



# PRINCE *of* PEACE *Catholic School*

## **K3/K4 Policies**

2023-2024 School Year

Prince of Peace Catholic School

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## **Mission Statement**

We are the primary apostolate of Prince of Peace Parish, collaborating with families to offer children a rigorous curriculum that promotes intellectual formation and virtue development, immersed in the teachings of the Catholic faith.

## **School History**

The origins of Prince of Peace Catholic School (which opened for the first time in 2003) begin with the ideas for founding a pre-school or Prince of Peace Child Development Center (CDC) a full six years earlier. In 1997, a group of young parents from Prince of Peace parish began investigating the idea of a pre-school or Child Development Center on campus for one to four year old children. With the permission of our pastor Father Chet Moczydlowski, they visited other area pre-schools and began laying the groundwork for a proposal to the diocese. By 1998, the proposal was completed and was presented to the Diocese of Charleston. Approval was given for the Child Development Center to open the following fall, 1999.

On September 2, 1999, the Child Development Center hosted an Open House for its incoming students, and 5 days later, on September 7th, 2009 the Child Development Center opened doors to its first students welcoming a single class at each grade level, K-1 (our program for one-year-olds) through K-4 (for four-year-olds).

In November, 2001, Diocese of Charleston approval was given for a ½ day Kindergarten class to be added in September 2002. Investigations into the possibility of adding grades and growing an elementary school continued, with the idea of beginning with the primary grades and adding one grade level each year through 8th grade. Half-day Kindergarten started in September 2002.

In August 2003, Prince of Peace Catholic School opened with two Kindergarten classes and a single 1st grade and 2nd grade class each. There were a total of 43 students in the school as the year began, rising to 47 by the end of the year. The following years we added a grade to accommodate the oldest class through 8th grade.

At the end of the 2008-2009 school year, Prince of Peace Child Development Center was closed after one decade of serving families and their children of pre-school age. The K4 class was indeed rolled into the elementary school. The three classrooms made available by the closing of the CDC made it easier to grow the elementary school (adding 6th, 7th, and 8th grades). Then in 2023-2024, K3 was added to the K4/K5 program after multiple requests from the wider POP school and parish community.

## **Carline- Drop Off and Pick Up**

A map outlining the flow of traffic for drop-off and pick-up is available at the school office, posted in FACTS, and is also distributed at the New Family Orientation and Open House in August. Families are required to hang their family placard on their rearview mirror for afternoon pickup. If there are any questions about the flow of traffic, please do not hesitate to call the office. **ALWAYS USE EXTREME CAUTION WHEN DRIVING THROUGH THE PARKING LOT.** 7 MPH is the suggested speed for traveling on the POPCS and POPCC Campus

Students who have not been picked up by 3:35 p.m. will be sent to After Care in the gym. Parents are responsible for all payment of applicable fees (see Attendance section).

### **DROP OFF- K3-K4: 8:15-8:30 AM**

K3 students are to be dropped off at the exterior K3 classroom door starting at 8:15 AM.

### **DROP OFF-K4: 8:00 - 8:15 Am**

K4 students are to be dropped off at the exterior K4 classroom door starting at 8:00 AM, where they will be logged into our DSS system.

### **PICK UP- K4: Half Day**

Half day K4 students are to be picked up by their parent/legal guardian at the exterior K4 classroom door starting at 1:00 PM. Late Saty K4 students will be brought to the Gym at 3:05 PM for pick up directly to their parent/legal guardian.

### **Carline Best Practices:**

- STUDENTS ARE NOT ALLOWED TO ENTER OR EXIT ON THE DRIVER'S SIDE.
- PARENTS PLEASE REFRAIN FROM USING CELL PHONES DURING DROP OFF OR PICK UP.
- ALL FAMILIES MUST USE CAR SIGNS. CAR SIGNS WILL MAKE OUR SCHOOL DEPARTURE PROCEDURE RUN SMOOTHLY.
- PLEASE REMEMBER TO BUCKLE UP BEFORE LEAVING THE PICK-UP AREA.

## **Child Abuse- mandatory reporting**

Prince of Peace Catholic School abides by the Child Abuse Laws of the State of South Carolina. This law mandates that all cases of suspected child abuse/neglect be reported to Child Protective Services.

