

## Parent Forms Checklist

Attached are medical forms for your student. Please keep all the forms together and mail them in the enclosed return envelope by **AUG. 3.**

### Forms to be filled out and signed by parents:

- ☐ Over-the-Counter Medication form
- ☐ Technology Acceptable Use Policy form
- ☐ Off Campus Events Driver Insurance Information/Field Trip form
- ☐ Afterschool Contract (elementary students)
- ☐ Senior Institute Off Campus Permission Slip (Senior Institute students)
- ☐ Senior Retreat form (12th grade students)
- ☐ Transportation forms (middle and upper school students)
  - \*Please send these forms in the attached return envelope by Friday, Aug. 14.
- ☐ Student Sports Preliminary Sign-Up form (middle and upper school students, located in Athletic packet)
- ☐ WWPO Committee Parent Volunteer form (located in the WWPO packet)



## Authorization for Over-the-Counter Medication Policy

Return this form in the enclosed envelope by **Aug. 3**. Please complete both sides.

- ALL medication, whether prescription or over-the-counter **MUST BE KEPT IN THE OFFICE**.
- Please **DO NOT** give your child medicine to keep in his or her backpack or lunch box.
- **NOTE:** The school will not administer **ANY** medication (prescription or over-the-counter) without the proper form (on reverse side) on file in the office as per the instructions below.

### OVER-THE-COUNTER MEDICINE

If you expect your child will require over-the-counter medicine during the school year, please do the following:

1. If the medication **IS LISTED** "as provided by the office" return to the office **ONLY** this form:
  - a. Completed front and back.
  - b. Signed if necessary.
  - c. If applicable, complete *How to Administer* section (below).
2. If the medication **is NOT listed** as "provided by the office" return to the office this form:
  - a. Completed front and back.
  - b. Signed if necessary.
  - c. If applicable, complete *How to Administer* section (below).

**AND**

  - d. Bring in a supply of the medicine still in original wrapping.

#### HOW TO ADMINISTER:

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## Authorization for Over-the-Counter Medication to be Taken During School Hours

To be completed by the **PARENT/GUARDIAN**:

Date of Form: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Pupil Name: \_\_\_\_\_  
Last First Sex

Birth Date: \_\_\_\_\_  
Mo./Day/Year

I request that my child be assisted by authorized persons **OR** be permitted to medicate herself/himself in taking the medicine(s) described below.

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Home Phone #

\_\_\_\_\_

Emergency

Phone #

To be completed by the **PARENT/GUARDIAN**:

**NAME OF MEDICINE** (Please check boxes below as applicable)

Is child authorized to medicate herself/himself?

☐ Yes

☐ No

**TYLENOL (Provided by office):**

☐ Children, chewable, dose is by age &/or weight (elementary only)

☐ Junior, chewable, dose is by age &/or weight (elementary only)

☐ Adult, according to age on package & taken w/ water

**\*Other (Provided by parent; complete 'Other' section below):**

☐ \*Other \_\_\_\_\_

**\*Other Medication (provided by parents):**

*(Medication must come to school in manufacturer's packaging.)*

FORM: \_\_\_\_\_ (i.e., chewable, liquid, etc.)

DOSE: \_\_\_\_\_

If medicine is to be given "when needed", please describe indications. (Check the boxes that apply.)

☐ headache

☐ itching

☐ fever

☐ cough

☐ sore throat

☐ other

Other Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Elementary Acceptable Use Policy Consent and Waiver Form

Student Name: \_\_\_\_\_ Grade/Division: \_\_\_\_\_  
Last First

### Computer Use

Using computer resources is a privilege, not a right, offered each academic year to students, and this privilege can be taken away at the discretion of the Technology Coordinator, Director, or Head of School. The computers are provided for students to conduct research, do school work and to communicate with other students and faculty. Access to computers is given to students who agree to act in a considerate and responsible manner. Parental permission is required.

