical space in which APCCAS - Associação Pedagógica e Cultural Caracol ao Sol ( Cultural and Pedagogic non-profit Association Caracol ao Sol) puts its pedagogic project into practice, offering: Kindergarten and the first four years of primary school (1º ciclo).

Caracol ao Sol® is a portuguese school that offers education following the Waldorf pedagogy, in a space where children of different nationalities can live together. This will allow them, from an early age on, to understand and share cultures and languages. Through “playing” it is easier to learn another idiom besides their native language.

For the foreigners living in Portugal it is also important to be supported in their effort to integrate. This will be easier through the educational and social contact with portuguese children and their families.

The Caracol ao Sol® team is composed by a kindergarten teacher, a school teacher, an auxiliary, a cook and the board of directors. The board of directors of “Caracol ao Sol” is formed by three members: a Pedagogic Project Coordinator responsible for the inner functions of the school, a Public Relations Manager and an Administrative Secretary.

Caracol ao Sol® is situated at Praça Alberto Marques de Carvalho, at Barril de Alva.

### **3) Opening Times**

3.1) The school year begins on the 7th of September 2015 for the kindergarten and on the 14th for the primary school and ends on the 1st of July for primary school.

3.2) Caracol ao Sol is closed on the following dates:

- a) Saturdays, sundays, national and municipal holiday;
- b) From the 21st of December until the 1st of January (Christmas);
- c) From the 8th till the 10th of February (Carnaval);
- d) From the 21st to the 29th of March (Easter);
- e) Last week of July (for pedagogical formation of the teachers)
- f) During August.

3.3) “Caracol ao Sol” offers the following schedule options for kindergarten:

- a) From monday until friday, from 9am until 3.30pm
- b) Monday, Tuesday and wednesday from 9am until 3.30 pm

Primary school:

- a) Monday to Friday from 9am until 3.30pm

3.4) One day a week (yet to be determined), the teaching class finishes earlier (2.00pm), to allow for a pedagogic meeting. The children will stay with a staff member or will be doing an extra activity.

3.5) The schedule to attend parents / person in charge of the child will be on Thursdays from 3.30pm until 4.30pm. It is necessary to book in advance.

3.6) The board of directors of Caracol ao Sol reserves the right to close the kindergarten and primary school, in unpredictable situations that can affect the minimal health, hygiene and safety conditions of the above.

#### **4) Application and Enrollment**

- 4.1) The applications take place at the APCCAS installations all year round, by filling the application form.
- 4.2) The renewal of the matriculation should be made until the 31st of May, using the application form.
- 4.3) The matriculation and its renewal costs 60€, this includes the insurance of the child and the membership of the association.
- 4.4) The amounts referred on the previous statement are non refundable.
- 4.5) The paying of the amount mentioned in point 4.3 does not allow for the siblings discount.
- 4.6) In the beginning of the school year, during the application, the parents / person in charge of the child should bring the following documents (digital format is also accepted):
  - a) The application form completely filled in
  - b) Biographical form
  - c) Declaration of acceptance of General policy and guidelines
  - d) Responsibility form
  - e) Passport, national I.D. card photocopy or a copy of the birth certificate of the child
  - f) Medical assistance card photocopy
  - g) Medical statement, if the child has got a medical condition that requires special care
  - h) 1 passport photo
  - i) Proof of payment of matriculation value
  - j) Copy of inscription of the child in the state school that he/she is doing home schooling (only for primary school)

#### **5) Child admission**

- 5.1) Admission conditions:
  - a) The child should be between 3 and 8 years old;
  - b) Interview with the teacher;
  - c) Acceptance of all the norms established in this Policy ;
  - d) Acceptance of the responsibility term.
- 5.2) The number of children admitted every year is dependent of the number of human resources and the existent physical spaces.
- 5.3) When the capacity of the kindergarten does not permit more admissions, the priority criteria will be the following:
  - a) Children with siblings already attending the kindergarten or primary school;
  - b) Children with portuguese nationality, for the purpose of balancing the representation of each nation;
  - c) Children whose parents have a particular interest in Waldorf Pedagogy and apply it as well;
  - d) The child´s age.

