Potential Christian Academy

Operations Plan

Cooper City, FL

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For:

Potential Church

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Contents

List of Tables

List of Figures

I.   Introduction

The purpose of this report is to document pedestrian, car, and bus relation operations and management for the Potential Christian Academy Pre-K to 12th Grade School located at 12401 Stirling Rd, Cooper City, FL 33330.

The estimation of school traffic is based on the traffic report prepared by Thomas A Hall on February 26, 2025.

The following sections summarize the Operational Plan.

A. Project Description

Potential Christian Academy (PCA) was established in 1986 as an outreach of Potential Church. The school initially started with a single kindergarten class but has grown over the years to serve approximately 420 students from 1-year olds through 8th grade. PCA is proposing the installation of three modular classroom buildings to include high school grade levels. The project will be constructed in a single phase; however, the high school program will be phased in gradually, beginning with 9th grade in the 2025–2026 academic year. One additional grade level will be added each subsequent year until full implementation through 12th grade is achieved.

Upon completion of the modular classroom addition, the total maximum enrollment will be 745 students, allocated as follows

- Pre-K – 173 children;
- K through 5th Grade – 264 children;
- 6th through 12th Grade – 308 children.

However, the high school students will be phased in as follows:

The high school program will be added as follow:

- August of 2025 – Addition of 9th, new estimated enrollment of 500 total students.
- August of 2026 – Addition of 10th, new estimated enrollment of 570 total students.
- August of 2027 – Addition of 11th, new estimated enrollment of 620 total students.
- August of 2028 – Addition of 12th, new estimated enrollment of 670 total students.

The site is capable of stacking up to 117 vehicles. As illustrated on the site plan, vehicle circulation during drop-off and pick-up periods follows a designated one-way traffic pattern, which minimizes conflict points and enhances the overall efficiency and safety of on-site operations.

Figure 1 presents the overall site plan. **Figures 2, Figure** 3**, Figure** 4 **and Figure** 5 illustrate the existing traffic flow, the proposed drop-off procedure, and the proposed pick-up operation, and early drop-off/pick-up respectively.
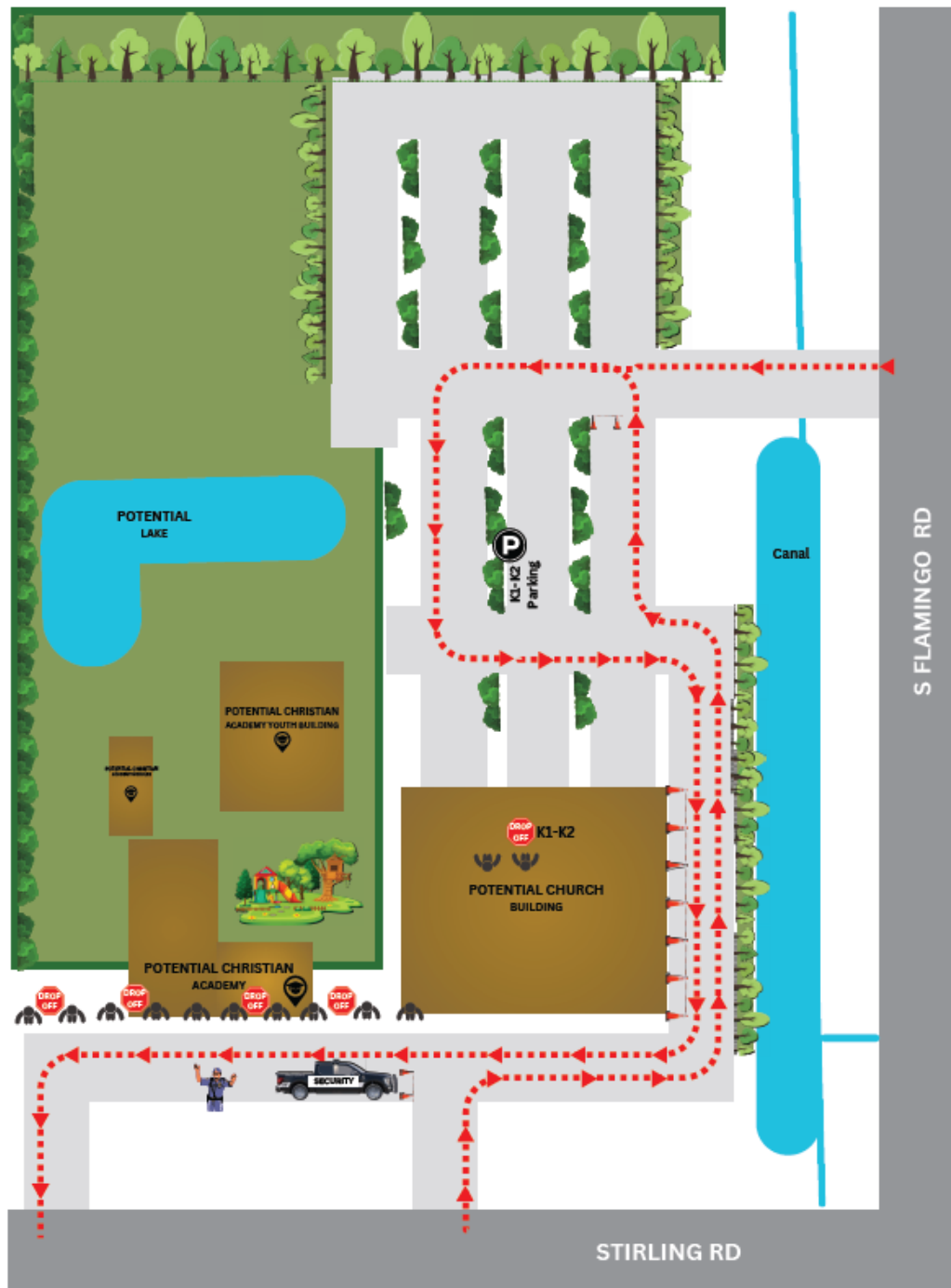
Figure 1: Site Plan

CURRENT TRAFFIC FLOW

POTENTIAL
LAKE

POTENTIAL CHRISTIAN
ACADEMY YOUTH BUILDING

POTENTIAL CHRISTIAN
ACADEMY

K1-K2
Parking

Canal

S FLAMINGO RD

DROP
OFF K1-K2

POTENTIAL CHURCH
BUILDING

DROP
OFF

DROP
OFF

DROP
OFF

DROP
OFF

SECURITY

STIRLING RD

Drop Off Times:
7:30 - 8:20 All Grades

DROP
OFF Drop Off and
Pick Up Points

School Times:
Elementary 8:00 - 2:30
Pre-School 8:00 - 12:30 or
8:00 - 2:30
Upper School 8:20 - 3:00