## **Conduct & Code of Courtesy**

As is stated in the Principles of Catholic Identity in Education, we are helping each child grow in character and virtues that will serve them in family life and in the world. Our goal is to teach each child to be a responsible and contributing member of society through reinforcing and extending what parents have already instilled in the home. Below are our commitments to creating a courteous and respectful environment:

## **Prince of Peace Catholic School Code of Courtesy:**

### We Always:

1. Say please when asking for something
2. Say thank you when receiving something
3. Stand quietly when any adult enters the room
4. Respond politely in a group when addressed by an adult
5. Say “good morning” or “good afternoon” when we pass another in the hallway
6. Permit others to pass before us, especially in the hallway or at a doorway
7. Tell the truth
8. Help others in need

### We Never:

1. Dishonor Our Lord with bad language or disrespecting his name
2. Horseplay or run in the school building
3. Call names or ridicule others
4. Make fun of anyone who needs our help
5. Do less than our best
6. Interrupt

In attempting to create and maintain an atmosphere conducive to learning, students shall:

1. Refrain from bringing toys, electronic devices, skateboards, scooters, roller blades, etc. to school. For cell phone use, see the heading “Telephone & Cell Phone.”
2. Refrain from chewing gum on the premises.
3. Distribute invitations to parties or activities not associated with school only when every child (or every boy or every girl) in the class is included.

\*Please note: Any actions not specifically covered in this handbook will be dealt with at the discretion of the pastor and principal.

In keeping with the Code of Courtesy listed above, students memorize and recite daily a school pledge to uphold our code:

***“As a member of Prince of Peace Catholic School, I will show respect for myself and others at all times. I will honor my work and the work of others, and I will work to the best of my ability for I have been made in the likeness and image of Jesus Christ.”***

## **Confidentiality**

Prince of Peace does not disclose information that might be used to identify a child. Safeguards are in place to prevent access to student records including name, address and any other family information that could identify a student.

# Discipline

In keeping with the school's Code, Prince of Peace Catholic School will strive to teach and nurture students to behave in a manner that reflects a commitment to honesty, respect for others, and respect for self. Every effort is made at Prince of Peace to provide a learning experience that is safe, challenging and nurtures the heart and mind. In order to uphold this expectation, rules and structure are developed to help guide students in the choices they make.

Teachers are responsible for setting behavioral expectations and classroom discipline management. Serious breaches of conduct in the classroom or violation of school rules can also be referred to the Principal, and may result in further disciplinary action. All matters of student conduct shall be under the general supervision and review of the Principal. All disciplinary dealings with the school are held in confidence between the student, parent(s), and the school representatives. All disciplinary decisions of the Administration shall be final.

When a student violates school policies, the following approaches may be taken:

## **Classroom Rules and Expectations:**

Faculty members will develop and communicate clear expectations for their classrooms as well as professional approaches to respond when expectations are not met. In all such instances, the following principles will serve as a guide with regard to disciplinary action:

1. Every attempt will be made to maintain the dignity and self-respect of the individuals involved.
2. Students will be guided and given the opportunity to solve the problems they have created, without creating problems for anyone else.
3. If a student cannot or chooses not to solve a problem they have created, the teacher will work to resolve the problem in keeping with the context of the situation and the individuals involved.
4. Misbehavior will be handled with natural or logical consequences whenever possible.
5. When this is not possible, other age-appropriate consequences will be assigned. Any necessary reconciliation and restitution will be part of the process.
6. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world.
7. Parents will be notified of misbehavior that is deemed by the teacher to be on-going as a behavior pattern, or serious.
8. Instances of isolated or minor infractions may not be cause for parental notification.
9. Serious, disruptive, or harmful behavior may be referred to the Principal for a progressive discipline plan of action.

## **Progressive Discipline**

Occasionally, a student may require more progressive measures to inspire an understanding that immediate changes in behavior need to be made. When deemed appropriate, based on the context of the situation, the administration of the school may be involved, along with the classroom

teacher, the students' parents, and the student in creating a behavioral plan to help the student become successful in managing his/her behavior.

Parents are expected to cooperate with the school in such situations. In the case of harmful, dangerous, or seriously ongoing disruptive behavior, the administration may utilize a suspension from school. Depending upon the severity and/or the frequency of the behavior, suspension may be in school or out of school. When progressive measures of this kind do not help the situation, or when there is a lack of partnership between the parents and the school, an expulsion from school may be judged to be in the best interest of the student and school.

## **Emergency Drills**

Fire drills are held monthly during the school year to ensure that each student is aware of the fire exits. Exit routes are posted in each classroom and students are instructed in proper procedures so that they can exit the building in a calm and orderly manner. Additional safety drills will occur during the course of the school year (tornado, earthquake, lock down). Evacuation procedures are posted in all classrooms. All faculty are trained annually in evacuation procedures.

## **Emergency Notification**

The student emergency contact information must be kept current with the school office. These forms must be updated each year in FACTS by the parent or guardian. This database contains information about the student's physician and emergency contact information.

