



LHA ECC Building Use Guidelines

To maintain student safety and ensure consistent supervision, all students and parents are expected to follow the building use guidelines below.

Adult Background Checks

- **All adults attending or participating in LHA activities are required by insurance carriers to complete and pass a background check.**
 - This requirement applies to parents, volunteers, teachers, and any other adults who will be present during LHA activities.
 - Adults may not participate in LHA activities until the required background check has been completed and approved.
 - Please remit the background check authorization form.
 - There is a one-time fee of \$20 to conduct the background check.
 - You may provide a current background check completed through a church or another organization where you volunteer to avoid the \$20 fee.

Student Supervision

- **Students may not be outside the building without adult supervision.** The only exceptions are:
 - Entering the building in the morning.
 - Exiting the building at the end of the school day.
- **Students may not be in the hallways without supervision.** Students should remain in their assigned classroom or designated supervised area unless they have permission from a teacher.
- **A hall monitor** will be present at the podium at the kids' entrance to the church.

Kitchen Use

- The kitchen is available for LHA use, including the use of crockpots and other approved small appliances.
- **Refrigerator space is not available for LHA use.** Families who need to keep food cold may bring their own **cooler or insulated cooler bag with ice packs**.
- Families are responsible for bringing their own paper plates, cups, forks, spoons, napkins, and any other items needed for eating lunch. There is **no** storage space at the church for LHA food-service or paper products.
- **Lunches must remain downstairs.** Students may not take lunches or eat meals upstairs.
- Students should use designated eating areas (tables in sanctuary or outside).
- All kitchen and eating areas must be thoroughly cleaned after use. This includes wiping counters and tables, cleaning any appliances or dishes used, disposing of trash appropriately, and leaving the space in the condition in which it was found.

Outdoor Activities

- All outdoor activities must take place **behind the building on the designated grass areas.**
- Students are **not permitted to play in the parking lot.**

Restricted Areas

- **Absolutely NO playing, walking, standing, or congregating on the bank of the canal.**
 - If a student is observed on the canal bank, they will be directed to **return inside immediately.**
 - A student who goes onto the canal bank will **lose outdoor privileges for the remainder of the day** and must always remain with their parent, except during class time. If a student goes onto the canal bank a 2nd time they will lose outdoor privileges for **2 weeks.**
- The conference room and all church offices are restricted areas and are off limits.
- Students should remain in the designated classroom and activity areas assigned to LHA.

Bathroom Use

- Bathroom use is limited to **designated breaks.**
 - Students may use the bathroom outside of scheduled breaks **only with express permission from their teacher.**
- Students should go directly to and from the bathroom and return promptly to their classroom or assigned activity.

General Expectation

Our use of the building is a privilege. Families and students are expected to respect the building, grounds, staff, and one another by following these guidelines at all times. These expectations are in place to ensure **student safety, appropriate supervision, and responsible stewardship of our host facility.**