

WESTSIDE CHURCH



CAMPUS LOCK-DOWN POLICY

All Nursery and Westside Kids classroom doors will be kept locked while teachers and children are in the classroom. All classroom doors can be opened from the inside without a key and meet fire and safety regulations.

The purpose is to increase safety and security on our campus and prevent unauthorized entrance to our classrooms.

Teachers should pick up a key to their classrooms in the Welcome Center prior to their class time to unlock their door as they arrive with the children, then return the key after class.

Nursery:

- Campus Monitors will be on alert as babies arrive and will lock the Nursery when older children are walked to their classes.
- When the service has ended and the main auditorium doors are opened, Campus Monitors will unlock the Nursery doors.

Pre-School through Jr. High:

- Teachers will walk children to classrooms when they are dismissed from the service, unlock the classroom door, then lock it when all children have entered.
- When the service has ended and the first parents arrive at the door, teachers will unlock the doors until all children have been picked up.

Campus Monitors, with keys to the classrooms will be posted to monitor at all times the front of the main auditorium, Building B (Nursery Building), Buildings C and D.

In the event a parent leaves church early to pick up a child in the classroom, gets called out to assist their child, women go to the mom's room or a similar situation while doors are locked, the Campus Monitor will observe and unlock the door.

In addition, the volunteer on duty in the Welcome Center will be on alert for parents leaving to make sure the Campus Monitor is available to unlock the door. If the Campus Monitor is not immediately available to unlock a door for a parent, the Welcome Center Volunteer will unlock the door.

In the event either a Campus Monitor or Welcome Center Volunteer is not able to unlock the door as the parent arrives at the door, a teacher or Nursery Volunteer may open the door for the parent when the parent is seen from the classroom window and feel it is safe to do so.