**\*COMPLETION OF THIS INFORMATION IS MANDATORY AND SHOULD BE UPDATED PRIOR TO THE START OF EACH SCHOOL YEAR.**

## **Field Trips/Transportation**

Field Trips are designed to correlate with teaching units and to achieve curricular goals. They are also designed to have each student experience something engaging, inspiring and interactive such as: musical productions, art gallery exhibits, etc. Students can expect to have written work associated with the trip upon their return. Parents will be needed to transport students and to act as chaperones for the trip. Lack of drivers/chaperones will result in the cancellation of the trip. Parents driving for field trips are required to complete an insurance verification form and release before the date of the trip. All field trip volunteers must be screened through the Diocese of Charleston and complete paperwork required by our Safe Environment Coordinator. Students will be assigned to transportation volunteers and will document the loading and unloading of passengers.

All students must possess a signed Diocesan permission slip in order to participate in the field trip. A telephone call or fax in lieu of the written permission slip is not acceptable. Students without an acceptable form of permission slip will remain at school. Fees associated with field trips are non-refundable.

A school field trip is a privilege extended to the students. However, if the principal and/or the teacher determine a child should not attend a field trip due to improper behavior, missing assignments, etc., the child will remain at school.

## Food Allergies

Children with food allergies have attended, and likely will continue to attend, POPCS. POPCS employs a full-time RN, faculty and staff trained in blood-borne pathogens, first aid, and CPR. Our faculty and staff are also very familiar with working with parents of students who face health challenges, including students who suffer from food allergies.

To improve this working relationship, parents of students who suffer from food allergies shall:

- a. Notify the school (office, teacher, and principal) of the child's allergies;
- b. Provide written documentation, instructions, and prescriptions from the child's physician;
- c. Provide medications as needed by the start of the first day of classes; each medication must be accompanied by dosage and times for medication to be given. (Refer to Medication Policy
- d. Provide POPCS with all emergency contacts.; and
- e. Provide food for the child to eat during the school day or at school functions (lunch, field trips, class celebrations, snack time, etc).

Students who suffer from food allergies shall:

- a. Not trade food with others;
- b. Not share or eat any unknown foods or foods which contain the allergen; and
- c. Notify a POPCS staff member (teacher, principal, cafeteria worker, etc.) if they ingest something they believe may contain an allergen.

## Health & Safety

Prince of Peace Catholic School employs the following as part of our effort to help ensure the health and safety of all students, staff, and campus visitors:

- Prince of Peace Catholic School will have an active safety committee that meets as needed to review or discuss safety routines and issues,
- Faculty and staff members are trained in CPR, First Aid, and Blood-borne Pathogens.
- Fire, tornado, earthquake, and lockdown safety drills are practiced on a regular basis in keeping with legal requirements of the State of South Carolina.
- Emergency forms and cards must be completed by parents and returned to the school during the first week via the blue folder. These forms contain important emergency contacts and student health information. Parents are required to keep emergency contact information current throughout the year. These forms will also be given to Morning Care and After Care Programs.
- All visitors will be screened upon arrival at the school office before entering any school building. A visitor's tag will be issued to all visitors. Upon entry, all visitors are further screened through the RAPTOR system that conducts a background check on each visitor. Visitors must also sign-out.
- Every classroom is equipped with a phone for contacting the office or dialing 911 in an emergency.

\*ALL accidents or injuries on school property or while participating in a school activity at any location must be reported to the RN, documented, and an accident report must be filled out.

# Illness

Students MUST be fever free for 24 hours before returning to school. The same applies for all stomach issues (nausea, vomiting, and diarrhea). The school staff will make every effort to protect the health and safety of your child. Cooperation of parents in helping to prevent the spread of communicable diseases is greatly appreciated. Please keep your child at home if he/she has a sore throat, nausea, diarrhea, enlarged glands or fever. If your child has an illness that prevents them from participating comfortably or requires continuous supervision, please keep him/her at home. A child needs to be free from nausea, diarrhea, and/or fever for 24 hours without the use of medications before he/she can return to school. Therefore, students who are sent home during the school day with fever and or stomach issues will not be allowed to return to school the next day as this would not allow for the 24-hour protection of the entire school community. If a child becomes ill during school hours, the parent(s), guardian(s) or emergency contact person will be notified and asked to pick him/her up as soon as possible (preferably within 30 minutes or less)

## **Exclusion Guidelines with Regard to Disease:**

Prince of Peace follows the guidelines set forth by DHEC every January. However, Prince of Peace reserves the right to deviate from said guidelines at the discretion of the Health Room and/or Administration.

