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ADMISSION POLICY



International School Waldorf Cordoba

06.24.2018 last update

Asociación Waldorf Piedra y Cielo
info@waldorfcordoba.com

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WALDORF
CÓRDOBA
PIEDRA Y CIELO

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INTRODUCTION

The philosophy of this school is to provide access to all the families who so wish, regardless of their social, religious, economic or any other reason.

In the protocol visits (Annex I) is explained the method and steps that families are when they enter school: start with an approach to space and school through some families, then a personal interview with teachers. When little lacking to begin the course or have already entered school, we proceed to hold several meetings welcome.

The key to the admission of students give individual interviews that teachers do with families, and the subsequent evaluation of each girl or boy. From these assessments, teachers observe whether the school is the best place where the child or the child can grow during the kindergarten stage.

The parameters that are measured are:

- ✘ Motor (fine and gross motor)
- ✘ Evolutive development
- ✘ Language (comprehension and expression)
- ✘ social tools
- ✘ medical or psychological reports

In cases where there are problems which the opinion of teachers are an inability to adapt to the rhythms and routines of school, pass it on to the committee and later visits to families.

The school also has a school doctor who gives his opinion within the framework in which Waldorf education is moving.

Given the qualitative nature of valuations, no fixed parameters can be set for the admission of students, it depends on the individual case of each girl or boy, as well as the characteristics of each group. These characteristics vary each year depending on who compose the group.

The main objective is to offer each girl or boy the most appropriate for her or him learning opportunities.

If there are financial difficulties, the school offers a system of scholarships and other financial compensation, which can be accessed by presenting documentation required to regulate their operation and equity.

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SHEET FOR ADMISSION APPRAISAL OF PUPILS

- ✗ First name
- ✗ Birthdate
- ✗ Evaluation date
- ✗ descriptive assessment:
 - Physical development
 - motor development
- ✗ Fine motor
- ✗ Gross Motricity:
 - Language
 - Understanding
 - Expression
 - Social skills
 - relational capacity
 - Observations



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ANNEX I: PROTOCOL VISITS

1. PRESENTATION. DO YOU KNOW THE SCHOOL EDUCATION?

Waldorf School Piedra y Cielo is a private, secular school, international center for NEASC, and registered in the Association of Waldorf schools in Spain, secular, offering a comprehensive approach and a creative education, rooted in Waldorf pedagogy.

We have the authorization of the Ministry of Education of the Junta de Andalucía.

Collaborate with other public and private entities: UCO - Magisterium, Atma - School parents, parenting group The Huertecita - workshops ... extracurricular activities (school farm outputs, SADECO workshops, etc).

Families form a non-profit association, which voluntarily perform social activities, Middle environmental, respectful education, crafts, etc.

This school offers, at present, an education from 3 to 12 years (kindergarten and primary).

The core values of this school are:

- Educational quality: Our education interweaves academic and artistic excellence with social commitment and moral consciousness in an integrated whole. We work with the educational principles of Waldorf education to encourage imagination, creativity, flexibility in thinking, internal motivation and love for learning.
- Human quality: We work with respect and care for our alumni / ae. And we encourage in them the same respect and care for the wonders of the world, nature, the environment and their own humanity. The cozy atmosphere and dealing with love from the teachers, are key pillars to educate people with emotional intelligence, who can solve problems with emotional tools towards a peaceful and egalitarian relationships.
- Fullness and self-sufficiency: We work in conducting a comprehensive and independent learning, protecting the essential quality of childhood. We present age-appropriate challenges and steps to encourage initiative and self-direction in learning of our students as they grow up questions. Every human being is composed of body, mind and emotion and seeks to achieve maturity guided by their own self-awareness. This belief permeates every aspect of education and personal relationships within the School. It is our goal to help our alumni / ae to develop their being, their feelings and ask in your childhood. To do this, the education we offer is designed to awaken and nurture the unique capabilities that arise at each stage of child development.
- Community: We strive to respect the dignity of each person and aspire to be a diverse, healthy and supportive community. Waldorf education apply relevant way to our time and place.

