



August 1, 2023

Dear WSOC Parents,

Although the first day of school is still more than a month away, we are working hard to prepare for what promises to be another rich and rewarding school year.

The departure of Marketing Director Linda Timmons and the decision to fill the Development Director position that has been vacant since the COVID years has resulted in some changes to our administrative staff. Before I announce those changes, I would remiss not to thank Linda for her many years of service to the school. She has been an invaluable member of the administration team and we will miss her deeply in that role, although we are fortunate that she will continue to serve the school as a new member of the Board of Trustees in 2023-24.

Our current Admissions Director, Kathy Christian, will be replacing Linda as the Marketing Director. I'm sure that you all know through your engagements with Kathy what a wonderful job she has done as our Admissions Director over the past few years and we are excited to have her in this new role.

Replacing Kathy as our new Admissions Director will be Brooke Natzke. We are thrilled to be able to work with Brooke in this new position as she has always been such a strong voice in support of our school during her years as a grades teacher. We know that she will thrive in this position, although she will certainly be missed in the classroom.

Finally, we are pleased to announce that the Development Director position will be filled by WSOC parent Catherine Crahan. Catherine has a wealth of qualities that we believe will allow her to succeed in this position that is so important for the continuing health of the school. We are excited to welcome her to the administrative team.

As the school year progresses, we will continue to bring you pertinent information about the day-to-day operations of the school through ParentSquare postings and our bi-weekly newsletter. For now, 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/>.

**Volunteer Driver Form:** Field trips often require parent volunteers. In anticipation of becoming a driver for grade school field trips, this required form should be completed and submitted as early in the school year as possible. You'll find the form by selecting the "[Driver Form](#)" link on the website. The intent is to create the safest possible situation for the students by ensuring that all drivers are properly vetted. The school also requires parent volunteers as chaperones on overnight field trips to obtain a fingerprint/Live Scan and provide proof of a TB Risk Assessment or TB Test.

**Emergency Release Procedure:** Please be aware of the existing procedures documented on the website (including releasing students to authorized persons for daily pick up or for emergency release). Information

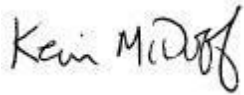
is pulled from your TADS registration, so please contact Registrar Maureen McDermott at [mmcdermott@waldorfschool.com](mailto:mmcdermott@waldorfschool.com) should you have any changes regarding guardianship or if you need to add additional members to your list of "Emergency Contacts." Please note that we will not release children to any person not named on your consent forms regardless of classification as "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 appropriate form. Any student requiring medications is to submit a 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.

**Parking:** In order to improve traffic issues during drop off, parking in the main lot in the morning is allocated for Pre-K, Kindergarten, Playgroup and Nursery. There are also designated parking spots for those who wish to visit the Company of Angels. High school students are asked to park on the street across from the school next to the bluffs. The high school faculty will park in their allocated lot. All other faculty will park behind COA and the upper grades lot facing Fairview Park, along with street parking. Please call the front office (949) 574-7775 or the high school (949) 574-7754 for inquiries. 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, including our neighbors' driveways. For detailed drop off and pick up instructions, please read "Parents Procedures for Return to School."

Sincerely,



Kevin McDuff  
School Administrator