Guidelines may be found here:

<http://www.scdhec.gov/Health/ChildTeenHealth/SchoolExclusion/>

Prince of Peace reserves the right to request a doctor's note for return to school if the nurse or principal feels this is necessary for the protection of other students. In the event of a contagious disease, all families of exposed children will be notified. If an accident occurs, first aid will be administered and the parents will be notified. If the parents cannot be reached, the emergency contact will be called. This person's name should be listed in the emergency information section on FACTS, which is filled out at the beginning of the school year. Please inform the school of a new emergency contact if such a change occurs. In the event the school is unable to reach parent(s), guardian(s) or emergency contact(s), EMS may be called. If a student is absent three or more consecutive days, a medical excuse from a doctor should accompany the absentee note. (Noted above in Absenteeism & Recording Absences)

If you have any questions regarding the above guidelines, please call the school nurse or principal.

According to DHEC guidelines, students with the following conditions must be excluded from attendance:

1. The student with symptoms of possible severe illness which may include (but are not limited to) fever, difficulty breathing, unusual lethargy, unusually severe irritability.
2. Fever, accompanied by behavior changes or other signs and symptoms of illness (sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion) until medical evaluation indicates inclusion is acceptable.
3. Uncontrolled diarrhea (three or more loose stools in a 24-hour period) or stools that contain blood or mucus, until symptoms are resolved or medical evaluation indicates that inclusion is acceptable.
4. Infection with Escherichia coli or other shiga-toxin producing e coli, until diarrhea resolves and two stool cultures are negative. Medical note required for return.
5. Shigella infection, until asymptomatic. Medical note required for return.
6. Salmonella typhi (typhoid fever) infection. Exclude until 24 hours without a diarrhea stool. Medical note required for return.



7. Rash with fever or behavioral change, until a physician has determined that the illness is not a communicable disease. Medical note required for return.
8. Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin surrounding the eye), until evaluated and treated. Medical note required for return. Note: Non-purulent conjunctivitis (defined as pink conjunctiva with a clear, water eye discharge without fever, eye pain or eyelid redness) does not require exclusion from school.
9. Tuberculosis, until the local health department authority or treating physician states that the student is noninfectious. Medical note required for return.
10. Streptococcal pharyngitis (strep throat) until afebrile and at least 24 hours after treatment has been initiated. Medical note required for return. Please refer to POPCS 24-hour guideline period listed under both the Attendance and Illness sections of this handbook.
11. Head lice from the end of the school day until after the first treatment. Parent note is required for return.
12. Scabies, until after treatment has been applied. Medical note required.
13. Impetigo, with lesions that cannot be covered, if part of a cluster of cases within a school or if there are drooling or hygienic concerns, until 24 hours after treatment has been initiated.
14. Varicella (chickenpox) until all lesions have dried and crusted (usually six days).
15. Varicella-Herpes Zoster (shingles) with lesions that cannot be covered, until lesions have crusted.
16. Pertussis (whooping cough) until completion of five days of appropriate antibiotic therapy. Medical note required.
17. Mumps, until nine days after onset of parotid gland swelling. Medical note required.
18. Measles, until four days after onset of rash. Medical note required.
19. Rubella, until seven days after onset of rash. Medical note required.
20. Hepatitis A virus infection, until one week after onset of illness or jaundice. Medical note required.

*NOTE: Conditions or illnesses that a health care provider indicates warrant exclusion require a written medical note.*

Children with the following conditions do not need to be excluded from school:

1. Mild upper respiratory tract infection, even if it is associated with green or yellow nasal discharge, as long as the student does not have a fever or any of the other excludable symptoms described above.
2. Fifth disease (parvovirus B19 infection). Individuals are no longer contagious once the rash appears, and they cannot be diagnosed with fifth disease before the rash appears.
3. A red eye without a yellow or green discharge, fever or matting.
4. Cytomegalovirus (CMV) infection
5. Croup
6. Pneumonia
7. A rash without a fever
8. Bronchitis
9. Ear infection
10. Warts
11. Pinworm
12. Ringworm

## **Immunizations**

The South Carolina Department of Health and Environmental Control requires immunizations for any child admitted to public, private or parochial schools (K-12). To ensure that all students are properly vaccinated, a copy of current immunization records must be kept in the student's file. It is the responsibility of the parent to update this record as additional vaccines are administered. Transfer students have 30 days from the first day of school to provide the school with a current South Carolina immunization record.

Note: Diocesan policy- no immunization exemptions beginning in the 2015-2016 School Year. Those students who entered POPCS before the 2015-2016 School Year are under an umbrella for the new Diocesan Immunization Policy.

## **Inclement Weather**

In the event of inclement weather, it might be necessary for the sake of the safety of our families and students who travel daily to close the school. If Prince of Peace Catholic School closes because of inclement weather, we will list this fact on WYFF Channel 4 and send a FACTS alert to email and cell phones authorized in the alert system.

