



Summerfield Waldorf School and Farm: Updated Visitor Policy

To enhance our Emergency Preparedness, we are implementing an updated Visitor Policy. This ensures the safety and accountability of everyone on campus, especially during emergencies. In the event of an emergency, it is our responsibility to ensure the location and safety of every individual on campus, including parents who may be visiting during the school day to volunteer in the classrooms, attend meetings, play with their young children after picking up and more. In addition, we want to make sure that everyone on campus is meant to be here. Parents are essential members of our community, but not all faculty and staff know who every parent is. Our Emergency Response Plan states that all SWSF employees should be aware of who is on campus, and if there is someone they do not recognize who is not wearing a lanyard, employees are to direct them to an office to check in.

Check-In Requirement:

All visitors, including parents, are required to check in at one of our offices and receive a lanyard to wear (green for parents/community members; red for general visitors). Parents are required to do this if they plan to stay on campus for longer than 15 minutes during the school hours of 8am - 3:15pm (beyond regular drop-off or pick-up). This will help us with identification and improve overall safety.

Office Locations:

- Admissions/Development Office: yellow portable to the right of the main entrance stairs - *please note, a self-check-in will be provided for current parents at the window of the Admissions/Development office. Non-Parent Visitors must enter the office to check-in with staff.*
- Main Office: in the west Lower School building
- High School Office: yellow portable at the top of the High School stairs

Examples of activities that require parents to check in include:

- Attending a meeting
- Volunteering in the classroom or on a project, including 3rd grade cooking days and the 8th Grade Market
- Staying on campus after ECE dismissal to have lunch and play with your young

child(ren)

- Volunteering to run the Coffee Cart
- Volunteering on the Farm

Activities not requiring check-in:

- Visiting the Coffee Cart
- Attending school events during the school day. Examples include Rose Ceremony, Assemblies, Michaelmas, Festivals, Track Meet
- Visiting the Farm Stand

If you have any questions or concerns, please contact Lisa Hensley, Finance and Facilities Manager & Safety Officer, at lisa@summerfieldwaldorf.org.