

Our Lady of Peace Catholic School 4K Policies

Free and Full Access

Parents are not able to enter the classroom without administrative approval, but they can enter the building and come to the office to view the classroom through our CCTV if an incident arises that justifies the action. If there is a court order prohibiting visits/contact with the child, Our Lady of Peace Catholic School will adhere to the court order. If a parent/guardian appears to be intoxicated or under the influence of drugs, an authorized contact person (currently listed in the child(ren)'s file) will be contacted and asked to pick up the child(ren). If a parent comes to the facility to pick up the child(ren), is not listed on any of the contact/emergency information; however, has a birth certificate and a valid picture ID, does not appear to be under the influence of drugs/alcohol, nor has a court order withholding the child(ren)'s visitation/contact, then the parent has the right to pick up their child.

We ask that all drivers place an 8x11 placard with your child's first and last name in the window when picking up. If the school does not recognize the individual picking up, we will adhere to the below policy of validating the individual is on the authorized list to pick up (photo ID checked against the submitted registration form and list of authorized individuals to pick up the child).

Release of Children

The child(ren) will only be released to authorized adults, who are listed on the emergency/contact list. It is asked that if any changes have occurred to adjust or complete another contact/emergency form. The authorized adult must have a valid picture identification and/or provide a family code word.

Administration of Medication

Our Lady of Peace Catholic School will administer medication while the child(ren) are at the center. Our Lady of Peace Catholic School reserves the right to refuse to administer any medication. If Our Lady of Peace Catholic School decides to administer medication, the medication must be prescribed for that one child, with the pharmacy label and is not expired and the parent must fully complete a Medication Administration form. If an over the counter medication needs to be administered, then the parent must fully complete a Medication Administration form.

Medication will be administered by either Mr. Stephen Hickey, Principal, or Mrs. Pam Mentrup, Office Manager.

Mildly Ill

Our Lady of Peace Catholic School does not care for mildly ill children. In the event the child becomes ill while at the center, the parent will be contacted and asked to pick up the child.

Discipline/Behavior Management

Our Lady of Peace Catholic School does not use corporal punishment, which means spanking, hitting, nor withholding food or drink. Our Lady of Peace Catholic School will use positive reinforcements, for example redirection, small rewards (new pencil, stickers) and praise.

Confidentiality

The children's and staff files are kept in a locked cabinet. The files will only be accessible to the parent/guardian, owner/director, and DSS Child Care Licensing. Permission must be granted by parent/guardian if Our Lady of Peace Catholic School decides to take pictures or post anything in the newspaper.

4K Policies 2023 - 2024

Tracking of Children

Children will be tracked as they enter in, throughout and depart from the center. In the event if a child has to be transported, permission will be given by the parent/guardian for emergency purposes.

Transportation/Field Trips

Our Lady of Peace Catholic School may provide transportation on field trips if vehicles are available for use. There is a checklist to account for children boarding on and off the vehicles. Permission must be given by the parent(s) or guardian(s) in order for the child to ride the bus on field trips and designated places if the vehicle is available.

Emergency Medical Treatment

In the event if a child needs to receive medical services, your child will be taken to the nearest urgent care/hospital. 911 will also be contacted for advisement. Parents will be called as well.

Evacuation Plan/Emergency Preparedness

In the event the staff and children must leave Our Lady of Peace Catholic School in case of an emergency, parents will be contacted. The staff and children will take refuge at the designated evacuation area (large parking lot) if evacuating is needed. If cover is required, staff and faculty will go to the church.

Liability Insurance

Our Lady of Peace Catholic School does carry liability insurance.

Provisional Hire

Our Lady of Peace Catholic School does not hire provisionally.

Court Order

If there is a court order in regards to custodial/non-custodial rights of the biological parent, the child care facility needs to be informed, given a copy to place in the child's file and adhere thereof.

Biological/Non-Custodial Parent

If the biological/non-custodial parent arrives to pick up the child and is not listed on the child(ren)'s filed paperwork, then the parent must provide proof of the birth certificate with his or her name on it and valid identification (i.e., Driver's License/Permit, or Identification card) to match the name on the birth certificate, before the child can be released to him or her.

Intoxicated Parent/Guardian

In the event that a parent appears to be **intoxicated**, impaired or otherwise incapable of taking their child home safely, staff persons will suggest and attempt to call the other contacts listed on the child's enrollment forms. If no one is available to safely pick up the child, as the person contacted must not appear to be intoxicated, impaired or otherwise incapable, then staff will not release the child and Law Enforcement will be informed.

COVID-19 Policies

We adhere to the ever-changing COVID-19 environment based on the recommendation of the CDC, DHEC, and Diocese of Charleston. When the COVID-19 policy changes, we will post the new policy and notify all parents of the change.

Parent Acknowledgement Receipt of Policies

I, _____ parent/guardian of _____
Parent Name (PRINT) Child(ren) Name(s) (PRINT)
have read the policies on concerning:

Free and Full Access
Court Order
Intoxicated parent/guardian
Birth Certificate
Release of Child(ren)
Administration of Medication
Discipline/Behavior Management
Confidentiality
Tracking of children
Emergency Medical Plan
Emergency Evacuation Plan
Mildly Ill
Transportation and Field Trips
Liability Insurance
Provisional Hire
COVID-19 Policy

Parent Signature

Date

Keep the policies - Return this form to the School Office or 4K Lead Teacher No Later Than Friday, August 18, 2023. If the form is not returned by Friday, your child may be at risk from being dropped from the OLP 4K Program.

EMPLOYEE Acknowledgement Receipt of Policies

I, _____ employee of Our Lady of Peace Catholic School have read the
Employee Name (PRINT)

policies concerning:

Free and Full Access
Court Order
Intoxicated parent/guardian
Birth Certificate
Release of Child(ren)
Administration of Medication
Discipline/Behavior Management
Confidentiality
Tracking of children
Emergency Medical Plan
Emergency Evacuation Plan
Mildly Ill
Transportation and Field Trips
Liability Insurance
Provisional Hire
COVID-19 Policy

Employee Signature

Date

Witness Print/Sign

Date