Orientation Information Fall 2017 – Spring 2018

Please sign the last page and bring to your 1st time at enrichment. Thank you.

Locations Important to Enrichment.

1. Hallway by the Garage. This hallway has the bathrooms. Please do not go past this hallway into other parts of the church.

   **We are allowed to be within the red-squared area only.**

   **RED EXITS are marked on map in case of Emergencies**

2. Outside Quad classrooms – These will be where the nursery is and other classes. Nursery is in Quad D. Some classes are being held also in the family lobby outside the Quad.

3. Kitchen – This is where art classes and Kids in the Kitchen will be held. We will not be able to use oven, microwave, or refrigerator so please pack a boxed lunch. This is also the area where the cleaning sink and supplies will be.

4. The Welcome Alcove – This is the ONLY entrance for all families who will be parking in Lot A. In this area will be the welcome table that will have nametags and important information regarding enrichment. Also, this area will house classes for some of the day.
LOCATION ONE – *Over by the hallway leading to the bathrooms*

- This hallway has the only bathrooms we are to use and keep clean.
- No going beyond the hallway where the bathrooms are towards the front of the church please. The church has been very gracious to designate our group our own wing of the church. In turn we agree to not leave the wing. There are offices, people meeting and working in other areas of the church.
- Our responsibility is to leave the building every week the same or even cleaner than the day before. This place for all of us to be together is a gift and we should write a thank you note with our actions every time we step foot inside.

**Safety Policies**

Our group will be focusing on 4 emergencies involving two different ways to handle them. Either evacuating the building or staying inside the building in a safe location. These procedures are critical for every family to know how to handle them if they happen so we can have a safe environment.

- **PLEASE have your cell phone on or near you on vibrate in case of an emergency. We sometimes try to stay unplugged, but it could be critical for dialing 911 in the event of a medical or building emergency.**

1. **FIRE** – Follow the evacuation procedure for the building and exit with your class at the nearest exit. Know your nearest exit for every class if you are a teacher or helper. Exits are marked on your map. The children go in a line holding hands with a teacher helper in front and the teacher in the very back with the attendance packet to make sure all children are safe and have exited the building.
IMPORTANT – If you have a baby in the nursery and you are a teacher/helper, tell each other. **YOU NEED TO RUN TO THE NURSERY AND GET YOUR BABY! There are not enough hands to carry all babies out. All other children go with their class. Nursery moms get your babies!**

2. **Tornado** – Go to inside bathrooms

   The quad has a bathroom facility right outside that hallway leading to the kids care rooms. This is not to be used on a regular basis, but is very close and can be used during a tornado. The bathrooms we have use of down the hall are larger. Please use either that is closest.

3. **Code Adam** – Code Adam is described in 2 different attachments you are receiving with this document. Code Adam is a set of detailed instructions of how we should handle the knowledge of a missing child. It is critical that action be taken immediately since EVERY MOMENT makes a difference if the child is in danger. Please read the two attached handouts. We want every child above age 9 to help looking for a missing child, so please discuss these procedures if Code Adam was to be called during enrichment. **Please also pay attention to the shoes your child wears during enrichment. It is not mentioned on the handouts, but kidnappers will change the child’s clothes but rarely remove shoes of a child and are often a distinguishing markers.**

   **Brief steps –**
   
   A. “CODE ADAM” is yelled and the name of who is missing and a brief description.
   
   B. ALL ADULTS nearest an exit go to that exit and stand there so no one leaves the building. Do not leave any exit until the child is found. Please go to ALL exits, since there are many more that aren’t near our “wing”. In the event that this happened, a leader will go immediately to the church office to get the lock down in place. There are exit and building cameras in Susan’s office.
   
   C. Adults should be looking out entrances for any suspicious vehicle leaving grounds.
   
   D. If child is not found within 5 minutes, police are called by a leader.

   **Everything STOPS and everyone participates until the child is found!**

   Children younger than 9 stay in classrooms.