K3 - 5th Grade ·········
K1 - K2 ■ ■ ■ ■ ■ ■ ■ ■ ■
Upper School ·········

Figure 2: Current Traffic Flow

Figure 3: Proposed Drop-off

PROPOSED PICK UP
3:00-3:20 PM

S FLAMINGO RD

Canal

POTENTIAL
LAKE

POTENTIAL CHRISTIAN
ACADEMY YOUTH BUILDING

K1-K2
Parking

DROP OFF K1-K2

POTENTIAL CHURCH
BUILDING

POTENTIAL CHRISTIAN
ACADEMY

SECURITY

STIRLING RD

Drop Off Times:
7:30 - 8:20 All Grades
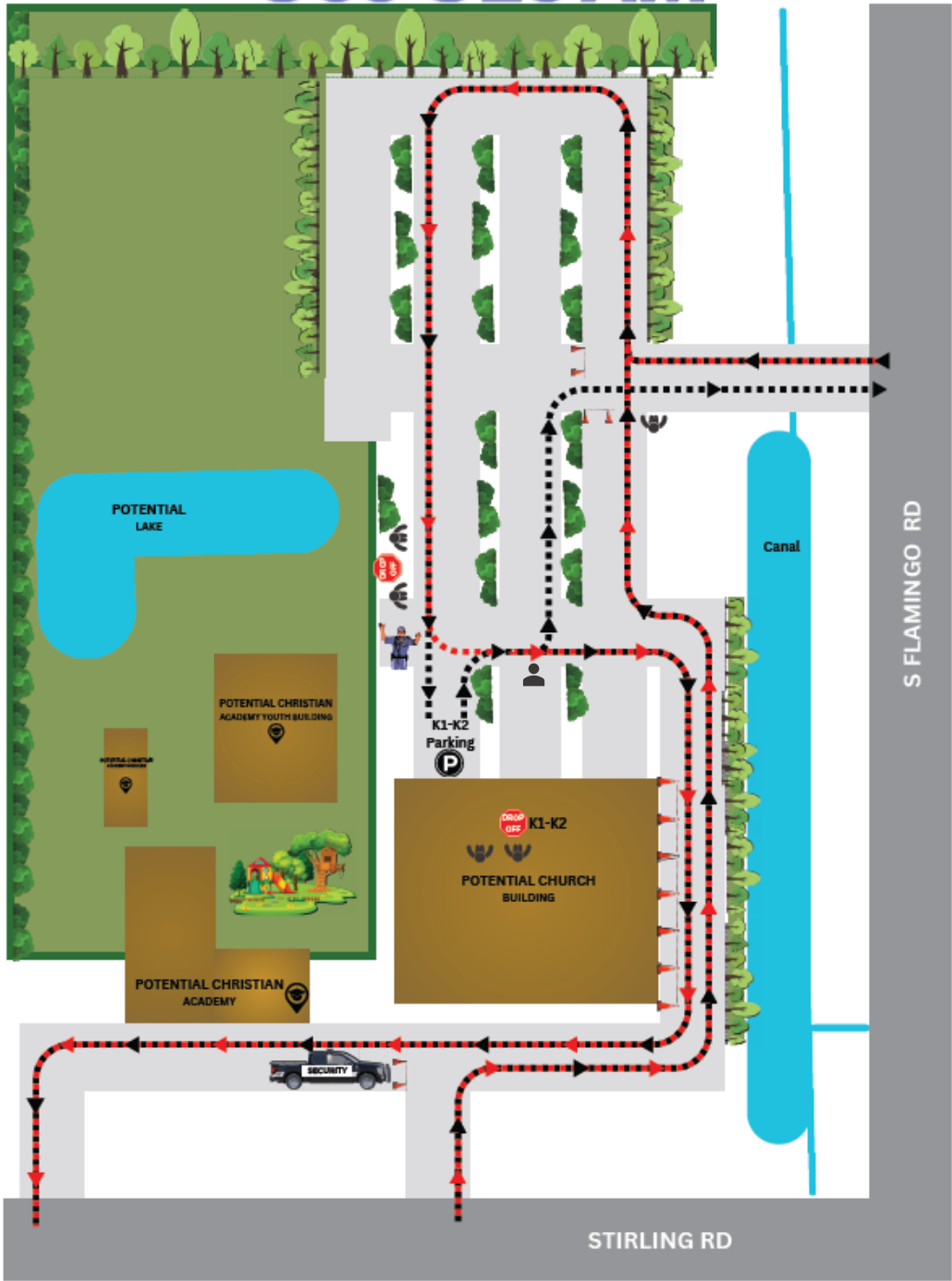
DROP OFF Drop Off and
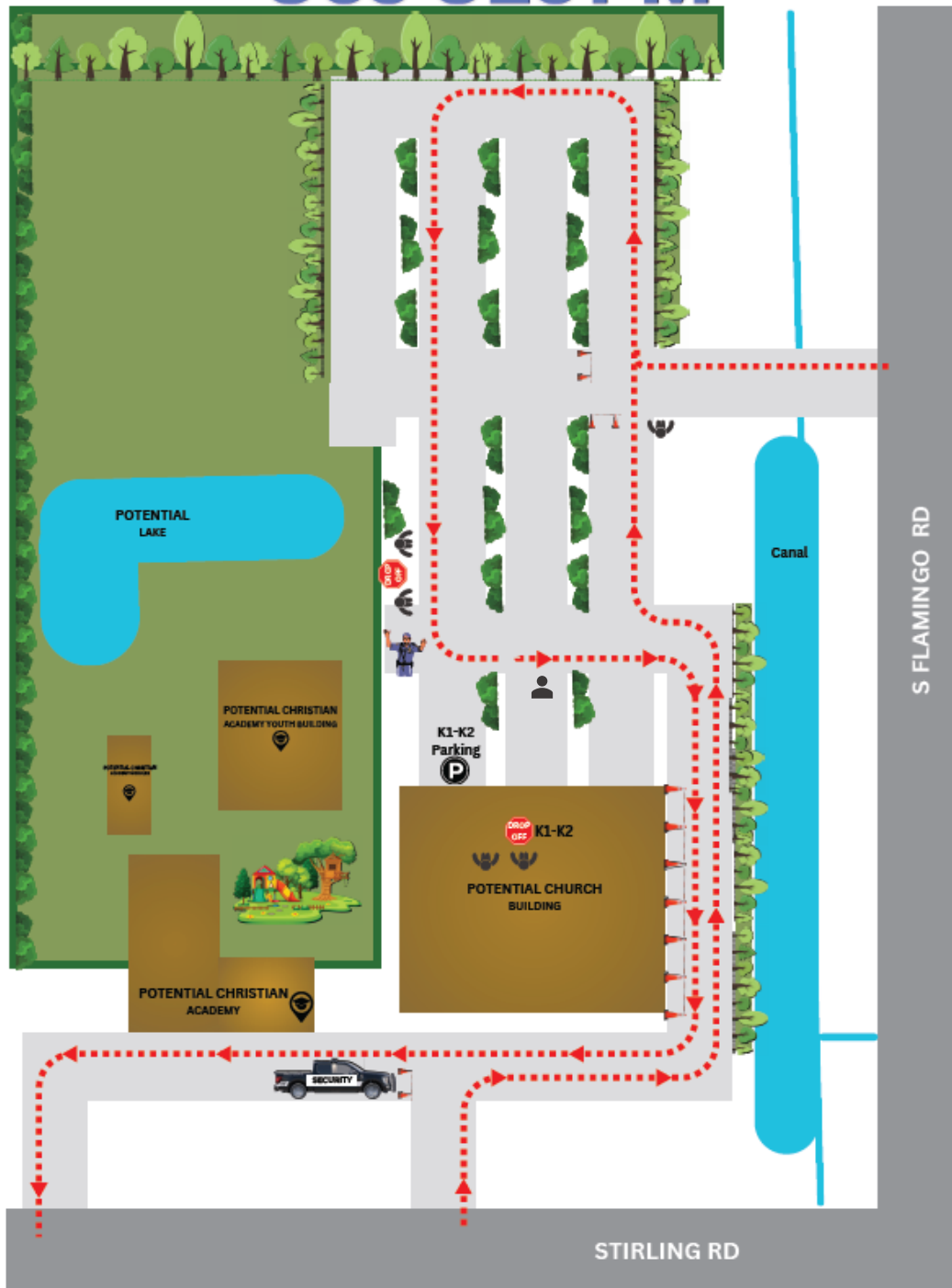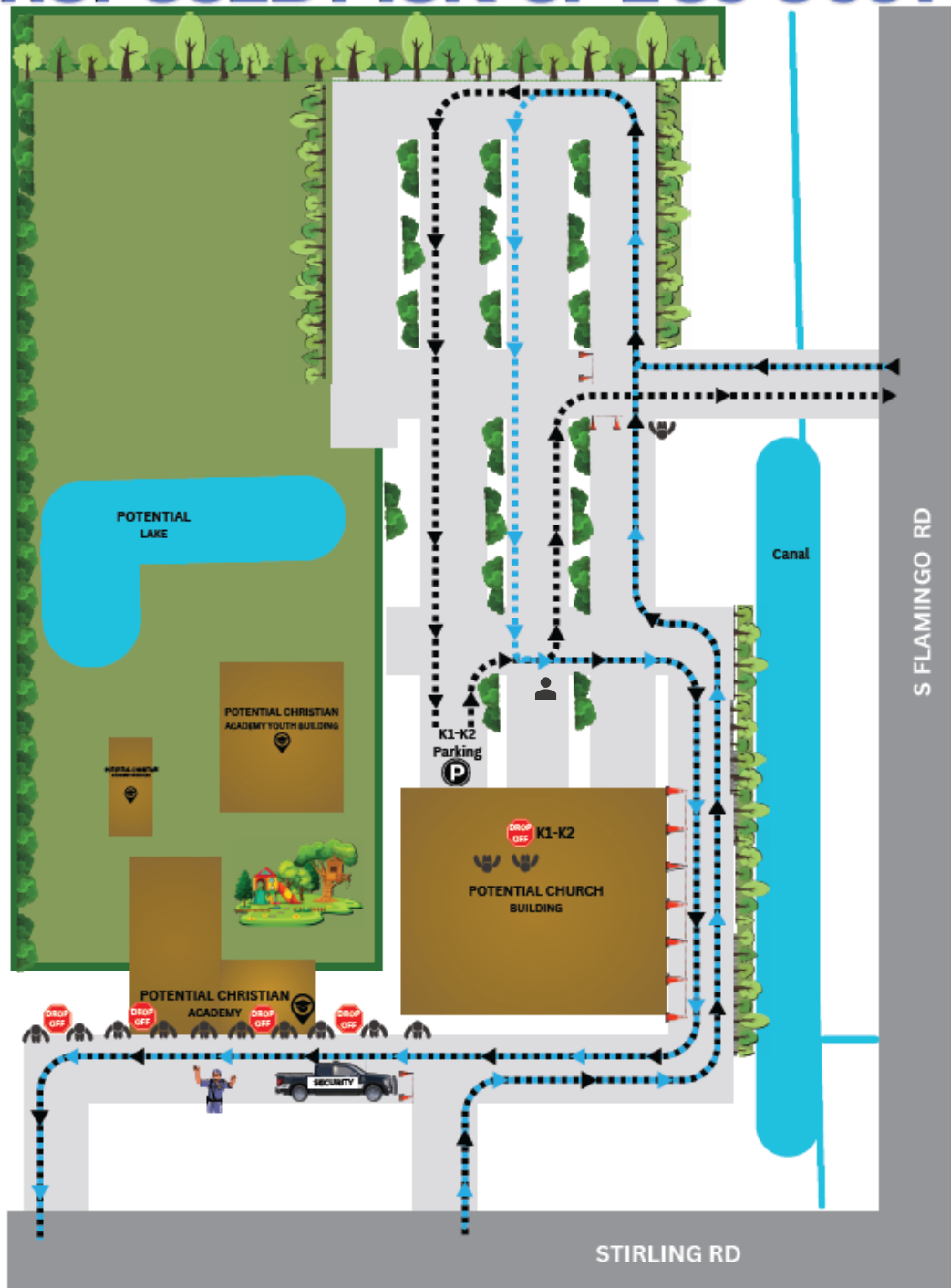Pick Up Points

