



# Davis Waldorf School

Inspired Learning for the Whole Child

## 2021 - 2022 SCHOOL YEAR

### CONTACT INFORMATION FOR ADMINISTRATION

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#### ADMINISTRATION

Jennifer Slater ■ *Director*  
[director@daviswaldorf.org](mailto:director@daviswaldorf.org) ■ (530) 753-1651 x114

Shellie McCallen ■ *Office Coordinator*  
[office@daviswaldorf.org](mailto:office@daviswaldorf.org) ■ (530) 753-1651 x119

Cori Brewer ■ *Registrar*  
[registrar@daviswaldorf.org](mailto:registrar@daviswaldorf.org) ■ (530) 753-1651 x117

Kelly Brewer ■ *Enrollment Coordinator*  
[enrollment@daviswaldorf.org](mailto:enrollment@daviswaldorf.org) ■ (530) 753-1651 x116

Eden Tomich ■ *Admin Assistant*  
[dwsassistant@daviswaldorf.org](mailto:dwsassistant@daviswaldorf.org) ■ (530) 753-1651 x120

#### BUSINESS OFFICE

Gabrielle Walton ■ *Business Manager*  
[finance@daviswaldorf.org](mailto:finance@daviswaldorf.org) ■ (530) 753-1651 x103

Vatrena King ■ *Bookkeeper*  
[books@daviswaldorf.org](mailto:books@daviswaldorf.org) ■ (530) 753-1651 x102

#### AFTERCARE PROGRAMS

Junebug Coordinator ■  
*Early Childhood Aftercare*  
[junebug@daviswaldorf.org](mailto:junebug@daviswaldorf.org)

Sunflower Coordinator ■  
*Grades Aftercare*  
[sunflower@daviswaldorf.org](mailto:sunflower@daviswaldorf.org)

#### OFFICE HOURS

Monday - Thursday: 8:00 a.m. – 3:30 p.m.

Friday: 8:00 a.m. – 1:30 p.m.

#### SCHOOL HOURS

Preschool 8:45 a.m. – 12:45 p.m.

Kindergarten 8:25 a.m. – 1:00 p.m.

Extended Care until 3:00 p.m. or 5:30 p.m.

1st Grade 8:15 a.m. – 1:45 p.m.\*

2nd Grade 8:15 a.m. – 2:25 p.m.\*

3rd Grade 8:15 a.m. – 3:10 p.m.\*

4th Grade 8:15 a.m. – 3:10 p.m.\*

5th Grade 8:30 a.m. – 3:10 p.m.\*

6th Grade 8:30 a.m. – 3:10 p.m.\*

7th Grade 8:30 a.m. – 3:10 p.m.\*

8th Grade 8:30 a.m. – 3:10 p.m.\*

*\*On Friday's, all grades students are released at 1:00 pm following the Early Release Schedule.*

## COMMUNICATION WITH THE ADMINISTRATIVE OFFICE

The Administrative Office functions as a communication center for the groups that make up the life of the school. Virtually all school business – financial, enrollment, communications, site management, event planning – passes through the office. The school's administrative staff works on a day-to-day basis to serve the needs of the students, parents, and faculty. It does so according to the policies, procedures, mandates and strategic vision established by the Board and Faculty.

## DIRECTING COMMUNICATION

Contact the Class Teacher directly regarding any concerns about a child's experience in the classroom. If the matter is not resolved, please communicate this to your child's teacher. The next step is to confer with the Director.

Contact the Director at [director@daviswaldorf.org](mailto:director@daviswaldorf.org) regarding:

- Curriculum standards
- Hiring of new teachers, teacher evaluations, mentoring and professional development
- Pedagogical policies, student assessment and support,
- Parent education
- Facilitating communication around unresolved concerns including helping to frame concerns, bringing concerns directly to the other party and activation of the Student Support Group or the Trust Group
- Fundraising, festivals, events and community development
- Management of human resources and policies
- Safety and health concerns

Contact the Business Manager at [finance@daviswaldorf.org](mailto:finance@daviswaldorf.org) regarding:

- Financial or legal policies and procedures
- Budget development and budget management
- DWS Tuition Assistance Program
- Student information and statistics

Contact the Office Coordinator\* at [office@daviswaldorf.org](mailto:office@daviswaldorf.org) regarding:

- Absences, tardies
- Drop-In Aftercare
- Vacation Care
- School Calendar and scheduling

*\*The Office Coordinator acts as primary receptionist for the front office, which includes serving as the main point of contact for visitors, parents/guardians, students, telephone calls, mail, and email. The Office Coordinator can also direct you to the appropriate staff member if you are unsure who to go to with a question.*

Contact the Administrative Assistant at [dwsassistant@daviswaldorf.org](mailto:dwsassistant@daviswaldorf.org) regarding:

- Marketing and Publications for the school
- Newsletters
- Website and Social Media
- Parent Council
- School Bulletins and Updates

Contact the Board Chair at [boardchair@daviswaldorf.org](mailto:boardchair@daviswaldorf.org) regarding:

- Board Committees (see Governance and School Committees section of the DWS website)

Contact the Enrollment Coordinator at [enrollment@daviswaldorf.org](mailto:enrollment@daviswaldorf.org) regarding:

- Enrollment queries and enrollment deadlines
- School tours and Open Houses
- Outreach activities

Contact the Bookkeeper at [bookkeeper@daviswaldorf.org](mailto:bookkeeper@daviswaldorf.org) regarding:

- Tuition
- Aftercare billing/payments,
- Accounts receivable and payables

Contact the Registrar at [registrar@daviswaldorf.org](mailto:registrar@daviswaldorf.org) regarding:

- Student records (including immunization records)
- School database

For questions about the Sunflower Aftercare (Grades 1 – 8) and Summer programs, contact the Sunflower Aftercare Program Coordinator at [sunflower@daviswaldorf.org](mailto:sunflower@daviswaldorf.org).

For questions about the June Bug Aftercare (Preschool and Kindergarten), Vacation and Summer programs for Early Childhood students, contact the June Bug Aftercare Program Coordinator at [junebug@daviswaldorf.org](mailto:junebug@daviswaldorf.org).

## NEWSLETTERS

Twice a month (excluding holidays and vacations), you will be emailed a newsletter with important community updates, school news, and articles written by the Director, office staff, and faculty about classroom life and school events. Parents and others are welcome to submit articles to be considered for inclusion. The deadline for submission is Monday 12 noon, the week of publication. Newsletters and other community updates are also available in the parent's section on our website ([www.daviswaldorf.org](http://www.daviswaldorf.org)).

These digital newsletters include important and timely information that may not be delivered through any other method. Please ensure that the office has your most current email address. Parents and vendors that offer items of interest to the school community can advertise in the newsletter. Please contact the Administrative Assistant at [dwsassistant@daviswaldorf.org](mailto:dwsassistant@daviswaldorf.org) for submission details and deadlines.