## **Medical Guidelines**

In addition to immunization requirements and illness protocol discussed previously, the following are medical guidelines for all students:

- All enrolled students must be toilet trained. Students who have 3 accidents within a week period will be asked to remain home for 24 hours to retrain
- The school follows all appropriate DHEC guidelines (please see Appendix A). School policy states that students with a temperature of 100.4 degrees or above will be sent home. This policy also applies to vomiting and diarrhea. Please be prepared to pick up your child if deemed necessary by the POPCS staff.
- If a student becomes ill at school, he/she should report to the Health Room. The Health Room will notify the parents if the student is too ill to remain in school. No student may leave school without authorization from the office.

## **Medication**

A completed Diocesan form for all prescriptions, as well as over-the-counter medications such as Benadryl, Ibuprofen, Mylanta, Tylenol, etc. must accompany all medication. This form must be completed by the doctor or have a doctor's note that accompanies the prescription medication. With proper authorization, this medication can then be dispensed by the school nurse or authorized staff member. No medications will be accepted if not in a properly labeled container. If a parent wants their child to use cough drops, they must send them to the homeroom teacher with appropriate dispensing directions.

**ALL MEDICINE MUST COME TO THE OFFICE. STUDENTS ARE NOT PERMITTED TO KEEP MEDICATIONS IN THEIR POSSESSION. IF MEDICATION NEEDS TO BE RETURNED AT THE END OF EACH DAY, THE PARENT OR GUARDIAN SHOULD PICK THE MEDICINE UP FROM THE SCHOOL**

## **Parents as Partners Policy**

“The education of a student is a partnership between the parents and the school. Just as a parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken”.

In order to establish a solid partnership with POPCS, we ask parents to set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time;
- Has a nutritional snack and lunch everyday.
- To actively participate in school activities such as Parent-Teacher Conferences;
- To notify the school with a written note for absence or tardiness;
- To notify the school office of any changes of address, phone numbers, emails, etc;
- To meet all financial obligations to the school;
- To notify the school of any special situation regarding the student’s well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read the weekly school newsletter;
- To support the religious and educational goals of the school;
- To attend mass regularly with your child;
- To support the discipline policy of the school;
- To treat all school personnel with respect and courtesy and expect the same from all school personnel

## **Safe Environment**

As an ongoing effort to provide a safe environment for our students please be advised that any parent/guardian known to our diocesan or parish school who is a parent or guardian of a child who is enrolled at one of our schools and is listed on a sex offender registry is required to sign an agreement restricting that individual’s access to our campus. A list of those sex offenders, known to the school, whose child is enrolled, may be reviewed at the school office during normal school hours.

## **Visitors**

Safety is the concern of all involved in the school. Visitors to the school for any reason must enter the building through the main doors and sign in at the school office. Books, lunches, and other items being delivered to students must be left at the office. Students will then be called to the office to pick up these things if the office staff is unable to make the delivery. Parents are asked to conference with teachers by appointment only – not during school hours. We respectfully ask parents or other visitors eating lunch with their children to observe the 10 minutes of silence with their child at the beginning of the lunch period. All visitors to POPCS will be screened in the main office through [RAPTOR Technologies](#) safety screening platform for schools.

## **Volunteers- Safe Haven Program**

The Bishop of the Charleston Diocese has required that all employees and volunteers participate in the Safe Haven It's Up to You program. The Bishop's wording is firm in this matter: "The Diocese of Charleston will not employ or accept as a volunteer anyone who refuses or fails to attend an educational session on the prevention of child sexual abuse and the creation of safe environments." Information about how you can participate in this program so you can be a school volunteer is available in the main office of the school or from a PTO board member. The Diocese also requires that new volunteers agree to a background check.

# Emergency Plan for Prince of Peace Catholic School

## Emergency Phone Numbers:

Title/Agency	Contact	Phone Number
Facility Director	Michelle Zimmerman	864-331-3911
Emergency	N/A	911
Police (non-emergency)	N/A	864-675-4844
Fire (non-emergency)	James Baker	864-244-3980
Poison Control	N/A	1-800-922-1117
Local Health Dept.	DHEC- Greenville, SC	864-282-4100
Building Inspector	N/A	864-232-2273
DSS	Dena Reeves-Green	864-467-7700
Licensing Specialist	Lisa Morris	864-250-8971
Alternative/Evacuation Site	Eastside High School	864-355-2992

## Plan ♦ Practice ♦ Communicate

**II. Medical Emergencies-** medical emergencies that would require immediate medical care by a healthcare professional include the conditions listed below.