4. **Any other situation of danger for either yourselves or children** - We are talking about a situation of violence.

   Please review this handout with your husband at home and mentally prepare for how you would handle any situation that arises. If there is any time that you hear gunfire, you need to stay calm and assess the situation quickly. The ALICE guidelines can help you do that. Some of the classrooms have closets. Please assess the classrooms you serve in and notice whether the door locks and whether there is a closet. The priority is safety for children first. That might mean barricading the door and getting them into that closet.

   **These are hard and difficult and painful topics to think about. We prepare and pray we may be given the tools to make the right decisions at the right time to help the people who need it. Having a plan and being prepared works and saves lives.**

   We as a group need to know right away if a child is not where they are supposed to be...
   
   • **Older children should plan to use the bathroom between classes.**
LOCATION TWO – Safety Post, weather, dress code, and sick policies

Sick child policy-

If you are a teacher or parent or helper, PLEASE SPEAK UP to a leader regarding your concern for a child. Do not question yourself if you suspect a child is ill. Please go to a leader and your observation will be handled anonymously, with discretion and respect for that mother. There is not one mother in MTEP who has not had a sick child at one point. We are taking steps as a group to prioritize the health of all children by providing clarity on our sick policy. Please read our sick policy located on the MT website.

Inclement Weather Policy -

In the case of inclement weather, please check the website forums for cancellations. In general the building will be closed and classes will be cancelled using the same criteria as the Franklin school district (www.franklin.k12.wi.us). This is usually broadcast on many local news/radio stations early in the morning. Please, never risk traveling in what you observe to be hazardous conditions regardless of school closure information.

Dress Code Policy –

We desire to provide a place where the Spirit of God can work in the hearts and lives of our members. Our desire for modesty in dress is rooted in our goal to honor the Lord in every area and to not create "stumbling blocks" in the minds and hearts of others. The Leadership Team will address any issues of improper dress as they are brought to our attention.

❤️ Here’s our thank you note to the church with our actions again!

During the winter months, if boots are worn they should be removed and left neatly along the side of the welcome alcove on the rubber mats to prevent the tracking of snow and salt around the building. An extra pair of dry shoes or slippers should be brought and worn.

LOCATION THREE – Kitchen and food policies

KITCHEN Rules -

• We are not to use either the microwave or the oven for personal lunch use. This use is only for scheduled classes.

• If you are bringing lunch. Please bring cold-packed lunches in your lunchboxes. Please line them up along the roll-down gate in the kitchen. If you are late to enrichment, please put them on the counter at the entrance of the kitchen or with your things because a class will be in session.

• No snacks other than lunchtime. If a snack is needed, please speak to a coordinator.

• We are a nut-free zone. Southbrook is a nut-free facility. Please make sure your snack/lunch does not contain nuts or products that may contain nuts (peanuts or tree nuts). Thank you for keeping our children safe. Please contact a coordinator with any questions or other concerns. Ideas on what is safe? (please read nut attachment)
LOCATION FOUR – The Welcome table and the welcome alcove. Nametags, attendance, and clean up duties

• The door opens in the morning 8:45am. Parking Lot A is where we are to park. It is on the left of the building and marked with a sign. We are not allowed by contract to enter the building earlier than 8:45am. The first person to the church buzzes in order to be let in, but please do not buzz after that. Wave and knock and there will be someone there shortly. The church office is busy and is not responsible for buzzing our group in.

• **The entrance door is ALWAYS locked from the outside for safety reasons and should NEVER BE PROPPED OPEN.** If you are bringing multiple items into the building, please bring those first to the entrance and then have the door opened only once.

• When you enter please remove any boots and place them in the welcome alcove along the side since there will be classes in this space. Then go straight to the coat racks closest to the alcove and put any coats or personal belongs to be kept there. Nothing should be placed on the floor. The group needs the space within the family lobby for classes. Clutter will prevent the space for being comfortable for all the children.

• Please keep your cell phone on vibrate on your person during the day in case of safety emergencies.