#### **6) Tuition Fees**

- 6.1) The tuition fee for the school year 2015/2016 should be payed every month during a 12 month period and is as follows:  
Kindergarten:
  - a) From monday until friday, from 9am until 3.30pm - 190€ (food included)
  - b) Monday, tuesday and wednesday, from 9am until 3.30pm - 135€ (food included)Primary school:
  - c) Monday to Friday from 9am to 3.30 pm - 190€ (food included )
- 6.2) The tuition fee covers all daily activities and the usage of the materials belonging to the school. It does not include the teaching materials. In the case of primary school the school, materials that belong to each student is purchased by the parents or the person in charge of the child's education and through Caracol ao Sol (see point 11);
- 6.3) The payment should be made until the 8th day of each month, through bank account transfer to NIB 0033 0000 45440491476 05 Millenium BCP; through cheque to APCCAS - Associação Pedagógica e Cultural Caracol ao Sol or in cash;
- 6.4) The non compliance with the previous statement leads to a 10% increase of the tuition in the month that it occurs;

- 6.5) Because of organization and security of payments made, it is necessary to send us the receipt of payment until the due date. It can be given to a member of the direction in hand or sent by email;
- 6.6) The non-compliance of the tuition's monthly fee, without justification, can jeopardize the child's attendance in Caracol ao Sol;
- 6.7) The amount referring to the 12th month (August) will be included in the tuition fee on the first period of the school year (this fee is without the price of the food);
- 6.8) In the case of primary school the tuition fee of July must be payed in any case, even if they do not attend extra activities in this month ( this applies to students that completed the school year );
- 6.9) A 10% discount will be made per child, if there are siblings attending Caracol ao Sol;
- 6.10) The non-attendance of the child does not give the right to have a refund;
- 6.11) The tuition fee will be reviewed and updated every year.

### **7) Dropouts and school leave**

- 7.1) Dropping out of Caracol ao Sol during the school year will only be valid after a written statement has been given to the board of directors, with at least 30 days notice. During this period a compliance of all the obligations stated in the application and matriculation form is held;
- 7.2) It is mandatory to pay the full amount of the tuition fee of the month of the child's dropout, as is the payment of the amount for the 12th month when a child leaves the school in the first period of the school year ;
- 7.3) A school leave does not affect the compliance of the monthly tuition fee payment, this way the place of your child is safeguarded until he/she comes back (these interruptions do not include the fee for food)

### **8) Attending school**

- 8.1) In the beginning of the school year the parents / person in charge of the child should have a meeting with the school teacher to promote a smooth experience and integration of the child in "Caracol ao Sol";
- 8.2) In the beginning of the school year the parents / person in charge of the child should bring the following objects, all identified with the child's name:

#### Kindergarten:

- a) 1 blanket;
- b) 1 pillow;
- c) 1 sun hat / 1 winter cap;
- d) 1 set of waterproof clothes (rain coat, trousers and waterproof boots);
- e) 1 bag with a change of clothes (including underwear) - all identified with the child's name;
- f) 1 bag with a cup, a toothbrush, a toothpaste - all identified with the child's name ;
- g) 1 small hand\face towel with the child's name on it (this towel must be washed and replaced every week);
- h) 1 napkin with the child's name on it (this napkin must be washed and replaced every week);
- i) anti slip socks.

#### Primary School:

- a) 1 sun hat / 1 winter cap;
  - b) 1 set of waterproof clothes (rain coat, trousers and waterproof boots);
  - c) 1 bag with a change of clothes (including underwear) - all identified with the child's name;
  - d) 1 bag with a cup, a toothbrush, a toothpaste - all identified with the child's name;
  - e) 1 napkin with the child's name on it (this napkin must be washed and replaced every week);
  - f) anti slip socks;
- 8.3) Only in exceptional cases, and with previous agreement of the teacher, can the child bring their own toys to Caracol ao Sol;
  - 8.4) Caracol ao Sol is not accountable for any missing or damaged personal items (toys or any other goods) that the child might be carrying.