School Times:
Elementary   8:00 - 2:30
Pre-School   8:00 - 12:30 or
              8:00 - 2:30
Upper School 8:20 - 3:00

K3 - 5th Grade ••••••••
K1 - K2   ••••••••
Upper School   ••••••••

Figure 4: Proposed Pick-up

PROPOSED DROP OFF 7:30-8:00 AM
PROPOSED PICK-UP 2:30-3:00 PM

Figure 5: Proposed Early Drop-Off and Pick-Up

II.   Site Operations

The following section details the Potential Christian Academy policies and procedures regarding Hours of Operation, as well as car rider drop-off and pick-up protocols.

A. Hours of Operation

Pre-K   Classes begin at 8:00 am, early dismissal at 12:30, regular dismissal at 2:30 pm.

Grades K-5   Classes begin at 8:00 am and classes dismiss at 2:30 pm.

Grades 6-12 Classes begin at 8:20 am and classes dismiss at 3:20 pm.

Early arrival starts at 7:00 a.m. daily and is permitted for all students at no cost to parents. Aftercare is available until 6:00 p.m. daily for a monthly fee for students one-year-olds through the 8th grade. After-school sports and extracurricular activities are also available until 5:00 p.m.

B. Pre-First School Day Activities

The week before school starts, Potential Christian provides a "Meet & Greet" night. During this night, parents are oriented to drop-off/pick-up procedures and provided with their QR codes so that car line will run smoothly.

C. Car Rider Drop-Off Policies and Procedures

Early care is available from 7:00- 7:30 a.m. Generally, 5-8 students come to early care. Carline starts at 7:30. Designated school staff are present to open car doors and ensure the safety of students during the drop-off process. Currently, all PCA students are car riders (See Section 2.5 for the Plan for details of bus rider drop-off/pick-up policies and procedures.). Cars are stacked on the campus and not on the street. Currently, 117 number of vehicles can be stacked on campus during drop-off.