- Loss of consciousness
- Semi consciousness
- Breathing difficulties
- Severe bleeding
- Unequal pupils
- Seizure
- Neck or back injury
- Continuous clear drainage from nose/ears after a blow to the head
- Severe headache
- Stiff neck or neck pain when head is moved
- Hives that appear quickly
- Very sick child who seems to getting worse quickly

- Repeated forceful vomiting
- Vomiting blood
- Severe abdominal pain that causes a child to double over
- Abdominal pain after a blow to the abdomen
- Possible broken bones
- Shock

**STEPS TO BE FOLLOWED IN A MEDICAL EMERGENCY:**

1. Staff is trained to recognize signs and symptoms of conditions that require immediate medical attention.
2. Call 911 immediately upon recognizing signs and symptoms that require immediate medical attention.
3. Call the child’s parent/guardian immediately after calling 911 to inform them of the child’s symptoms and where they will be transported for medical care.
4. Provide first aid as trained in an approved First Aid training course until emergency personnel arrives.
5. Take the child’s emergency medical information form(s) to the hospital. The Director or child’s teacher will go to the hospital with the child and will remain with the child until the parent or guardian arrives.

**Plan ◇ Practice ◇ Communicate**

**III. Emergency Evacuation Procedures**

Prince of Peace Catholic School has permission to use Eastside High School as the alternate/evacuation site.

**EVACUATION PLANS:**

**A - In Place Evacuation:**

In the event that an emergency occurs at Prince of Peace Catholic School and “in place evacuation” is necessary due to events such as tornado, chemical spill, etc. the children will be kept at the facility, but they will be moved to the interior hallway which is a secure on-site location. The children will remain here under the care and supervision of Prince of Peace Catholic School K4 staff until dangerous conditions subside. If children are exposed to toxic fumes or injured during the emergency, they will be transported to Greer Memorial Hospital by the EMT where they will be examined by a health care professional and the parents/guardians will be contacted.

**B - On Site Evacuation:**

In the event that an emergency occurs at Prince of Peace Catholic School and “on site evacuation” is necessary, the children will be relocated to the school’s playground area. The children will remain here under the care and supervision of our K4 staff until dangerous conditions subside. If children are exposed to toxic fumes or injured during the emergency, they will be transported to the Greer Memorial Hospital by the EMT where they will be examined by a health care professional and the parents/guardians will be contacted.

**C - Off Site Evacuation or Mandatory Evacuation:**

In the event that an emergency occurs at Prince of Peace Catholic School and “off-site evacuation” is necessary

due to events such as a brush fire, flash flood, etc., the children will be relocated to Eastside High School which is located at 1300 Brushy Creek Road, Taylors, SC. Greenville County Schools Transportation will be utilized to transport as many children as possible. The Prince of Peace Catholic School staff will also transport children if needed. One of Prince of Peace Catholic School's staff members will be on each bus used to transport our children. The children will remain at this alternate site under the care and supervision of our K4 staff while parents/guardians are contacted. When parents/guardians are contacted, they will be made aware of the situation and make arrangements to pick up their child/children or authorize that care be provided for the remainder of the day. If children are exposed to toxic fumes or injured during the emergency or the evacuation, they will be transported to Greer Memorial Hospital by EMT where they will be examined by a health care professional and the parents/guardians will be contacted.

#### **D – Major Disaster or Emergencies:**

In the event that a major emergency or disaster occurs such as major environmental hazards, tornados, hurricanes, earthquakes, bombs, etc., and/or a mandatory evacuation is ordered, children will be transported to a Red Cross designated mass shelter by EMT and/or staff members of Prince of Peace Catholic School. The children will remain at the Red Cross Shelter under the care and supervision of our K4 staff while parents/guardians are contacted. When parents/guardians are contacted, they will be made aware of the situation and make arrangements to pick up their child/children. If children are injured during the major disaster emergency or the evacuation, they will be transported to the nearest hospital available by the EMT or a staff member of Prince of Peace Catholic School, where they will be examined by a health care professional and the parents/guardians will be contacted.

#### **1- IN ALL EVACUATION SITUATIONS, CHILD CARE STAFF WILL:**

- Pay attention to warnings
- Remain with the children throughout the event
- Check attendance every time the children are relocated
- Bring any necessary medications and emergency supplies
- Bring the children's emergency records
- Take a cell phone if available to use for notifying parents/guardians

2- The plan will be reviewed annually and updated as needed. The dates the plan was reviewed are listed on the front cover.