• After removing your items please take your child/children to their 1st class, your baby to the nursery, and please go to your 1st location unless you are a first hour teacher, then go to pick up nametags first.

Nametags

• **In the morning nametags are picked up by the first hour teachers and distributed during the 1st hour class.** Each morning the teacher or helper designated this duty will grab the bag of nametags and bring them to class to give out. Nametags will be color coordinated by the first class on the day.

• During the last 15 minutes of the last class of the day, a designated parent will go around to class rooms and collect all the nametags of students and parents. Each week the name tags will easily sort into containers by color and be ready to go back on the table to be picked up by teachers the next week.

• Any family leaving BEFORE the last class of the day will be responsible for dropping their nametags off at the welcome center on the way out of enrichment.

• **Any loss of a nametag from a parent or child will need to be replaced at the parent’s expense of $5 dollars per nametag.** There will be temporary stickers at the welcome table but that name will be recorded and the fee needed to be paid the next week if a nametag is not produced.

Attendance late or absence policy

• Attendance – **Parents and their children will not be allowed to go into class if arriving 10 minutes or later after class has begun. If a family is going to be more than 10 minutes late, they should plan to come to the next scheduled class.** The parent is welcome to sit with their child in a quiet spot in the lobby until the next class begins. Entering classes late is disruptive to the learning of the children and the teaching of the teacher.
• If you are going to be late, there will not be someone at the door to open it, so please text/call Beth or another leader to open the door if you can’t get someone’s attention in the building. **Do NOT buzz to be let into the building if you are late for enrichment.**

**Clean Up duties**

• Each family will be assigned a day to clean after Enrichment Classes. If you cannot make the date assigned it is your responsibility to find a substitute for your day or switch days with another family. If you are not participating in the last hour of enrichment, you will have a couple weeks of “set-up team” duty. This group will enter the building at 8:45am and quickly set up the building for enrichment use. There will be a specific checklist.

• Families are responsible for cleaning up after themselves during Enrichment. Backpacks, jackets, shoes, books, etc. should be neatly stored on the coat racks right at the front by the Welcome Alcove when not in use. No items should be kept on the floor, but instead on top of the shelves and in the cubbies. **Another great opportunity to write a weekly thank you with our actions.** Please do not leave scratch marks or mars on their walls and or shelves. The family lobby area, hallways, bathrooms, quads, kitchen etc. should be free from clutter at all times.

• **Teachers are responsible for making sure the room is in order when their class is over - pick up floors, wipe tables, wipe off white boards, and push in chairs.**

**Nursery Procedures**

• Children in the nursery will be assigned baby bags provided by MTEP to be filled with essentials by parents. There is a detailed list of what items go into the bag that Beth Perea can provide for you.

• **The tub of baby bags with the child’s name written on them will be kept at MTEP during the enrichment session and then returned on showcase day. You will not be taking the bags home every week.**

• Nursery will have pre-printed adhesive stickers to go onto the backs of babies shirts. These stickers will include the mom’s schedule as well.

• There will be a second hour mandatory changing of all babies in the nursery. They will also be changed during the day as needed, but this will allow a consistency for all babies to remain comfortable throughout the day.

• If you marked on the nursery form that only you as the parent are allowed to change your baby, then please make plans during the second hour to come into the nursery to change your baby’s diaper. There will be a brightly colored string tied on your child’s nursery bag so you will be notified if there is another diaper change needed throughout the day.

• There will be a Cheerios (yellow box, brand name, gluten-free) snack provided in the nursery. **Please refrain from bringing other food for your baby besides a sippy cup or milk.** If you do NOT want your child to have Cheerios then please speak to Beth Perea.
As an individual, I understand the above expected behavior and agree to behave according to the rules detailed above in the MTEP Orientation Information. I will communicate this information to my children who are in MTEP so they will have the knowledge to make the best choices. I understand that if I fail to comply with these standards I may lose the privilege of participation in the MTEP.

____________________________________  __________________
Signature                              Date

____________________________________
Printed Name