D. Car Rider Pick-Up Policies and Procedures

Potential Christian uses the Pik My Kid App to assist with the safe and efficient student pick-up by parents. The procedures are as follows:

1. Families of 1 and 2-year-old families park in the north lot and go into the main church lobby to pick up their children. They pick up between 12:00-12:30 or 2:15-3:00 p.m. Currently, there is one family picking up at noon, and 12-15 families pick up between 2:15-3:00 p.m. Usually, there are between 3-5 families in the lobby at a time.

2. As parents of students who are 3 years old and older students pull into the parking lot, they present their QR code, which is scanned by security or a staff member. Each family

is provided a pickup sign with a unique QR code for each enrolled student that remains associated with that student throughout the student's tenure at PCA. Each family receives these pick-up signs at the Meet & Greet before school begins. We encourage parents to take a picture of their QR code if it is damaged or lost. Should there be a concern that a QR code falls into the wrong hands, that QR code can be closed, and a new QR code can be assigned. The pick-up list generated by Pik My Kid is displayed on the TV in classrooms so that students know when to line up and can line up in order so that students can be dismissed quickly and efficiently. The car line staff have the app on their cell phones so that they know the order of students to be dismissed as well. Currently, there are usually 7-8 staff members on the south side of the building dismissing and walking students to their cars.

E. Bus Rider Drop-off/Pick-up Policies and Procedures

At this time, Potential Christian Academy does not offer Bus Rider Drop-off or Pick-up. There is no planned intent to implement buses for the students.

III. Comparative Review

A. Hours of Operation

Table 1: Comparative Review – Hours of Operation compares the school hours of Potential Christian Academy and other schools on Flamingo Road that could impact traffic.

Table 1: Comparative Review – Hours of Operation

School	Hours
Archbishop McCarthy	8:05-2:20
Franklin Academy	7:45-2:45 (K-5) 7:45-3:30 (6-8)
Potential Christian	8:00-2:30 (Prek-5) 8:20-3:00 (6-12)
St. Mark's Catholic School	7:30-2:30

B. Stacking Capacity

Table 2: Comparative Review - Stacking

School	Student Enrollment*	Vehicle Stacking**	Student:Stack Ratio
Archbishop McCarthy	1,743	60	29.05
Franklin Academy	1,385	92	15.05
Potential Christian	745	117	6.36
St. Mark's Catholic School	423	40	10.58

*Estimated maximum enrollments
**Calculated using aerial distance estimations and average car length of 22 feet

This comparative review demonstrates that Potential Christian Academy provides more stacking availability than other schools in the area based on student population. With the proposed max student population, this equates to a student to stacked vehicle ratio of 6.36.

Figure 6 Figure 6 depicts a graphical comparison of student to stacked ratio.

Arch Bishop McCarthy   Franklin Academy   Potential Christian Academy   St. Mark's Catholic School
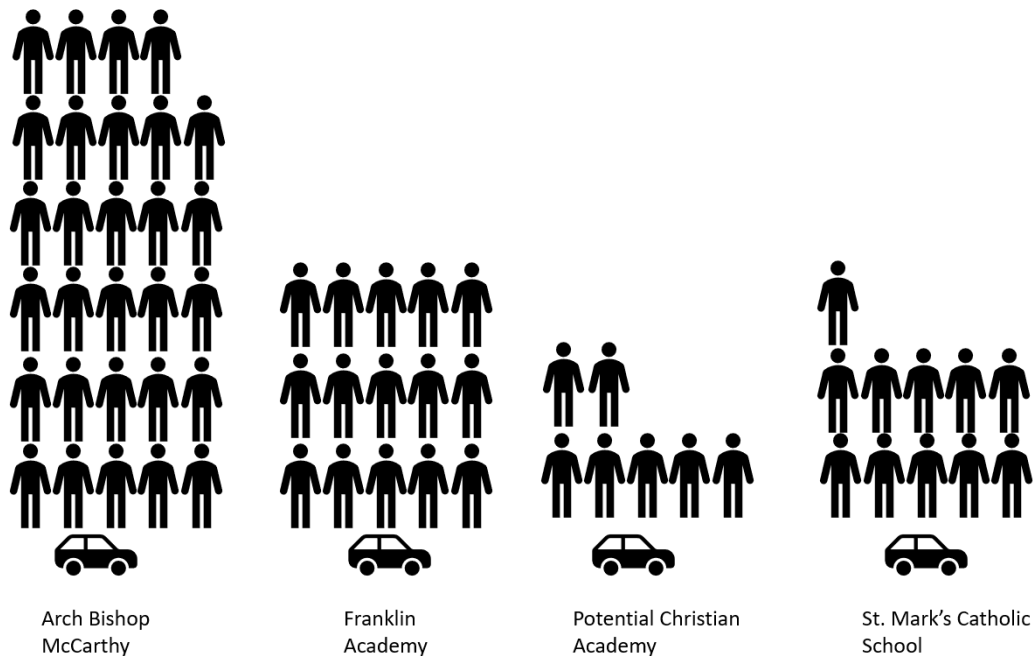
Figure 6: Student to Car Line Stack Ratio

IV.   Staff and Visitor Parking Facilities

Staff and visitor parking facilities were designed utilizing the City of Cooper City' Code of Ordinances, as follows:

The code of Ordinances requires (1) parking space per (1) classroom; and 1 parking space per 100 square feet of 75% of the gross area of assembly space.

The required parking is detailed as follows:

As shown, the site plan requires 352 parking spaces and provides 352 parking spaces, which complies with the Cooper City Code of Ordinances

V.   Staff Roles and Responsibility in Traffic Management

Potential Christian Academy Staff Members must be stationed within the parking lot ensuring optimal traffic operations. Potential Christian Academy staff members must also be present at the 2 (two) 4-way traffic intersection(s) per **Figures 3, 4, and 5**.

In the event that vehicle stacking routinely backs up beyond the turn lane capacity blocking thru traffic on Flamingo Road; a traffic detail (sworn officer) will be placed on Flamingo Road ensuring traffic does not back up beyond the turn lane capacity.

A Potential Christian Academy Staff member must be present direct traffic within the interior parking lot of the site, per **Figure 7**. In the event that on-campus vehicle stacking is causing routine backups for the western Stirling Road Exit a traffic detail will be placed per **Figure 7**.

All Potential Christian Academy traffic staff must receive a training in traffic circulation/management.

In the event that on-campus vehicle stacking causes congestion or blocks through traffic on Stirling Road or Flamingo Road, overflow procedures will be implemented. Parents will be directed to utilize the designated south overflow parking lot for temporary vehicle staging. A traffic detail (sworn officer) stationed on Stirling Road will monitor stacking conditions and will direct vehicles from the overflow area into the main stacking queue as space becomes available on campus. **Figure 8** depicts the overflow traffic operation.