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2. OBJECTIVES

This document has the following objectives:

1. Establish a quality visit to the family concerned, discovering their needs, where the school is taught, but an abbreviated efficiently, showing the strengths and benefits of this pedagogy and school.
2. Show an open and flexible attitude, where dialogue and conscious communication are the key to success.
3. Know in depth those essential issues in conducting visits from the operation of the school, to the bases and whys of Waldorf education.
4. Resolve all doubts that may arise to the family visitor.
5. Provide information in documents prepared to record our data and are supportive.

3. LEAD AND RESPONSIBILITIES

Each visit made x PREPARED manager and a person (teacher or family). The number of people visit should be limited to ensure the quality we intend to show in these visits. A large group difficult approach and connection to be achieved in a guided tour of this school of Waldorf education, which seeks to create a space for contact and tune where you can feel at ease to ask and answer freely, not achieved with more people. If there were more families interested for the same day, you can make two groups at different times.

Those responsible will be chosen to meet the requirements that lead to even greater success in the visits of the families concerned. These requirements are:

- ✗ Be an open, empathetic and calm person.
- ✗ Be informed about this document and next steps.
- ✗ Be aware of the importance of the success of these guided tours and its future impact.
- ✗ Consistently able to answer questions that are made
- ✗ Command of the word and technicalities or requiring specific knowledge of pedagogy or school performance.
- ✗ Being a dynamic person who seeks and is formed continuously to meet the different needs that arise in the process.

The responsibilities that each person agrees to comply will be:

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- ✗ Be on the time of visit
- ✗ Arrive a little before the visit to finalize any important point with your partner visiting, reviewing the school beforehand so that everything is in order.
- ✗ Clean entry and any stay if necessary or provide cleaning notified the commission in sufficient time.
- ✗ Deliver all documents and information relevant to the visit and the school. Report on prices, schedules and organization and operation.
- ✗ Collect and save data, at least name and email and / or documents collected during the visit (registration, survey, etc.) having a feedback and a registration system of the visit for the association, which will affect future communications , budget, etc.

4. HOW TO VISIT

This section contains a number of essential to conduct pre visits and each visit actions are included. Order or sequencing will be estimated for each partner or person conducting the visit.

4.1. Call / Email

The initial step is usually a visit initial contact by telephone or email. It is in this initial step where usually agree on the appointment for a guided tour, but it is also the first contact that a new family has a person in this school, so the care and attention should be emphasized, to provide a flexible view , friendly, empathetic dialogue and our school and pedagogy, we pretend to be objective. It is best to get an initial infatuation, even a visit for a vis a vis, before commenting prices.

If a family should ask or request more time or other unforeseen question, you can answer that should be studied by the CA and would give an answer later, subject to the availability of teachers and the number of families applying for that service.

4.2. Visits

Following the presentation, ask some questions to the visiting family on their prior knowledge of the school or pedagogy to meet your needs and redirect the information you will provide, if necessary. Information will be sent also to mail, so it is very important to complete the data collection form and pass that information to the manager and / or administrative.

4.3. Aspects to consider the information given:

- ✓ free play, respect and love, welcoming atmosphere at home.
- ✓ Nature and its relationship with the internal connection and perceptual development.
- ✓ without toxic natural materials.
- ✓ No chips, no exams, no punishment, no rush.
- ✓ Languages: English songs from child ... German and English in primary school.

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- ✓ Stories, rhymes, finger plays, crossing the midline and mirror cells.
- ✓ Rhythms, how are locked and their relation to security, well-being and learning.
- ✓ Painting, art therapy, colors and brain.
- ✓ The songs and their relationship to the development of the vocal cords and hearing and relaxation.
- ✓ Celebration Party, walks and its importance,
- ✓ Breakfast like family, healthy and organic food.
- ✓ Adjustment period depending on the child's need / a, family and evaluation of teachers.
- ✓ Diaper change until needed.
- ✓ Ratio / number per classroom teachers.
- ✓ Aesthetic school: colors, few materials for the development of imagination and creativity.
- ✓ A little day-to-day week: times spaces, inspiration-expiration, artistic activities and its relationship to art therapy, concentration or expression of emotions.
- ✓ Conflict resolution with emotional intelligence.
- ✓ ONE DAY TO DAY.
- ✓ Pedagogical importance in the world, its relationship with neuroeducación and quality of training of teachers.