## **9) School routine**

### 9.1) Kindergarten:

- 9h00: Arriving of children
- 9h10 to 10h30: Activities and free play inside the room
- 10h30 to 11h30: Activities and fruit
- 11h30 to 12h30: Free play outside
- 12h30 to 13h30: Lunch
- 13h30 to 14h30: Activities and free play inside the room
- 14h30 to 15h15: Free play outside
- 15h15 to 15h30: Fruit

### 9.2) Primary school:

- 9h00: Arriving of children
- 9h05 to 11h00: Main class
- 11h00 to 11h30: Free play and snack
- 11h30 to 12h30: Class
- 12h30 to 14h00: Lunch and free play
- 14h00 to 15h30: extra activities

## **10) Drop-off and Pick-up Policy**

- 10.1) Drop-off time is until 9am, except in rare and justified occasions;
- 10.2) In the kindergarten, the parents should enter the room and help the child to take off the shoes, place the non-slip socks and take off the coat. Only after these procedures can the child be given to the school teacher. The school teacher will be welcoming and greeting the parents and children. After the child has been given to the school teacher the parents should leave the room so that the new day can start; In the case of the primary school, parents should show them to the class entry, where children prepare themselves to be welcomed by their teacher.
- 10.3) Caracol ao sol closes at 15h30. We ask the parents to be there on time ready to pick the children. If by any chance there will be delays please inform the school teacher by phone;
- 10.4) The child will only leave Caracol ao Sol with their parents or anyone that is identified and authorized in the child's records);
- 10.5) After 3.30pm, classes end, and children will be handed to those mentioned in the above point, and they will be of their responsibility. Therefore, we consider the childrens's actions and use of the exterior area to be the responsibility of the parents.
- 10.6) We would appreciate if you could let your child say goodbye to the Kindergarten/ school teacher so that the day at Caracol ao Sol can officially end.

## **11) Teaching materials and Toys**

- 11.1. The teaching materials are an extra cost for Caracol ao Sol. Sometimes we receive donations from people which allow us to buy the essential materials for the kindergarten. Other times these donations are scarce and the lack of materials will eventually affect the kindergarten and the school's normal functioning. Taking this into account we suggest that an extra monthly donation (ex: 2.50€) could be made by the parents to assure that Caracol ao Sol has got all the necessary materials.
- 11.2) The toys and teaching materials are chosen according to the principles of the Waldorf Pedagogy. The toys are selected with natural and esthetic materials to appeal to the artistic sensibility and fantasy of children.
- 11.3) For the primary school more school material will be needed. Therefore, besides the diverse materials belonging to the school, each child will have his/her own material. The list of material needed will be given shortly to the caretaker of the child, after confirmation of the registration. The materials can be purchased directly at the antroposofical shop in Portugal (It is called Cristina Siopa) or can be ordered by Caracol ao Sol which allows parents the right of discount we have with the suppliers. The ordering of this material should be done before the 15th of June of the previous school year.
- 11.4) During this same school year the material can be renewed by the parents or the person in charge of the child.

## 12) Attendance

- 12.1) For Caracol ao Sol's good internal organization of the diverse set of services, when a child does not go to school, we ask the parents to inform us beforehand or on the same day until 9.00am. The reason for the non-attendance should also be mentioned;
- 12.2) At the kindergarten, the morning activities run between 9.15am to 11am (morning snack). If the child does not arrive before 9.15am, he or she can only enter the classroom at 11am;
- 12.3) When a child has to leave the kindergarten (ex. medical appointment), his or her return should not be later than the main meal time;
- 12.4) When a child has to leave before the end of the teaching activities (3.30pm), it is not permitted for the child and parents to stay at the place where the activity is (including the playground outside).
- 12.5) In primary school, the absence of the child will be registered so it can be communicated to the parent and or person in charge.
- 12.6) The school will give a form that must be filled justifying the absence of the child, each time a child misses classes in primary school.
- 12.7) Each time the child does not attend school for a period of more than five days a doctors declaration must be given.
- 12.8) The acceptance of justification for the absence of a child is decided by the teacher.

