

Covenant Facility and Campus is to be used to bring glory to God and serve the community. We view the facility and campus as an extension of our ministries. It is our belief that, as we serve each other we serve Christ. For this reason our facility and campus is open to Covenant Partners of The Church at Covenant Park and non-partners for constructive use. In determination of whether use of the facility/campus by any group is appropriate, Vision, Mission, Value statements of Covenant are used for guidance.

#### FOR INDIVIDUAL(S) PROVIDING SUPERVISION:

Background checks will be required for each person who serves in the area of Covenant's Family Ministry (AWANA, Cove, Clubhouse, Uth). Any organization using the facility will acknowledge that each person in supervision of children 17 or younger has received a background check deeming them acceptable to work with minors.

All who participate in any of Covenant's Family Ministry area must complete basic Leadership Development training within their area of service (Cove, Clubhouse, Uth, etc.) prior to serving.

All classroom doors will either have a window in them or remain open throughout the length of class.

A second set of eyes will always be present throughout the classroom designated area.

If there is only one adult in the room:

- The door must remain open.
- an area monitor will be made available to look in or assist with room needs.
- For protection of our volunteers and children, no volunteer is permitted to change diapers (parents will be notified to do so).

DROP OFF / PICK UP:

Preschool children, ages 0-5, should be dropped off at their respective classrooms by an adult.

- Individual must be 18 or older to pick up a preschool child.
- Individual must be 18 or older to pick up a child in grades K-5<sup>th</sup> grade, unless it is a sibling, in which case individual shall be of high school age.

All children 17 and under must have a completed information card on file.

- Information card will include family information and child's personal and health information including allergies and/or special needs.
- All bags should be tagged with family last name and family #.

## FAMILY NUMBER SYSTEM (preschool and children)

- Each family will be assigned a three digit family number.
- Parents will receive a set of key tags containing their family number.
- Tags are the identifier for reuniting children, guardians and belongings.

If a need arises with a child (diaper change, illness etc.) the family number will be displayed on a screen in the front of the auditorium.

When a family number is displayed the parent should come back to the “Family Room” in the cove hallway where they will be reunited with their child to address the child’s situation.

## FOOD

Parents of children with allergies should provide an alternative snack for their child.

In the case of a child with severe allergies, no snack will be given in that classroom.

For Cove, the only drink served with snack will be water.

For clubhouse, the drinks served will be limited to juice or water.

Uth may be served any beverage (soda, coffee, juice, etc.).

Snack Notification- snack for each class will be posted so that parents are aware of what snacks will be given and can notify the individuals providing supervision of any food issue.

## RULES/BEHAVIOR

Character development is our primary goal, not just desired behavior. We desire to help them understand their need to be vs. their need to do.

Corporal punishment will NOT be used.

There are times kids must sit out, typically just long enough to separate them from the undesirable behavior, and talk to reinforce proper behavior. (Typically this is no more than a few minutes)

For extreme behavior problems the first person addressing the behavior should be the individual providing supervision. If the behavior persists the area director should be notified. If the situation requires it, the Director can then speak to the parent or direct the individual providing supervision to talk directly to parent.

## FACILITY USE

For those using the facility (for ministry or outside use):

- All toys should remain in the room where they are located to insure age-appropriateness.
- All toys played with should be wiped down with disinfecting wipes (wipes provided in each room).
- Individual rooms should be cleared of all waste.
- Trash bags should be pulled and placed outside of nearest door.
- Room(s) should be reset the way they were before use.
- Vacuum area (vacuum located in mechanical closet on each floor – blue key)

All food items **MUST BE DISPOSED OF OR REMOVED** from the facility upon conclusion of event. Please **DO NOT** “DONATE” food items or paper goods to the church by leaving them in the kitchen and/or refrigerators.

Notify [frontdesk@covenantlife.net](mailto:frontdesk@covenantlife.net) with any issue that you may have or noticed before or after use so that we can insure the facility is safe and suitable for future usage.

## SICKNESS

We ask that parents to do not bring their children to ministry areas if:

- They have had a fever, diarrhea, or vomiting within the last 24 hours.
- They have been diagnosed with a communicable disease (chicken pox, flu, etc.).

These guidelines should be followed by those in roles of supervision (teachers/helpers) as well.

Parents will be notified through the numbering system if their child is displaying any symptoms that warrant removal from group setting.

## MEDICATIONS

No staff member/volunteer is permitted to administer any medications. An EpiPen or inhaler may be used if provided by the parent.

## IN THE EVENT OF AN EMERGENCY OR PERSONAL INCIDENT

Complete an Incident Report and submit to [frontdesk@covenantlife.net](mailto:frontdesk@covenantlife.net) in the following situations:

- Minor cuts/bruises, twists or sprains requiring first aid measures.
- Any release of bodily fluid (blood, vomit, urine, other) onto any surface area.
- Serious injury requiring ambulance or ER visit.

## IN THE EVENT OF FIRE OR OTHER EVACUATION

Evacuation routes are posted in classrooms, bathrooms and kitchens and included in teacher binders.

## DESIGNATED EVACUATION MEETING PLACES

- Uth will exit through the outside stairway and meet outside by the fence in the parking lot.
- Clubhouse will exit through the front stairway and meet in the parking lot.
- Cove will exit through the back hallway doors and meet on top of the hill behind the church building.

## TO DO's

- Sound alarm by activating system, call 911.
- Quickly and safely exit the building through designated routes.
- Close doors and everyone exits buildings.
- Confine fire by closing all doors.
- DO NOT use elevator.
- Fire extinguishers (marked on evacuation route maps) can be used if you can do so safely and quickly.

## IN THE EVENT OF A VIOLENT INCIDENT

- call 911
- secure yourself and others, lock doors behind you.
- evacuate, do not attempt to confront individual.
- If a bomb threat is received by phone, keep caller on phone. Direct someone else to call 911 and evacuate the building.