Figure 7: Western Stirling Road Exit

Figure 8: Overflow Stacking Operation

VI.   Annual School Traffic Operations Plan

Potential Christian Academy shall maintain an Annual School Traffic Operations Plan summarizing the operational procedures for both arrival (drop-off) and dismissal (pick-up) periods. This plan shall be reviewed and updated each school year prior to the start of classes, and made available to City staff upon request.

The Annual School Traffic Operations Plan will include, at a minimum, the following:

1. Staggered Drop-off and Pick-up Times – A detailed schedule of start and dismissal times by grade level, including any staggered intervals used to reduce on-site congestion and off-site traffic impacts.

2. Site Driveway Access Control – Identification of all active driveways during arrival and dismissal periods, including directional flow diagrams, temporary closures, and signage placement.

3. Staff Placement and Duties – Specific locations and roles for all on-site and off-site traffic management staff, including sworn detail officers (if applicable), as depicted in referenced figures.

4. Overflow and Off-site Stacking Locations – Identification of any additional off-site locations (e.g., Flamingo West Park) to be utilized for vehicle staging during peak periods, along with operational procedures for integrating vehicles back into the on-site stacking queue.

5. Bicycle and Pedestrian Safety Measures – Description of measures to accommodate and protect bicycle riders and pedestrians, including designated crossing locations, crossing guard assignments, and safety signage.

6. Communication and Training – Confirmation that all traffic management staff have been trained in current circulation and safety procedures prior to the start of the school year, including orientation on any new or modified operational strategies.

The Annual School Traffic Operations Plan will serve as a living document to be updated in response to changes in enrollment, traffic patterns, or City requirements. Upon total school enrollment reaching maximum capacity, a new traffic analysis shall be conducted to evaluate the need for sworn detail officers at the Stirling Road and Flamingo Road access points.

VII. On Campus Security

Potential Christian Academy partners with a professional security services provider specializing in campus safety and protection. The school's safety operations are overseen by a dedicated

Director of Campus Security, who is present on-site Monday through Friday, from 7:30 a.m. to 6:00 p.m., alongside an additional full-time security officer. Both officers are trained in traffic management, campus access control, emergency response, and incident prevention.

The lead officer is a certified School Safety Officer under Florida's safe school requirements and maintains active coordination with local law enforcement through direct radio communication. He brings extensive experience in security operations, including crowd control, tactical emergency response, and active threat protocols. All contracted personnel are armed, fully certified, and have completed comprehensive training in active shooter response and other high-alert scenarios.

In addition to campus security responsibilities, the lead officer holds certification to train others in traffic and crosswalk control procedures, enhancing the academy's ability to maintain orderly traffic flow during arrival and dismissal.

To support a secure and responsive environment, all security personnel, key administrative staff, and front desk personnel are equipped with two-way radios for direct communication across campus.

The campus currently operates a video surveillance system with numerous strategically placed security cameras, with plans for future expansion. The school is exploring enhancements to its surveillance infrastructure, including the potential addition of License Plate Readers (LPRs) and integration with local law enforcement through a real-time monitoring program.

Plans are also underway to install secure access gates at each campus entrance. This project is currently in the planning and permitting phase and will proceed upon approval.

Campus staff monitor student behavior during arrival and throughout the school day. Any unusual behavior or safety concerns are to be reported to designated school safety personnel or appropriate school administrators. Collaboration between staff, students, and families is encouraged to maintain a culture of awareness and vigilance.

All exterior doors are secured daily starting at 8:00 a.m. After 9:30 a.m., campus entry is limited to a single controlled access point. All visitors must check in through a secure entry process, which includes presenting identification and receiving a visitor pass through the school's electronic visitor management system. Visitor passes must be visible at all times, and guests must be escorted while on campus.

Parents are welcome to attend designated events such as chapel services and may wait in approved areas to join their children. For safety and continuity, students may not be removed from classrooms or other campus areas without notifying the teacher and school office. Items

delivered during the school day are processed through the front office to minimize instructional disruptions.

All employees are issued identification badges at the time of hire, which must be worn during work hours. These badges display the staff member's photo and title and include emergency protocol references. Employees assigned radios or access credentials are required to carry them during all operational hours.

Controlled access to key areas of the campus is maintained through electronic fob systems. These secured access points include:

- Main administrative entrance
- Second-floor access points
- Preschool hallway entrance
- Children's auditorium entrances
- Cafeteria/lunchroom access
- Designated church and shared-use areas

These measures collectively support a secure, well-monitored environment for students, staff, and visitors.

A. Alertify – Broward Sherriff's office Notification System

The Broward Sheriff's Office, in conjunction with American Heritage School, has set up an emergency notification system called Alertify. The purpose of Alertify is to notify registered schools of any incidents or school lockdowns occurring in BSO jurisdiction areas. PCA is registered on this list and receives emergency notifications regarding incidents and lockdowns initiated by the Broward Sheriff's Office.

B. Threat Assessment Team

The Threat Assessment Team is responsible for guiding the development, implementation, and continuous improvement of the institution's crisis management and emergency response plans. Team members bring diverse expertise in areas such as emergency preparedness, campus security, and medical response.

The team convenes on a monthly basis, typically following scheduled emergency drills (e.g., fire and lockdown drills), to review After-Action Reports, assess the effectiveness of protocols, and update the Crisis Management Plan as needed. These meetings also serve as an opportunity to provide feedback, share new resources, and conduct debriefings related to recent drills or incidents.

In addition to monthly meetings, the Threat Assessment Team holds biannual planning sessions—once prior to the start of the academic year and once mid-year—to conduct a comprehensive review of the emergency operations plan. These sessions may include collaboration with affiliated organizations or facility partners, as appropriate.

When necessary, the team consults with external experts in law enforcement, emergency management, public health, and other relevant disciplines to ensure alignment with current best practices and regulatory standards.

C. Special Events

Most of the school's events occur within school hours. The church has ample parking and a large auditorium to accommodate these events. Occasionally, the school has evening events like an Open House and an annual musical in the early evenings. Evening events are generally concluded by 8:30 p.m. PCA security is always present at all these events.

D. Gate Access Schedule

To enhance safety and security on Potential's campus, gates will be added to the three points of entry. All gates will be unlocked for arrival and dismissal. Outside of arrival and dismissal times, access to the campus will be limited to the gate by the Stirling Rd entrance. This gate will be controlled access by a PCA security officer. All Incoming traffic will need security access to their campus. Visitors will check in with the security officer, who will utilize Visitu to manage campus visitors.

- Stirling Green Room Entry will be closed from 9:30 AM-12:15 PM and 12:15 PM-1:40 PM
- Entry to the North lot will be closed from 9:30 AM to 1:40 PM, Monday to Friday
- All gates will remain open during arrival times from 7:30 AM – 9:30 AM
- All gates will remain open during dismissal times 1:40 PM – 3:15 PM
- All gates will remain open overnight and on weekends

VIII. Operational Management Plan Summary

The operational policies and procedures outlined in this plan demonstrate that the school site provides adequate on-campus vehicle stacking and traffic control measures to support daily operations effectively. A combination of pre-opening preparations, clearly defined arrival and dismissal procedures, staggered release times, and after-school programming contributes to a smooth and orderly flow of vehicles and pedestrians throughout the day.