## 13) Clothing

- 13.1) The usage of non-slip socks (inside the room) and a sun hat (on sunny days) is mandatory;
- 13.2) The usage of waterproof clothes is essential to allow the child to continue using the playground outside during rainy days, this means: waterproof jacket, pants and welly's;
- 13.3) It is the responsibility of the parents to supply this equipment.
- 13.4) It is necessary for children to wear washed clothes (especially underwear) and that they are clean.

## 14) Health

- 14.1) Caracol ao Sol does not permit the entrance of: unwell / sick children, children with nits and lice, and without basic hygiene (washed, not smelling unpleasantly) ;
- 14.2) If the child gets sick during the period at school, the school teacher will let the parents know immediately so that they can come and pick her / him up. It is necessary to give the school teacher a phone number to be used in case of emergency. **It is also essential that the person is reachable all the time.**
- 14.3) The topic above also applies to lice and or nits;
- 14.4) The kindergarten and the parents should report with each other any physical and emotional changes in the child;
- 14.5) If the child develops a contagious disease (according to D.L 229/94 of 13/09), he / she can not attend the Caracol ao Sol during the period that the doctor considers to be necessary for the reestablishment of his / her health. A medical statement proving that the child is fit to return to the activities in the kindergarten is necessary;
- 14.6) When the child needs to take any medication during the period at Caracol ao Sol, the parents should give the medication to the school teacher followed by the medical prescription or a written term of responsibility including the dose and time in which the medication should be given;
- 14.7) The medication should be labeled with the child's name;
- 14.8) When the child does not attend the kindergarten for a period of 3 days or more, the parents should give a medical statement as soon as the child can return;
- 14.9) In case of an accident, all the measures will be taken for the child to be assisted by a Health Institution (Hospital or GP Surgery). The parents will be immediately informed, and they should appear at the place where the child is being assisted;
- 14.10) All the children at Caracol ao Sol have school insurance that covers medical assistance and medication related to the child involved with an accident; the transport; sleeping and food to allow that assistance; compensation for disability and for moral damages (through

evaluation by a medical board) , and other guarantees in case of death or damage to third parties.

14.11) Caracol ao Sol does not give Ben-u-ron or anything similar.

### **15) Food and Meals**

- 15.1) The meals at Caracol ao Sol consists of: a morning snack, lunch and afternoon snack:
- a) Morning snack: 11am
  - b) Lunch: 12.30pm
  - c) Afternoon snack: 3.15pm
- 15.2) The food is vegetarian and made with biological produce. It will be made according to the meals guide. It should be made with seasonal organic products and follow a previously established menu. The menu will be reviewed and adjusted at the beginning of every season;
- 15.3) The guide for the meals and menus will be fixed on the board of Caracol ao Sol;
- 15.4) Any alteration/restriction of diet, should be reported in writing, at the beginning of the school year (in the biographical form when a restriction is permanent), saying what the child cannot eat and for how long, when a restriction is temporary it should be reported to the teacher when bringing the child;
- 15.5) On children´s birthdays the parents can bring a homemade cake. Due to our aim to provide a healthy diet to all the children, the cakes should try to be equally healthy with no processed sugars, egg creams, dairy cream, icing or preservatives;
- 15.6) Within the school ground (including the playground) it is not permitted to bring food and distribute it to the children without previous allowance by the elements of the Pedagogic Council.
- 15.7) The principles of Caracol ao Sol concerning food should be respected if parents choose to bring food to the children after school hours, for example when a child celebrated his/her birthday and or other celebrations at school. This also applies to school trips;
- 15.8) Children cannot bring sweets to school.

### **16) School Trips**

- 16.1) Whenever the school teacher wishes to do a school trip or a walk, the parents will receive a written notification beforehand. They should sign the notification and mention if they do or do not authorize the attendance of the child in the activity;
- 16.2) If the child is not authorized, he or she should stay with her / his parents during the period of the school trip, but not within the school grounds.
- 16.3) During school trips, food brought from home should respect the food principles of Caracol ao Sol.
- 16.4) Parents should always respect the time schedule previously established by the school for that specific day.

