



September 2020

Dear WSOC Parents,

Please take a moment to familiarize yourself with important WSOC information on procedures and protocols. All links and documentation can be found on our website: <https://www.waldorfschool.com/mywsoc/documents-forms/> or links attached to this email are found in ParentSquare.

Volunteer Driver Form – Field trips are postponed until permitted. In anticipation of becoming a driver for a field trip in the future for grade school students these forms are required. While this is an additional step in the process, the intent is to create the safest possible situation for your children. The school requires parent volunteers as chaperones on an overnight field trip to obtain a fingerprint/Live Scan and provide proof of a TB Risk Assessment or TB Test. [Volunteer Driver and Chaperone Forms and Requirements](#)

Emergency Release Procedure – Please note in the case of these procedures (including releasing students to authorized persons for daily pick up, or for emergency release) data information is pulled from your TADS registration. Should you have any changes regarding guardianship, or you would like to add additional members to your list of "Emergency Contacts," please email the Registrar: kchristian@waldorfschool.com. Please note we will not release children to anyone undetermined on your consent forms regardless of classification of "classmates" or "family members" please be sure to include these contacts in the event of an emergency.

Permission to Administer Medications- If your child requires an Epi-Pen/Auvi-Q please use the form enclosed. Any student requiring medications is to submit the attached permission form, along with the medication, to the front office. All field trips (including walks to the park) require teachers to bring the medications along with a first aid kit for emergency preparedness. For high school students- permission to "carry and administer" to oneself is allowed with a form, and the student is responsible to bring medications to every off-campus trip. [Permission to Administer Medications](#)

Parking: Due to the nature of this pandemic all office(s) and its uses (bathrooms, meeting spaces) including the campus is closed to parents and visitors. For the safety of our staff and yours please call the front office (949)574-7775 or the high school (949)574-7754 for all inquiries. Parking is temporarily allocated for Playgroup, Nursery and Pre-K drop off assistance and high school students for overflow parking while also using street and residential parking.

Faculty Parking: The high school faculty will park in their allocated lot currently used as a drop off area for Kindergarten drop-off assistance. All other faculty will park behind COA and the upper grades lot facing Fairview Park (airfield) along with street parking. If everyone respectfully pulls up to the end of both driveways we can create a safe environment for our students and neighbors. **There is no parking in fire lanes and posted restricted areas.**

Drop off and pick up: Please respect and observe the speed limit in the neighborhood and on our campus parking lot. Refrain from double-parking and blocking traffic flow to all exits. For detailed information please read "Parents Procedures."

Sincerely,

A handwritten signature in black ink, appearing to read "Douglas Garrett", with a circular flourish at the end.

Douglas Garrett
School Administrator