To ensure traffic does not impact adjacent public roadways, an overflow management protocol is in place. If vehicle stacking exceeds on-site capacity and begins to affect through traffic on Stirling Road or Flamingo Road, vehicles will be temporarily redirected to a designated overflow parking lot. A traffic detail stationed on Stirling Road will coordinate re-entry into the stacking queue as space permits.

Trained school staff and certified school safety officers are deployed during arrival and dismissal to manage traffic, assist pedestrians, and maintain a continuous flow of vehicles. Enhanced campus security measures—including secured perimeter gates, controlled access points, and real-time monitoring—further support a safe and efficient school environment.

All parking and stacking provisions meet or exceed the requirements set forth in the City of Cooper City's Code of Ordinances, ensuring full compliance with local regulations.

IX. Appendix

A. Security Officer Job Description and Duties

Job Description

POSITION TITLE: School Security Officer (Armed)
REPORTS TO: Security Director
POSITION GOAL(S):
The primary purpose of this position is to ensure the safety, security, and welfare of all students, faculty, staff, and visitors at Potential Christian Academy. This position will foster positive relationships with students and the learning community while working in tandem with existing administrative practices and building procedures to maintain order, prevent crime, and assist the building Administration with the school's operations.

JOB DUTIES / ACCOUNTABILITIES:
- Ensures the security, safety, and well-being of all personnel, visitors, and the premises.
- Patrols and monitors assigned areas of the school buildings, grounds, and parking lots to deter, detect, report, and stop violations of the law and/or school policies.
- Secures premises and personnel by controlling entry and screening all visitors per school policy.
- Detects, investigates, and reports unauthorized or suspicious persons, vehicles, and activities.

- Monitors surveillance and security panel alarm systems, communicating necessary information to prompt required investigation and facilitating the appropriate emergency response.
- Notifies the administrative staff, police, fire department, or other appropriate authorities of security or emergency situations.
- Assists administrators and staff in crisis and emergencies.
- Assists with planning, coordinating, and working on special events and projects.
- Assists the building Administration with the operations of the school.
- Assists with investigations as needed and assigned.
- Works closely with law enforcement agencies to conduct and participate in any and all training as determined appropriate.
- Makes rapid and appropriate decisions during stressful situations.
- Responds to incoming security calls according to established procedures.
- Responds to critical incidents and investigates to determine the cause, then takes appropriate action.
- Assists injured persons and determines appropriate action in a timely manner, including contacting emergency medical personnel when necessary.
- Regularly patrols school perimeter and facilities, including security checks of school sites, including the school buildings, ensuring that access is limited to approved and specified points of entry, as well as school grounds, athletic facilities, and parking areas.
- Supervises or provides crowd control for student, adult, and community events/activities (as assigned) to ensure compliance with school safety and security procedures and Board Policy.
- Maintains CPR and first aid certification.
- Must be willing and able to carry and use all security weapons, including a firearm, per the law.
- Must qualify with a firearm according to the approved district firearms and ammunition list.
- Satisfies annual firearms training/certification requirements.
- Maintain professional conversations with staff, students, and parents. Profanity is strictly prohibited.

OTHER DUTIES

- Performs other related duties as assigned by the Head of School or other appropriate
administrator(s).

EXPERIENCE / KNOWLEDGE:

- Excellent problem-solving and people management skills.
- Above average computer skills and knowledge with Microsoft Office Suite, electronic monitoring, and programming software.
- Responsible and professional leadership.
- Ability to review and evaluate operating procedures and recommend improvements.
- Strong ability to provide a very high level of customer service to schools and the community.
- Ability to prepare and brief high-level and sensitive information reports as required.
- Knowledge in working with technical communications systems, programs, and equipment during daily operations and emergency circumstances.
- Ability to multitask while working on a computer and monitoring several technology outlets
  simultaneously.

QUALIFICATIONS / EDUCATION:

- Minimum of 5 years of experience preferred in law enforcement, having retired or separated in good standing.
- Possess a valid driver's license and Firearm Owner's Identification Card.
- Strong people and process management skills
- Successfully pass a fingerprint criminal background investigation, physical fitness examination, drug/alcohol screening, and mental health evaluation.
- Must be able to pass a background check for a firearm purchase.
- The knowledge, skills, and abilities listed above are typically acquired through the levels of education and experience listed. However, any equivalent combination of education and/or experience, which provides an applicant with the listed knowledge, skills, and abilities to perform the essential duties and responsibilities of the position, may be acceptable.

B. Security Officer Schedule

Security Officers' Schedule

The security officers should refrain from touching students other than fist bumps and high-fives. As per DCF guidelines, the armed security officers are to refrain

from going into the one-year-old and two-year-old hallway (preschoolers) as well as the playground when preschoolers are on the playground.

- Morning carline begins promptly at 7:30 a.m. under the black awning. One security officer to remain at the black awning, front and center, as a visible security presence until 8:05 AM
- Between 8:30 AM and 9:15 AM, a Security Officer shall do a foot patrol to preschool area in the church lobby, assure both classroom doors are locked, including rear and side doors, patrol all 3 buildings, Church Lobby, 2nd floor class rooms in the Youth building, and PCA main building including school admin offices. Except on Wednesday, due to Chapel, the Officer goes directly to the main auditorium by 8:15.
- Wednesday Chapel: The Officer will remain at the Church lobby vigilant and present, while the second officer roves and patrols the campus. When the elementary chapel concludes, the security guard will go to the Kids Auditorium for preschool chapel and remain vigilant and present.

Note:

During morning and afternoon carlines, the security officer should manage the traffic and individuals crossing from the parking area. Cell phones should not be utilized during both morning and afternoon carline times unless it is being used for the PikMyKid app. The security officer should be visually sweeping the road and parking lot to ensure the safety of both parents and students. Outside of carline time, cell phone usage should be limited, as the security officer's main focus should be securing kids, parents, staff, and visitors on campus.

- At 10:00 am 2nd Security Officer will sweep all 3 buildings, check the preschool classrooms, check all exterior doors in the church lobby, and check all exterior doors, making sure they are secure and closed., Check and walk the halls on the 2nd floor classrooms in the youth building and in the main school building, including the administration offices.
- Both Security Officers should take their lunches before noon, ideally.
- Carline should be a constant movement and a safe but rapid flow; long-winded conversations with parents should be avoided during carline.

- Parents should stay in vehicles during drop off and pick u. To buckle, parents should pull forward to the designated seat belt buckle area.
- 1st Officer should take lunch from 11:00 AM to 11:30 AM
- 2nd Officers should take lunch from 11:30 AM to 12:00 PM
- Both Officers should be ready for the early release that starts at 12:00 PM
- 12:00 pm Officer should use the PikMyKid app on the iPad until 12:30 pm
- At 2:00 pm 1st Officer starts PikMyKid app on the iPad until 3:00 PM
- 1st Officer goes home at 3:15 pm EOT
- 2nd officers take over vigilance duty and patrol, sports activities, and after-care dismissals, until 6 pm.
- Check with the Afterschool Director before ending the tour to make sure that all kids are gone.