### **17) Playground Usage**

- 17.1) The rules for using the space apply to the normal daily functioning, as well as celebrations, markets and other events organized by Caracol ao Sol;
- 17.2) The kindergarten area in which you can find the garden beds and the swing is limited with a rope and has a main entrance. We ask the children and every adult to enter and exit the playground exclusively through the main entrance;
- 17.3) The children can only leave the playground if accompanied by an adult;
- 17.4) Because the playground has got sometimes dog waste and glasses, etc. the children should keep their shoes on. They are not allowed to walk barefoot outside;
- 17.5) The children can play with wood sticks and rocks, as long as they do not throw them at their colleagues, point sticks, attack or threaten with them. Taking sticks to the swing is also not permitted;
- 17.6) Screaming, threatening or swearing to adults or children is not permitted;
- 17.7) It is prohibited to drink and or smoke alcoholic beverages inside and outside the school area;
- 17.8) We would appreciate if the parents try to follow the same rules when using the playground with their children.

## **18) Donations**

- 18.1) Any object or toy that the parents wish to donate to the kindergarten should follow these conditions:
- a) they cannot belong or be recognized as personal by any of the children that attend Caracol ao Sol;
  - b) If this happens and if the donation interests the kindergarten, the toy / object will be kept until the child enters following school level.

## **19) Child´s Rights**

The children have the right to:

- 19.1) Find in “Caracol ao Sol” the essential conditions for their smooth development, respecting their educational needs and interests as a person;
- 19.2) Be assisted in case of an accident;
- 19.3) Be treated with care by all the adults that interact with them;
- 19.4) Not be disturbed during the daily activities.

## **20) Parents / person in charge of the child's rights and duties**

The parents / person in charge of the child have/has the right to:

- 20.1) Actively and responsibly participate and collaborate in their child´s education, through the school´s Pedagogic Project;
- 20.2) Be informed of anything that might be wrong with their child;
- 20.3) Participate in general meetings for the discussion of their child´s educational process or any other issues that the board of directors might want to address;
- 20.4) Ask for individual meetings with the school teacher, when necessary;
- 20.5) Collaborate with the “Caracol ao Sol” board of directors in the preparation of seasonal celebrations, during the year. Organize and participate in groups of theoretical and practical educational trainings.

## **21) School teacher and Auxiliary teacher Rights and duties**

- 21.1) The school teacher and the auxiliary teacher should be punctual and assiduous;
- 21.2) The school teacher can call the parents for an individual meeting to discuss certain issues when she / he thinks that it is necessary;
- 21.3) A member of the board of directors might be present in the meetings, if necessary;
- 21.4) In case of temporary absence of the school teacher, the auxiliary teacher or other collaborator will assure the children's guard;
- 21.5) The school teacher and / or the auxiliary teacher have the right to participate in trainings that the board of directors considers necessary for the development of their skills as teachers.

## **22) Final conditions**

- 22.1) Any situation that might not be included in this Policy will be solved by the board of directors of Caracol ao Sol, when necessary;
- 22.2) The failure to comply with this Policy by the parents / person in charge of the child can result in the canceling of the child´s enrollment;
- 22.3) Keeping in mind that the primary school is starting and many things have not been decided yet, it is possible that these rules and regulations may be altered in the months before the school year starts. When and if this happens parents will receive a new document together with a new form to agree or not.
- 22.3) This Policy will be annually reviewed by the board of directors.

## **Declaration of acceptance**

I hereby declare that I read and agree with the rules and regulations of Caracol ao Sol for school year 2015/2016.

Child's name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of parent /person responsible for education

\_\_\_\_\_

Signature of the Board of Directors

\_\_\_\_\_

## **Term of Responsibility**

I, \_\_\_\_\_,  
person in charge of education of \_\_\_\_\_,  
declare that I previously knew, before enrolling the child previously mentioned, that Caracol ao Sol is in the process of legalization, not having the permit for kindergarten and or primary school yet. I also declare, that I assume the responsibility for the enrollment of this child in these conditions.

Signature of person in charge of the child's education

\_\_\_\_\_