### Internet Access

Wildwood believes that the benefits to students and educators from access to the Internet in the form of information resources and opportunities for collaboration far exceed any disadvantages of access. But ultimately, parent(s) or guardian(s) of minors are responsible for setting and conveying the standards that their children should follow. Therefore, every student enrolled in classes at Wildwood must read this acceptable use policy statement with his/her parents, agree to the terms of this policy, and obtain parental permission as indicated by signature on the back of this document, in order to use technology resources at Wildwood School.

### Acceptable Use

Access entails responsibility. Students who receive password-protected accounts are fully responsible for all activity in school or by remote access that occurs on their account, whether or not the account holder committed the action. Students must use only their own account and should not give their passwords to others or allow others to use their accounts. All the rules of conduct described in the Wildwood Student/Parent Handbook apply to the use of technology resources at Wildwood. Users are responsible for reporting problems, abuses and misuses of technology resources. Students who use their own personal computers at school are also required to follow these policies.

All activity deemed unacceptable, inappropriate or illegal by the Technology Coordinator and supervising staff is prohibited, including, but not limited to, the following:

- Intentionally downloading, displaying or sending pornographic, racist, or otherwise offensive material
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- File sharing and violating copyright laws
- Using others' passwords
- Reviewing others' files without permission
- Modifying others' files
- Reviewing, modifying or displaying information from the files of administrative systems at Wildwood, Wildwood's Web site/intranet or at other organizations
- Intentionally wasting limited resources including but not limited to downloading inappropriate files
- Employing the network for commercial purposes
- Game playing and game site viewing
- Filling out surveys, purchasing items, joining or applying for anything
- Entering/participating in chat rooms or bulletin boards.

Although each student has his/her own account, student computer files are not private. The Technology Coordinator and supervising staff have the right to view and/or modify any information stored on the computer resources by the account holders with or without prior notice. Information stored, including e-mail communications, which contain unacceptable, inappropriate, or illegal content, may be used in disciplinary proceedings with students.

Student account holders are expected to not use excessive amounts of computer resources, including but not limited to, network bandwidth, storage space and printing supplies.

Students are responsible for bringing any questions about the acceptable use of technology resources to the Technology Coordinator or supervising staff.



Violations of the Wildwood School Acceptable Use Policy may result in a range of sanctions, including but not limited to loss of access, suspension and possible expulsion.

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## Consent and Waiver

### Student Consent and Waiver

I have read the Wildwood School Student Acceptable Use Policy and I agree to be bound by its terms, including those terms which may not be specifically restated in this paragraph. I understand that my failure to abide by the terms of this policy may result in disciplinary action, which may include loss of access, suspension, or possible expulsion. I understand that I am responsible for any harm caused to the property of others, including their files, due to my actions, whether intentional or unintentional. I understand that my computer files are not private, that they may be reviewed by the Technology Coordinator and supervising staff, and that material in my files may be used in disciplinary proceedings. If I have a password-protected account, I understand that I am responsible for computer activity carried out on my account, regardless of whether I have personally carried out the activity. I agree not to share my password with others. I agree not to breach the security of other students' accounts, Wildwood's website/intranet or of administrative systems. I agree not to intentionally damage equipment.

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Student Name (Print)

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Student Signature

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Date

### Parental Consent and Waiver

I have read the Wildwood School Student Acceptable Use Policy/Consent Waiver form and I understand its provisions. I understand that my son or daughter may have the privilege of using computer resources only if he or she abides by the terms of this policy. I understand that his or her failure to abide by the terms of this policy may result in disciplinary actions, which may include loss of access, suspension or possible expulsion.

I understand that access to e-mail and the World Wide Web offers great potential for students. I am aware that some accessible material may contain items that are illegal, defamatory, pornographic, inaccurate, or offensive. I realize that though students are monitored while using our networks, it is possible that students may accidentally or intentionally access such material. I agree that my son or daughter is responsible for using the privilege of computer access appropriately. I understand that Wildwood does not have control of the information on the Internet, nor can it block all inappropriate information that may be accessed by student account holders.