- Please connect with the administration when needed:
  - Julia Elliott 954-770-2019 (Head of School)
  - Jean Osman 305-502-8309 (Administrative Director, Preschool Director)
  - Jennifer Robinson 954-647-4309 (Lower School Principal)
  - Vinnie Blye 904-769-1240 (Upper School Principal)
- Be visible and monitor student movement outside of the classroom.
  - Lunch Schedule
  - 1st Lunch 11:00 AM - 12:00 PM
  - 2nd Lunch 12:00 PM - 12:00 PM
  - 3rd Lunch 12:30 PM – 1:00 PM

Middle School Class Changes
  - 7:57 AM - 8:00 AM
  - 9:04 AM – 9:07 AM
  - 10:05 AM – 10:08 AM
  - 11:06 AM – 11:09 AM
  - 12:07 AM – 12:10 PM
  - 1:39 PM – 1:42 PM
  - 2:12 PM – 2:15 PM

C. Visitu System and Tutorial

Visitu, a PikMyKid Company, is a visitor management program application and software. The security officer will utilize this program to collect visitor information,

scan driver's licenses, capture photos, print badges, and run and screen instant sex offender background checks. Visitu also automatically announces and notifies employees of guests via text messages or email, or both. After visiting the campus for the first time, visitors may download the Visitu app, the app generates a QR code for quick check-in with the security officer.

Should a visitor's background check come back **positive as a sex offender**, the staff member whom the visitor is requesting will be asked to come to the visitor's vehicle. The visitor **will not** be allowed onto their campus. Should the staff member be unavailable, the visitor's contact information will be collected and passed on to the staff member to follow up with at a later time. An effort will be made to uphold Florida State Statute requirements in regard to sex offenders.

Florida Statutes 948.30(4)(a) states: A prohibition on **visiting schools**, child care facilities, parks, and playgrounds without prior approval from the offender's supervising officer. The ctheirt may also designate additional locations to protect a victim. The prohibition ordered under this paragraph does not prohibit the offender from visiting a school, child care facility, park, or playground for the sole purpose of attending a religious service as defined in s. 775.0861 or picking up or dropping off the offender's children or grandchildren at a child care facility or school.

Management of Employees and Visitors

Employees - Employees will receive static cling decal parking permits. This decal will be registered with the staff information as well as vehicle information, a record of the decal issued will be logged in and kept and managed by the administration, and monitored by the director of security. New employees will receive their parking permit decal and will return it when they leave employment at Potential. Employees with decals will be allowed to enter without stopping.

Delivery Drivers - Drivers who are dropping off packages in the church and school offices, such as **USPS**, **FedEx, UPS, and Amazon,** as **we**ll as their contract **landscaping services,** will be permitted to enter without checking into Visit U.

Vendors - Vendors who will enter buildings and have access to where students are located will be checked through the Visit U application. This may include air conditioning repair, electricians, etc. These are all considered campus visitors

Food Delivery Services - Food delivery services such as **Uber Eats** and **DoorDash** will drop off at the reception desk or meet staff outside. Security will radio either the school office or the church receptionist. All drivers will have to present ID and be checked in via the visitu application.

Visitors - Visitors will be checked into the Visitu application. Once they have checked in and received their visitor's sticker, they may proceed to either the school office or the church reception desk in the main lobby. When visitors are checked in through Visitu, the employee who is being visited is automatically notified via text message.

After Care Pick Up and 12:30 Dismissal - Individuals picking up at 12:15 or aftercare are to pull in front of the black awning in the South building and are to remain in their vehicles. Students will be brought out to their cars for dismissal. Parents picking up their 1- and 2-year-olds at 12:15 are to go to the church lobby to pick up their children. These parents will not be checked into Visitu.

Inclement Weather

In the event of heavy rains and strong winds, the security officer will secure equipment and may sit in a security vehicle to monitor incoming vehicles. Security procedures and protocol will continue as normal with care.

Scripts

Greeting: Good morning/afternoon. How may I help you?

<u>FOR Potential Christian Academy</u>

Parent Request: I would like to *drop off* my child's lunch, iPad, uniform, etc.

Security Response: Sure, I would be happy to help you with that. What are you dropping off? May I have your child's name, grade, and the teacher's name?

Action: Scan the parent's QR code, notify Marissa via radio and or Voxer, entitled, Marissa will ensure that items are picked up by the teacher.

Parent Request: I am bringing my child to school.

Security Response: Sure, I would be happy to help you. Can I have their ID, please? (Log them into Visitu via QR code.) Thank you! You are all set. You can park right here and walk your child to the front office.

Action: Check the family into Visitu. Show them where to park. Direct family to the front office.

Parent Request: I would like to *pick my child* up early.

Security Response: Sure, I would be happy to help you. Can I have their ID or QR code, please? (Radio school office and log them into Visitu.) Thank you! You are all set. You can park right here and pick your child up from the front office.

Action: Call on the radio to let the School reception know the name of the child who is being picked up so that she can go ahead and ask the teacher to send the student to the front office. Check the family into Visitu. Give them a badge. Show them where to park. Direct family to the front office.

Parent Request: I am here to do a tour of the school, or I am here to see someone in registration.

Security Response: Are you _____? (Look at "EXPECTED" on Visitu and call the individual by name.) Awesome! Mrs. Gonzalez is expecting you.   May I have your ID, please? (Log them into Visitu.) Thank you! You are all set. You can park right here and walk to the front office.

If the individual is not on the "EXPECTED" list, say, "I am sorry, I do not have you on the list. Would you like to go to the school office and make an appointment? You can

scan their ID and send it to the school office to make an appointment with the receptionist.

Action: Check the family into Visitu, Give them a badge. Show them where to park. Direct family to the front office.

<u>FOR Potential Church</u>

Guest Request: I am here to see _____ (church employee).

Security Response: Sure, I would be happy to help you. May I have your ID, please? (Log them into Visitu.) Thank you! You are all set. Please drive around to the main church building and park. Just walk through the glass doors and you will see the receptionist at the back of the lobby.

