

OPENING AND CLOSING POLICY

Opening the school

At the time of the arrival of the Teacher/Assistant into the school she/he will follow the instructions as set up in **the School Opening Log Book** and verify each step individually and confirm with his/her initials.

Access to the school

There are some groups that have access to the church as they have allocated time for their events. The leaders of these groups has the key to the front door (school security lock is open with the same key as the main lock or they have a separate key to the school security lock). However, except the Chronic Pain Group, which is coming on Thursdays (about 12-15 p.m.) all other group are coming after the school is closed.

Therefore, even members of these groups are not allowed to enter the space designated for the school during the time school is open. If this happens, the person should be asked to leave to space immediately. In case of problems, the Principal to be contacted.

Security System

Security Cameras

Each entrance is 24 hours monitors by security camera. The video is constantly recorded and it is available for review for 1 month. After this time the record will be automatically deleted.

Intercom Security System

The entrance door has a security lock connected to the Intercom Security System. There is an outside station located besides the entrance door and two main stations. One is located in the office and second in the classroom.

The communication from main station to outside station is initialized by pressing big **WHITE** button on the any of two main stations, i.e. from the office or the classroom).

The security lock can be opened by pressing the small **BLACK** button on the any of two main stations, i.e. from the office or the classroom).

Providing entrance

The person asking for entrance to the school has to push the button on the outside station, which will initialize the bell in the both main stations.

The Teacher on duty will ask for the identification and open the door (pushing black button) if person is positively identified to coming to pick the child (parent, authorized person) and/or is expecting in the matters related to the school (delivery, maintenance etc.)

The person, who is demanding access in the matters related to the church, will be allowed to enter the premises **only** if the Teacher/Assistant is aware that the school received notice from the church about planning visit and person is expected.

If the person, who is demanding access in the matters related to the church, is not expected, the Teacher **will not open** the door and will ask him to contact the church office for access to the church premises.

If the person **cannot** be properly identified through Intercom Security System, the Teacher will not open the door from main station and go up-stairs to identify person visually. The Teacher will decide based on his/her best judgment, whether to open the door and communicate with the person or to keep the door closed and to ask person through gesture to leave.

Closing the school

Before closing the school the Teacher will be sure all children have been picked up by the parents/guardians. This will be verified with the Attendance Book.

Before departure the Teacher will follow the instructions as set up in **the School Closing Log Book** and verify each step individually and confirm with his/her initials.

Afterwards:

Disengage the safety lock on the entrance door (put the safety lock into “unlock position”). Procedure:

Open the door

Push the lock **deeply** inside the door frame

Insert the key (**after** having lock push inside the door frame) and turn clockwise (to the right) to end position

Stop pressing the lock, which should remain unlocked.

Turn key counter clockwise (to the left) and pull it out from the lock.

Close the door and lock the main dead bolt lock.

Check the door with gentle pull whether it is closed.