I realize that my son/daughter may be given a private password and disk storage space that are not accessible or readable by other students. I understand that student files may be reviewed by the Technology Coordinator and supervising staff. I understand that material found in student files may be used as part of disciplinary actions involving my son or daughter. I understand that my son or daughter has been told not to share his or her password with others (if provided with a password-protected account), and that my son or daughter is responsible for inappropriate, unacceptable or illegal activity using his or her password.

I agree to accept responsibility for any harm caused to Wildwood or third parties by my son/daughter's use of computer equipment. I will reimburse Wildwood or others for my son/daughter's intentional or unintentional damage to hardware, software and network systems as well as for time required to repair damage. Wildwood is not responsible for any loss or damage to students' personal computers that they may use at school or for school work.

I have reviewed the Wildwood School Student Acceptable Use Policy with my child. I hereby indemnify and hold harmless Wildwood School, its employees, agents, trustees, and volunteers, from any harm to my son/daughter and from any harm caused by my son/daughter to Wildwood or third parties, as the result of my son/daughter's use of computer resources at Wildwood and in this regard I take responsibility for my son/daughter's actions.

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Parent Name (Print)

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Parent Signature

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Date



## 2009-2010 Off Campus Events Driver Insurance Information

- Off campus events are a major part of our program at Wildwood. For most classes and all-school trips, the school hires buses from a transportation company. On certain occasions, however, we may depend on parents and teachers to drive for local trips.
- We have established basic requirements to help protect the children, the school, the parents, and the teachers who drive.
- Any employee of the school may transport children in the employee's vehicle. All employees are covered by the school's insurance policy.
- We require that each child riding in a car be in a seatbelt at all times.
- Nannies, babysitters, or other hired individuals by the parents or guardians are not allowed to transport students on off campus events.
- Our insurance company requires us to obtain **A COPY OF YOUR AUTOMOBILE INSURANCE SHOWING THE LIMIT AMOUNTS OF YOUR COVERAGE**. As the registered owner of any vehicle, you have the ultimate financial and legal responsibility for any accidents that might occur.
- You are required to have at least the following insurance coverage limits:
  - \* \$250,000 liability per person, per accident
  - \* \$500,000 bodily injury, per person
  - \* \$50,000 property damage, per person
  - or
  - \* Have your autos covered under a general umbrella policy of \$500,000 or above
- Wildwood must obtain a copy of your insurance at the **BEGINNING OF EACH SCHOOL YEAR**. So, if you provided us a copy last year, you will need to do so again this year. If you wish, call your insurance agent and have them fax a copy of your policy to the Wildwood Business Office at 310-881-2424.

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Please return this form with a photocopy of your vehicle's insurance policy  
showing the limit amounts of your coverage.

Wildwood School  
2009-2010 Off Campus Events Driver Insurance Information

\_\_\_\_\_  
Student Name(s)

\_\_\_\_\_  
Grade/Division

\_\_\_\_\_  
Parent Name(s)

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_

- Please complete one contract per child.
- Monthly contracts may be purchased by the individual month in any combination or by the full year.
- Please circle the appropriate contract amount per month(s) you wish to purchase or the full year amount at the bottom.
- For the 2-Day and 3-Day contracts, any additional days attended during the contract month are billed at the occasional day rate of \$20.
- Parent Conference and Professional Development Day fees are covered by the Afterschool Contract when it is purchased for the corresponding month.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Wildwood Office Use Only**

Copy Disbursement:

Main Office

☐

Afterschool Director

☐

Business Office

☐
**Circle the contract amount by month(s) you wish to purchase:**

	2-Day Contract	3-Day Contract	5-Day Contract
September	\$97	\$137	\$216
October	\$164	\$232	\$365
November	\$134	\$190	\$299
December	\$104	\$148	\$232
January	\$149	\$211	\$332
February	\$149	\$211	\$332
March	\$149	\$211	\$332
April	\$112	\$158	\$249
May	\$149	\$211	\$332
June	\$60	\$84	\$133
Full Year :	\$1,267	\$1,793	\$2,822