3 - A copy of the plan will be forwarded to the DSS Child Care Licensing Regional Office so that relocation/evacuation sites can be approved. The plan will be available for immediate review by staff, parents, and Child Care Regulatory Services during business hours. The plan will be posted on Prince of Peace Catholic School's website at [www.popcatholicschool.org](http://www.popcatholicschool.org) and in the facility's file.

4 - Each child, of capable age, will receive training concerning emergency evacuation procedures, and fire drills will be held on a monthly basis and drills for other disasters will be held every 6 months. The time, date, and type of drill is listed on a separate page.

5 - Children's records and documentation as to whom they are released will be maintained as a part of the plan when relocating children.

6 - Arrangements for relocation have been made with Eastside High School.

7 - In the event of inclement weather, it might be necessary for the sake of the safety of our families and students who travel daily to close the school. If Prince of Peace Catholic School closes because of inclement weather, we will list this fact on WYFF Channel 4 and send a FACTS alert to email and cell phones authorized in the alert system.

8 - Procedures for the safe/prompt evacuation of infants, toddlers, non-ambulatory children is N/A for Prince of Peace Catholic School.

9 - Children will be released as normal. Parents/guardians will still sign out their children and release procedures will be followed during the release of a child. All children's records will be readily available for review of those persons allowed to pick-up.

10- The relocation site address will be posted on the door with all cell phone numbers of all teachers. The site will also be posted on our website [www.stpeterslutheralschool.org](http://www.stpeterslutheralschool.org) in case of an evacuation.

11 - Evacuation checklist is as follows:

<b>Item</b>	<b>Person(s) responsible</b>
Contact list for children's families	Each teacher responsible for own class
Contact list for staff families	Principal, Director
Children's Emergency Information	Principal, Director
Medications/medical supplies	Principal, Director, School Nurse
Charged cell phone	All faculty and staff
First Aid Kit	Principal, Director, School Nurse
Flashlights w/extra batteries	Principal, Director
Battery operated radio/batteries	Principal, Director
Hand Sanitizer/Disinfectant	Principal, Director, School Nurse
Wet wipes/tissues	Principal, Director, School Nurse
Disposable cups/water	Principal, Director, School Nurse
Non-Perishable Food	Principal, Director, School Nurse
Blankets	Principal, Director, School Nurse
Vehicle keys	All faculty and staff



12 - The Principal will ensure that all vehicles to be used in an emergency or evacuation will have at least ½ tank of gas.

13 - Staff Emergency Assignment Chart is as follows:

<b>Assignment</b>	<b>Person(s) responsible</b>
Call 911	Principal
Call Parents/Guardians	Office Manager, School Receptionist
Provide First Aid	All certified faculty and staff
Take Children’s Emergency Medical File	School Nurse
Go w/children to the hospital	Faculty
Turn off gas, electricity, water	Parish Business Manager, PE Teacher
Post relocation site information	Director of Communication, Office Manager
Supervision of children	All faculty and staff

14 - The hospital or source of health care to be used will be Greer Memorial Hospital or the nearest hospital available.

15 - Emergency Medical Transport will be used as a source of transportation in an emergency. We would contact the Sheriff’s Department for help if necessary.

Prince of Peace Catholic School staff will have the appropriate emergency medical information with him/her at the hospital. A staff member will remain with the child at the hospital until the parent/guardian arrives.

16 - All faculty and staff members at Prince of peace Catholic School will be trained and have drills on their responsibilities during an emergency, as follows:

- Fall faculty in-services will include training on the emergency plan
- Staff members will practice the evacuation plan on a regular basis
- Children will practice drills twice per year in a non-frightening way
- Drills will be used, discussed, and necessary changes made to be more efficient.

17- As required by the Fire Marshal, copies of the Escape Plan/Fire Plan are attached.

**FIRE PLAN: Take the following actions in case of fire:**

- Evacuate anyone in immediate danger!
  - Pull Fire Alarm or call out “CODE RED” IF ALARM DOES NOT WORK. Ring hall bell.
  - Call 911 (using cell phone) once everyone is outside in a safe zone. If the cell phone does not work, the Principal will go next door to the parish office to use the phone..
  - A faculty or staff member will use a fire extinguisher if it is safe to do so. Fire extinguishers are located at the end of each hallway in the elementary building and at each exit of the middle school building, Walsingham Hall and the Parish Activity Center.
  - ALL children and ALL adults will be evacuated through the nearest exit away from the fire to an area well away from the building.
1. As soon as the fire is discovered, start an orderly evacuation as during a fire drill. Children and teachers in the K4 classroom will exit the classroom door and proceed right gathering in the playground. If needed, students can exit out of the exterior classroom door and proceed straight to the parking lot.
  2. The Office Manager, Aftercare Director and School Receptionist will check all bathrooms and any other rooms or areas where someone may be.
  3. All teachers will take attendance logs and emergency file and any other records easily removed without risk to life.
  4. Teachers will close all doors as they leave the building.
  5. Teachers will account for all children by checking attendance logs and reporting to the Principal as soon as possible.
  6. The School Nurse, or teachers will provide first aid as needed.
  7. No one will re enter the building until permission is given by the Fire Officials. Parents will be notified to pick up children as soon as safety permits.

