

# Maple Village Waldorf School - Communication Guidelines

**Parent Handbook:** The 2018-2019 MVWS Parent Handbooks can be found online in PDF format at <http://www.maplevillageschool.org/parent-handbook/>. Paper copies are also available upon request from the office.

## **School Communications**

If your message is urgent or sensitive, please attempt to communicate via phone or in person before sending an email or text message. Information regarding events, programs offered and the school calendar can be found online on our website (<http://www.maplevillageschool.org/>). We also have a school Facebook page which features news, event info, Waldorf articles, etc. (<https://www.facebook.com/maplevillageschool>). Our school now has an Instagram account at MapleVillageWaldorfSchool. Please contact Parent Village leaders or Room Parents for volunteer information. Parent Village info can be found online at <http://www.maplevillageschool.org/parents-2/>.

## **Contact Information**

Office phone number: (562) 434-8200 | Email: [info@maplevillageschool.org](mailto:info@maplevillageschool.org)

Mailing & physical address: Maple Village Waldorf School, 4017 E. 6th St., Long Beach, CA 90814. If school is open but the office is locked, there is a locked white drop box next to the hallway chalkboard. There is no external mail slot for the school.

## Administrative Staff

Lisa J. McCarthy, Dean of Education: [lisa.mccarthy@maplevillageschool.org](mailto:lisa.mccarthy@maplevillageschool.org)

Pam Villano, Business Administrator: [business.admin@maplevillageschool.org](mailto:business.admin@maplevillageschool.org)

Alice Stevens, Admissions & Enrollment Coordinator: [alice.stevens@maplevillageschool.org](mailto:alice.stevens@maplevillageschool.org)

Kari Rahni, Outreach & Communications Coordinator: [kari.rahni@maplevillageschool.org](mailto:kari.rahni@maplevillageschool.org)

Meghan Wincor, Front Office (Monday, Tuesday, Wednesday): [meghan.wincor@maplevillageschool.org](mailto:meghan.wincor@maplevillageschool.org)

Jo Hendrix, Front Office (Thursday, Friday): [Jo.Hendrix@maplevillageschool.org](mailto:Jo.Hendrix@maplevillageschool.org)

## Board Members

Darshi Balasuriya, President: [darshi.balasuriya@maplevillageschool.org](mailto:darshi.balasuriya@maplevillageschool.org)

Elizabeth Seward, Vice President: [elizabeth.seward@maplevillageschool.org](mailto:elizabeth.seward@maplevillageschool.org)

Pam Villano, Secretary: [pam.villano@maplevillageschool.org](mailto:pam.villano@maplevillageschool.org)

Chip McCarthy, Treasurer: [chip.mccarthy@maplevillageschool.org](mailto:chip.mccarthy@maplevillageschool.org)

Kathy Rinden, Faculty Representative: [kathy.rinden@maplevillageschool.org](mailto:kathy.rinden@maplevillageschool.org)

Basil Hernandez, Faculty Representative: [basil.hernandez@maplevillageschool.org](mailto:basil.hernandez@maplevillageschool.org)

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## **Where To Go With Questions**

If you are unable to find the answer to your question within the Parent Handbook, please see the guide below:

*Questions concerning your child's classroom experience or class-specific events:*

Speak to your child's teacher.

*Questions concerning tuition, account balance, invoices, donations, and reimbursements:*

Speak to Pam.

*Questions concerning the Extended Day program:*

Speak to Dan.

*To report student absences, tardies and illness; to sign up for aftercare; to get a message to your student or teacher during the school day:*

Call the front office to speak to Meghan or Jo.

*Questions concerning parent volunteer opportunities and ways to actively participate in school life:*

Speak to the Parent Village leaders or Room Parents.

*Questions concerning admissions, enrollment status, and student files/records:*

Speak to Alice.

*Big-picture questions or suggestions concerning the school's vision, plans for growth, finances, etc.:*

Speak to Lisa or a Board member.

*Questions concerning school policies and procedures, school life, or employment opportunities:*

Speak to Lisa.

*Questions concerning Waldorf education and the philosophy behind it:*

Speak to Lisa, Alice, or any of the class teachers.