Action: Check the family into Visitu. Give them a badge. Tell them where to park. Direct the family to the church receptionist. Notify the church receptionist via radio and Voxer that a visitor is on the way.
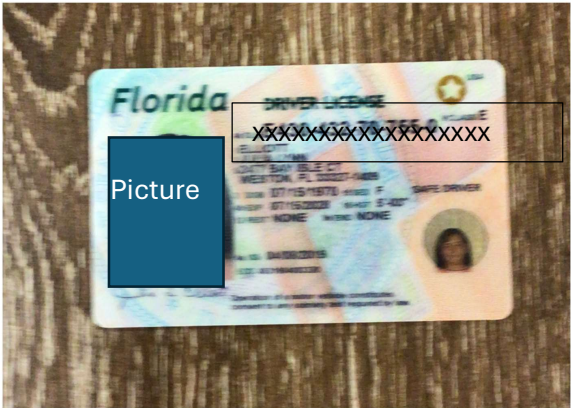
Visitu Tutorial

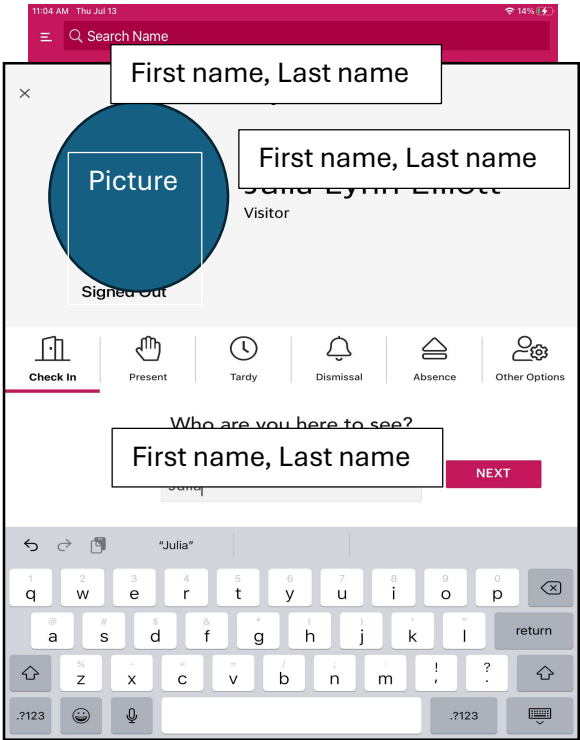Visitors to the Potential campus will be checked into the campus through Visitu.

×

SCAN DRIVER'S LICENSE
Please hold the **FRONT** of your drivers license within the frame.

Florida

XXXXXXXXXXXXXXXXX

Picture

Tap to Focus

The visitor will provide the security officer with his or her driver's license.

11:04 AM   Thu Jul 13   14%

≡   Q Search Name

First name, Last name

×

First name, Last name

Picture   Julia Lynn Elliott

Visitor

Signed Out

| Check In | Present | Tardy | Dismissal | Absence | Other Options |

Who are you here to see?

First name, Last name

Julia   NEXT

↩ ↪ ⎘   "Julia"

q	w	e	r	t	y	u	i	o	p	⌫
a	s	d	f	g	h	j	k	l	return
z	x	c	v	b	n	m	!	?	

.?123 ☺ 🎤   .?123 ⌨

Begin typing in the name of the employee the visitor is going to see. It will automatically populate and text message notifications will be sent

CONFIRM YOUR CHECK IN

Picture

First name, Last name

July 13, 2023 - 11:06 AM

First name, Last name

Thank you for checking in!

BACK
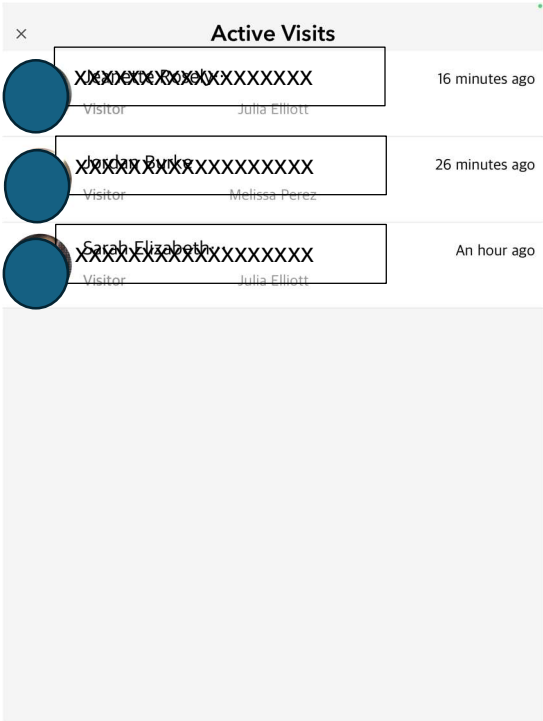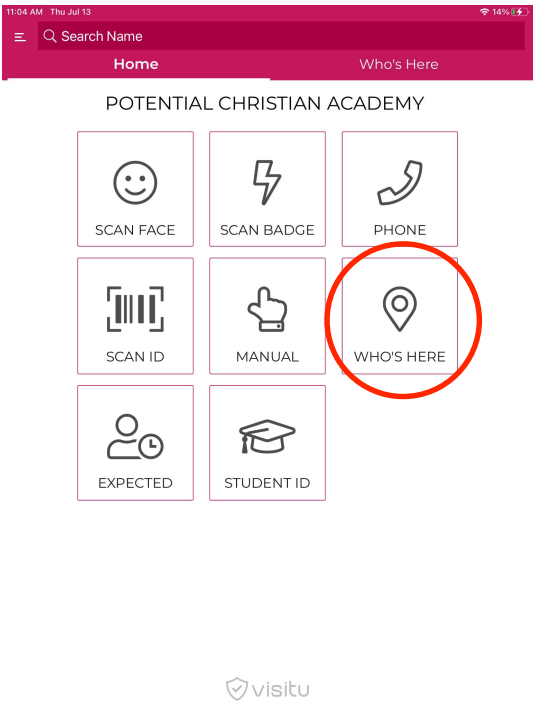
PRINT BADGE

VISITOR PHOTO
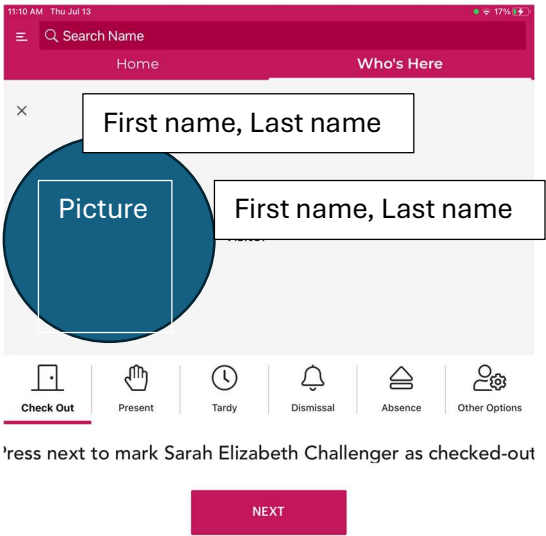
Use this photo or take another?

Picture

RETAKE PHOTO

USE PHOTO

Frequent visitors can download the Visitu mobile app QR code for quick access to the campus. Security can look to see who is currently on campus at any given time.

To check individuals out, select the individual, then select Next.

The security officer can receive notifications regarding upcoming visitors. This allows the security officer to welcome warmly, stating that the visitors are expected. For example, individuals who are coming to tour the school or special VIP guests.