The Escape Plan is a copy of the facility’s floor plan indicating the location of:

Primary and secondary exits	Noted on escape maps
Fire extinguishers	Noted on escape maps
Fire alarm pull stations	Noted on escape maps
Fire alarm control panel	Across from K4 classroom next to the maintenance storage closet
Accessible routes	Noted on escape maps
Assembly areas	Noted on escape maps

18. Know the location of the following:

First Aid Kit	Each classroom has an up to date kit
Additional emergency supplies	School Nurses Office
Cell phone	School Office
Electricity shut off	Electrical Room- 5
Gas Shut Off	Parish Activity Center kitchen
Water Shut Off	Faculty lounge
Air Vent Shut Off	HVAC on roof

19- The Principal will turn off appropriate utilities and notify the church.

20- A copy of the “Emergency Procedures for Child Care Providers” brochure is attached (below) to this plan.

**B. Emergency Procedures- Steps to follow during an emergency:**

- In the event of an emergency the Director or designee will be notified as soon as possible regarding the situation and respond to it.
- An accounting of all children and staff will be kept. Staff will always start and end with counting children and matching to the attendance list of the day when moving the children.
- The emergency information on each child and staff will accompany the attendance list during an evacuation.
- The first aid kits, any medical supplies such as children’s medication and emergency supplies will be taken when the facility relocates to a safe place or area.
- A cellular telephone will be available to contact emergency agencies, parents and Child Care Licensing.

Additional steps to take during specific emergencies are provided in an attached brochure titled “Child Care Emergency Procedures” distributed by DSS Child Care Services. This brochure is included as part of Prince of Peace Catholic School’s Emergency Plan. It is attached to this plan so that it’s available when the regulatory specialist asks to see our plan.

**C. Relocation of Child Care Facility:**

In the event of a natural disaster or unscheduled closing of a child care center, the capacity may be exceeded temporarily for a maximum of 90 days to accommodate the displaced children. The Director shall notify the Department of the situation and maintain appropriate staff:child ratios at all times. Required records shall be kept on file for the new enrollees.

1. To exceed capacity, Child Care Regulatory Services will determine capacity issues prior to children being accepted in the relocated facility.

- The facility which plans to accept displaced children must notify the Regional Office for approval once plans have been made by the Director.
- Parents will be referred to SC Child Care Resource and Referral Network (CCR&R) to access local child care facilities in their area that are approved for expansion.

2. Once the facility receives approval from Child Care Regulatory Services, the facility may accept the displaced children and staff.

- Child's record should be maintained on file at the facility and made available to DSS.
- If the facility wishes to hire staff from the damaged facility temporarily to ensure adequate staff:child ratios, the staff records must be on site and available to DSS.

#### **D. Contacting Child Care Services:**

As a part of your plan, Child Care Services requests that you include a section to help us better assist the entire child care community during an emergency or disaster situation. In the event of a disaster in or near your facility, please provide Child Care Services with the following information:

##### **Before the Disaster/Emergency:**

1. Would you be willing to exceed your capacity on a temporary basis? Yes
2. Would you be willing to care for children in the ABC program? Yes
3. Would you be willing to relocate to a temporary site if necessary? Yes
4. Are you aware of a possible temporary site where you could relocate? No
5. Do you have a working emergency generator? No
6. Would you be willing to provide an email address so that Child Care Services can send you information related to a disaster? [principal@popcatholicschool.org](mailto:principal@popcatholicschool.org)
7. Would you be willing to provide a cell phone number so that Child Care Services can send you text messages related to a disaster? (949)338-6741

##### **After the Disaster/Emergency:**

DSS Regulations state that child care providers will report the following incidents to DSS immediately:

- A death of a child or staff person that occurs at the center
- A child who is missing from the premises or who is left unattended in a vehicle operated by the child care center
- Major structural damage to center
- Natural or man-made disasters, including extreme weather conditions, which cause the center to be closed for more than one day of scheduled operation
- An occurrence requiring the services of a fire or police department, which affects the health and safety of children
- Charges or convictions of crimes against the owner, Director, or any staff person
- Reports of alleged child abuse involving the owner, Director, or any staff person
- As soon as you are safely able to do so after an emergency, contact Child Care Services at 1-800-556-7445.