4.4. administrative aspects:

- ✓ New school - new organization: School of parents where we form, tutorials, educational meetings offered by teachers, care services personalized family, individual monitoring child in his / her development (teaching support), the Association of Families and voluntary activities, open days, workshops for children and families x evenings, etc.
- ✓ Annual calendar
- ✓ The system of scholarships or financial compensation system.
- ✓ Educational and architectural construction project.
- ✓ The services included in the price of the monthly fee are:
 - morning class from 8:00 to 9:00.
 - Dining room from 14:00 to 15:00.
 - Ludoteca from 15:00 to 17:00.

The school hours are from 9:00 to 14:00 for the children's classroom, and the maternal classroom there is a greater input flexibility (between 9:00 and 10:00) and output (between 13:30 and 14:00)

- ✓ Possibility of first week of September, school winter (late December and early January) and summer school (last week of June and July).
- ✓ Dues:
 - Registration: 200 euros, with specific promotions
 - Material: 200 euros per year
 - Monthly payment (50% discount for sister or brother):

Waldorf Association Stone and Sky | Poeta Paredes, 25 (house Sunflowers)

www.waldorfcordoba.com | info@waldorfcordoba.com

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- 210 € / month (paid for 12 months), or
- 250 € / month (paid for 10 months).
- Option 3 days / week (focused on progressive adaptation): 190 € / month.
- Ludoteca from 15:00 to 17:00: 1 hour 40 € / month (half an hour 20 € / month). One day 10 €.
- Breakfast is included, except fruit and perishable, which provide families in rotating shifts (approximately twice in the school year).
- Dining room: 75 € / month, with home cooking and organic food. Led by teachers, within the overall dynamics of the school.
- Transportation (three options):
 - I shared with CEI bus Giner de los Ríos: 82 € / month (round trip).
 - Personalized transport: 60 € / month (round trip).
 - Families help, I organize.

5. SUMMARY STEP BY STEP

1. Interested families ask for information by email or phone. MAIL ADMINISTRATOR person responds to them with detailed information (Appendix II) with everything 'important and necessary' to enroll your child at school. The documents are:
 - a. Quota and price information.
 - b. Form data collection and data protection consent.
2. AFTER Response and IF YOU WANT MORE INFO or personally know the school space, a guided tour of the families that make up the commission visits will be scheduled. If possible we will try to gather several families at a time to optimize time and harness the energy of the group during the visit. Daughters and sons can attend this visit, in fact, it is recommended for families to see how they feel their children in this space
3. If families have been pleased with the visit and want to continue knowing the teaching staff, some individual interviews with teachers and teachers in all educational and operational questions will be clarified in the classroom be concluded. On this visit teachers and teachers will make an initial assessment of each case as well as the convenience of accessing school
4. If families are determined to enroll your daughter or son, they dealt with administrative matters with the person in charge, which will clarify the paperwork and administrative questions of management, installment payments, account number, policy number for insurance, etc, these documents will send the person who is responsible for the administration part (ANNEX II) school. Any doubt the resolve such management with email waldorf.cordoba.andalucia@gmail.com
5. FORMALIZING PLAZA, sending the following documents by mail:

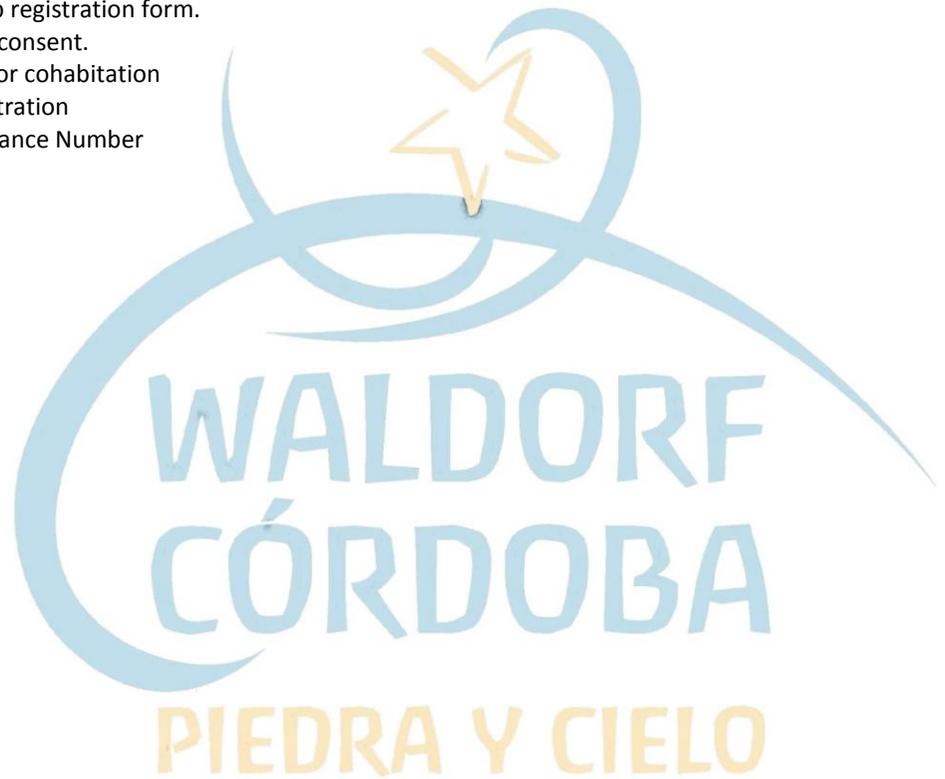
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- a. Form of knowledge and responsibility.
- b. Advance registration form.
- c. EVALUATION survey
- d. Welcome Letter

6. FIRST PAYMENT FEE AFTER

- a. Membership registration form.
- b. Audiovisual consent.
- c. Green Card or cohabitation
- d. School registration
- e. School Insurance Number



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ANNEX II: TYPE INFORMATION IN RESPONSE TO REQUEST FOR INFORMATION

Good Morning,

We appreciate your interest in the New School Waldorf Córdoba and Primary (3 to 12 years), International Center, which meets all the requirements of the law to achieve their educational goals, now located on the street Poeta Paredes, 25.

In this secular school, of Waldorf, ALTERNATIVE AND INNOVATIVE pedagogy, endorsed by UNESCO and supported by the Association of Centers WALDORF OF SPAIN, we welcome children with love and respect, educating them towards freedom and caring specially all your senses are so important to then develop their full potential, cognitive, sensory and emotional capacities, offering a comprehensive education, where being, feeling and thinking are equally important.

All materials are natural wood and without toxic and children spend much of their airtime and free and playing because JUGANDO learn, develop their creativity, imagination and social skills and multiple intelligences, as well as all benefits that being in touch with nature, and develop focused, well-being and emotional balance, creating children SAN @ S, CREATIV @ SY happy.

In the classroom, colors, space and layout, manual activities every day, the songs that accompany each time, finger plays and rhymes used for language learning and the development of fine motor skills, are designed to madurativo every moment of every child. Languages, English and German Children in elementary school, you learn naturally, once they are ripe for learning.

Teachers, graduates in Teaching and Pedagogy Waldorf, welcome children creating a bond with families where they can share knowledge and mutual learning that lead to a closer and enriching relationship for the child, so we offer a personalized adaptation period (where the mother or father can accompany your child in the classroom untimed), in addition to a flexible schedule and careful attention.

You can see here our cloister: <https://waldorfcordoba.blogspot.com.es/p/equipo-pedagogico.html>

Respect for the rhythms of each small, small, art therapy and music, free play, the peaceful and friendly atmosphere, as if the extension of the home, allowing create an atmosphere of harmony, ideal place for every child develops their creativity and enhance their imagination, thus promoting an integrated education where not only the mind care, but also the body and emotion, so useful in this time we live in, where you can have not only training but also capacity, but above all attitude, attitude to face life with tools and versatility.

In this pedagogy children are not separated by age, but by maturational time, so, for example, from 3 to 6 years are often at the same stage, favoring vivid learning where children learn of the largest and these care

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for younger, developing empathy, conflict resolution and emotional intelligence, always accompanied by teachers. IN ADDITION, OUR TEACHER SUPPORT FORMED IN EDUCATION AND THERAPEUTICS, evaluates children in their development and continuous learning, then guiding families.

