

CREATING A CHILDREN'S MINISTRY AREA

SPACE NEEDS

- Assess present space and determine if renovation or a new building is needed.
- Check the square footage of current children's space.
Maximum 35 square feet per person (preschoolers and teachers) enrolled in room.
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- Analyze current class enrollment of members and prospects to determine the maximum number of children in each classroom. Enrollment plus 50% of the prospects.
- Determine the additional number of rooms you will need (project for growth).
- List other space needs such as resource room, adult rest rooms and kitchen.

LOCATION

- First- sixth grades on first or second floor. Check with state and local fire departments for requirements.
- Located near Worship Center
- Placed near Young Adult classes
- Preschool area nearby but not a part of the children's area. Parents need easy access to both their preschoolers and children but children's access to preschoolers must be limited.
- Close to parking areas
- Choose a secure area with low or very light traffic in hallway
- Make sure area is accessible for physically impaired persons.
- Children's area accessible from outdoors and can be secured from other church facilities for times when children's fellowships and outings require after hours and parent pick up and delivery. Outside exits can be secured during church programming to prevent intrusions.

PARKING

- Safe covered drive through for pickup and delivery
- Limited traffic to parking area where children's exit – no through traffic.
- Well surfaced for walking and wheel chairs.
- Well drained parking lot and walkways
- Appropriate traffic signs visible and readable
- Adequate lighting available with emergency lighting that operates properly.

BUILDING ENTRANCE

- Well-drained walkway and entrance.
- Door controls to prevent fast closing
- Entry surfaces are matted or treated concrete is used to control slippery conditions.
- Entrance and hallway unobstructed and well lighted.
- Steps and stairs have non-slip surfaces and free of trip hazards
- Stair railings well secured.
- Fire exit doors installed with emergency bars
- Doors leading to outside well marked with emergency exit signs as required by the fire department

WELCOME AREA

- Large enough to have a small desk and love seat or chairs
- Phone jack and phone for emergencies.

HALLWAYS

- Eight to ten feet wide unobstructed hallways
- Vinyl or carpeted flooring
- Color corrected bulbs used in fluorescent light fixtures (See **ROOMS** “*Lighting*”)
- Bulletin boards and framed items hung at adult height
- Doors do not open directly across hall from one another (congestion during arrival and departure)
- Doors open into the rooms rather than into the hallway.
- Bulletin board in hallway for parents rather than in the rooms.

ROOMS

Size and Shape

- Rectangular in shape
- 25 to 35 square feet per person enrolled.
 - Maximum enrollment (teachers and children, Grade 1 –6), twenty-four persons,
 - Room size - 480-600 square foot,
 - Leader to learner ratio 1:6.

Doors

- Two exits per room
- One-piece solid wooden thirty-six inch door that opens into room. Avoid the use of half doors for teaching purposes and security for children.
- Small observation window in door

- Doors entering adjoining rooms not located next to each other or across from one another.

Windows

- At least two windows in every room. Each room needs an adequate source of natural light to alleviate the feeling of being trapped and prevent hyperactivity from incorrect lighting.
- Windows low enough for children to see through (24 inches from floor)
- Solid clear pane windows without sections allow for easy outside view and are easier to clean.
- For window coverings select windows with blinds built between the two glass panes.
- If sliding windows are used to provide adequate ventilation, protective screens or retainers are on the outside of the window to keep a child from falling through an open window. If remodeling, windows that open may be required, in order to provide second source to outdoors. (Check local and state fire codes).
- Windows do not open into the room.
- Window ledges flush with wall and without molding.

Walls

- Durable, safe, and easily cleaned washable vinyl or paint on walls
- Neutral or soft colors, free of discernible patterns–
 - Southern exposure use cool colors (blue or green). Cool colors in a naturally warm room helps child feel cooler. Temperatures affect a child's behavior and emotions.
 - Northern exposure use warm colors (yellow or soft beige). Warmer colored walls in a naturally cooler room helps a child feel warmer, when he is comfortable he is ready to learn.
- Absence of permanently hung or applied items (bulletin boards, frames, murals)
- All walls are the same color
- Two safety electrical outlets on each wall at adult height (about 4 ½ feet from floor).

Ceilings

- Acoustical tiles or sound absorbent materials
- At least 9 to 10 feet in height.
- Light colored preferably white or off white

Lighting

- Windows for natural light preferred
- Color-corrected bulbs in fluorescent lighting units for artificial lighting. Fluorescent bulbs cause hyperactive children. If incandescent lighting is used, be sure rooms are adequately lighted.

- At least two safety electrical outlets on each wall and conduits for computer and internet access.
- Emergency lighting installed and properly working.

Flooring

- Durable and comfortable for child and teacher
- Easily clean and disinfected
- Moderately light in color and free from bold patterns
- Safe and fire-retardant covering
- Vinyl, Tile or carpeting (children's games are easier to play on vinyl flooring)
- If carpet is selected, use
 - Stain resistant,
 - Low pile,
 - Glued directly to floor – no pad.
 - Easy to clean,
 - Light muted colors and
 - Fire retardant.
 - Avoid bold bright colors, patterns, and designs.
 - Carpet should be vacuumed between each use and deep cleaned once a month.
- If carpeting or partial carpeting is used, plan for the rest room to be places so as to prevent mop bucket from being rolled across carpeted area.

Cabinet Storage and Sinks

- Adult/child height counters (36 inches)
- Adult/child height sink.
- Durable surfaces
- High neck faucet for washing hands
- Electronic sensors for “on” and “off” may be more expensive but promotes
 - Good hygiene,
 - Regulates temperature of water to prevent scalds and
 - Saves money on utilities.
- If conventional handles are used, scald prevention valve built in the water faucet.
- Hot water tank thermostat set at ___ to prevent scalds.
- Built in cabinet with closed and open shelving.
- Minimal in-room storage provided (most teaching materials for children are stored in resource room).

REST ROOMS

Children's Rest Room

- Located in between every two departments or near rooms on hallway for all children.
- Child sized toilet and sink.

- Electric sensor water faucet preferred (saves of utilities, prevents spread of disease, and prevents scalding).
- High neck faucet with non-scald valve.
- Hot water thermostat set at ----- to prevent scalds.
- Space for a covered trash can
- Floors vinyl tile so that it can be easily disinfected with bleach solution (See guidelines set by Infectious Disease Control Center, Atlanta, GA)
- Non-locking doorknobs
- Wall storage cabinet (adult height) for hygiene supplies

Adult Rest Room

- Located on nearby hallway (See guidelines “RESTROOMS” in this document).

KITCHEN

- Adult height counter (36 inches) with sink and durable top
- Cabinet space for storage of cooking utensils
- Closet cabinet
- Food storage area
- Locked space for unsafe items
- Provide for
 - Refrigerator,
 - Range,
 - Dishwasher
 - Sink,
 - Air drying area for disinfecting items
 - Washer,
 - Dryer,
- Instant hot water tap

RESOURCE ROOM

- Sink
- Open Shelves
- Work Table
- Electrical Safety Outlets
- Counter space
- Stove with oven