Enrollment is open until completing the course by master and step ratio. Will soon promotion of free tuition. If finally you're interested, ask for it and we will send the registration form with all the information).

Fees for this course is 210 € / month (paid for 12 months) or 250 € / month (paid for 10 months) from 9am to 14pm. The school and teachers are available from 8 to 16, included in the price of the share. Also it included personalized educational counseling from a master therapist teaching support and additional health insurance for all children, except the material (200 € / year) and other additional services per month (dining room - 75 € / month, transport - 60 € / month).

If you want to know more about our additional services, you need a different schedule or anything else, do not hesitate to contact us again. Soon will new developments in our Facebook Y Web that may interest you.

There is also a system of financial compensation for families in need, and if applicable, could welcome you to it without problem. This we can explain better in person.

We hope to have solved some of your doubts and do not hesitate to make an appointment to see our new space, where we are since September 2017 bigger and again and be able to tell much more.

If you want more information, including activities that we usually perform (besides our BLOG) Follow us on Facebook If you want to know How is a day in our school, you can also see it on our website (# WaldorfCórdoba or # PorquésdelaPedagogíaWaldorf).

We wish you to follow your dreams with the heart.

Happy day and Regards,

WALDORF SCHOOL INTERNATIONAL CÓRDOBA

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ANNEX III: TYPE INFORMATION IN RESPONSE TO REQUEST PRICE

(when family have made the visit and request pricing information)

Good Morning,

After making the visit of our school, we're writing to send the additional information you have asked us about prices, plus attaching the additional services.

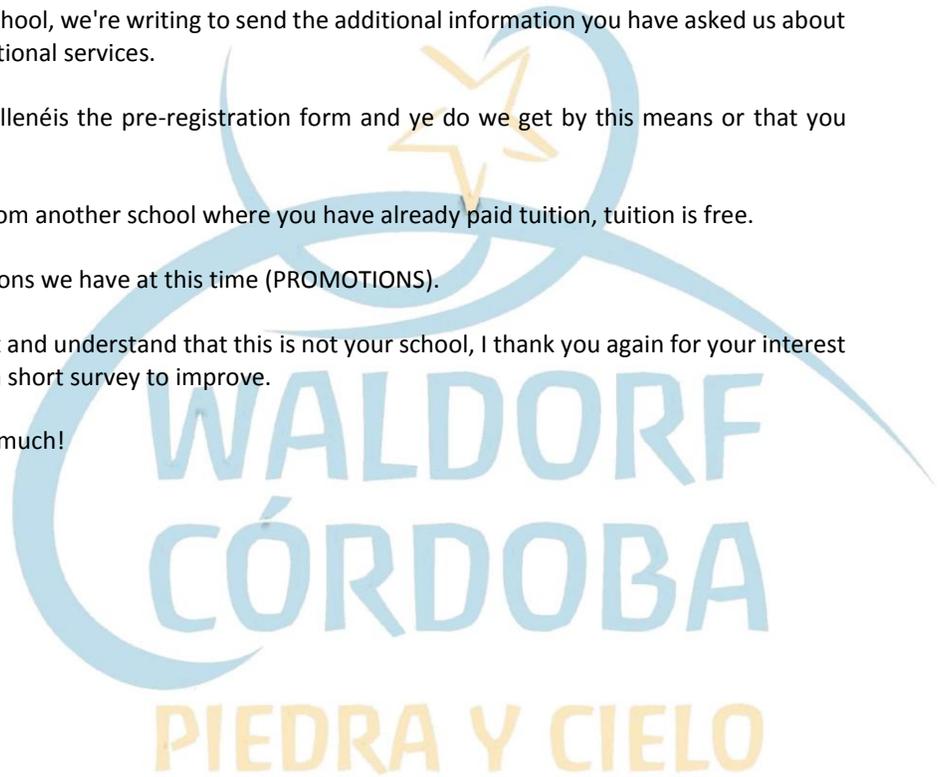
For reservation needed we rellenéis the pre-registration form and ye do we get by this means or that you consider best.

As we told you, if you come from another school where you have already paid tuition, tuition is free.

We also inform other promotions we have at this time (PROMOTIONS).

If, however, you prefer to wait and understand that this is not your school, I thank you again for your interest in us and we ask you to fill in a short survey to improve.

Greetings and thank you very much!



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ANNEX IV: FORM OF KNOWLEDGE AND RESPONSIBILITY

FORMULARIO DE CONOCIMIENTO Y RESPONSABILIDAD

CURSO 2017-2018

por favor, rellena este formulario y fírmalo en el lugar indicado

DATOS DEL NIÑO Nombre y apellidos:
MADRE/PADRE/TUTOR LEGAL Nombre y apellidos:
MADRE/PADRE/TUTOR LEGAL Nombre y apellidos:

Los abajo firmantes, madres/padres/tutores legales del niño@ arriba indicado, asumimos firmemente a los siguientes puntos:

- Elegimos para el cuidado y atención de nuestro hijo/a la alternativa educativa Waldorf Córdoba, que defiende una atención individualizada y amorosa y el derecho del/a niño/a a permanecer en un hogar con un ritmo sano y tranquilo, con espacios de juego adaptados a sus necesidades y estímulos verdaderos y naturales.
- Dejamos constancia que conocemos la situación legal actual (asociación educativa sin ánimo de lucro) de "Waldorf Piedra y Cielo", y que compartimos los principios pedagógicos que rigen la iniciativa.
- Debido a nuestro interés por lo que esta iniciativa puede aportarnos a nivel familiar, hemos decidido dejar a nuestro hijo/a al cuidado de la persona titular del aula de Infantil () en quien confiamos plenamente, y aceptamos las circunstancias que pudieran derivar del cuidado de nuestro hijo/a, incluyendo posibles incidentes que pudieran ocurrir.
- Autorizamos a que nuestro hijo/a pueda realizar salidas, bajo la vigilancia y cuidado de la titular del aula de Infantil, al parque más cercano.

Y para que conste, lo firmamos para que surta los efectos oportunos.

Madre / Padre / Tutor legal	Madre / Padre / Tutor legal
Fdo.: _____	Fdo.: _____

Escuela Waldorf Córdoba - Piedra y Cielo | Calle Poeta Paredes, 25
<http://waldorfcordoba.blogspot.com.es/> | waldorf.cordoba.andalucia@gmail.com

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ANNEX V: PRE-REGISTRATION FORM

FORMULARIO DE PREINSCRIPCIÓN

CURSO 2017-2018

por favor, envía relleno este cuestionario a waldorf.cordoba.andalucia@gmail.com

DATOS DEL HIJO

Nombre y apellidos:

Fecha de nacimiento:

RESPONSABLE MADRE/PADRE O TUTOR/A LEGAL:

Firmado

Nombre y apellidos:

Teléfono:

Correo-e:

RESPONSABLE MADRE/PADRE O TUTOR/A LEGAL:

Firmado

Nombre y apellidos:

Teléfono:

Correo-e:

ACEPTAMOS las condiciones de preinscripción y formalizamos nuestra reserva de plaza.

CONDICIONES DE PREINSCRIPCIÓN Y FORMALIZACIÓN DE LA RESERVA

- La formalización implica el **ingreso de 290 euros (una mensualidad) en concepto de preinscripción en la cuenta ES98 1491 0001 2330 0008 2531 de la entidad bancaria TRIODOS BANK.**
- Para formalizar la preinscripción, se ha de enviar esta solicitud debidamente cumplimentada junto al justificante de pago al correo electrónico waldorf.cordoba.andalucia@gmail.com
- La inscripción de un hijo@ más un herman@, tendrá un **50% de descuento** en el precio de todos los conceptos del segundo inscrito.
- La inscripción de dos hijos@s más otro@ herman@, tendrá un **25% de descuento** en el precio de todos los conceptos del tercer inscrito.

Escuela Waldorf Córdoba - Piedra y Cielo | Calle Poeta Paredes, 25 (zona Brillante)
Teléfono de contacto: 649 977 696
<http://waldorfcordoba.blogspot.com.es/> | waldorf.cordoba.andalucia@gmail.com
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