

PROTOCOL FOR ENTRANCE TO MCS CAMPUS

MOUNTAINVIEW MISSION

We partner with parents, sending agencies, the Christian community and the Church to train up and educate students in a Christ-centered environment at a reasonable cost.

Our campus is used for:

- Classroom instruction
- Physical Education
- Fine Arts activities
- Extracurricular activities -- including athletics
- Hosting sporting events with local school teams
- Fine arts events -- Plays, Musicals, Concerts
- Elementary & Secondary Library facilities
- After School study areas
- Dormitory living for some secondary students
- Personal fitness (walking track, fitness room & swimming pool)
- Community gatherings -- SIF, Christmas Bazaar
- Family playtime (Playground, gyms, fields, swimming pool)

We desire Mountainview Christian School to be a **safe place** for our students, their families, staff, faculty, School Board members, and Yayasan members to grow and learn, be encouraged, and support one another both within school hours and after the school day is finished. With this in mind, the Leadership Team has developed a **security protocol to care** for the people on our campus as well as its facilities.

Mountainview Christian School campus is an **“ENTRANCE WITH MOUNTAINVIEW ID ONLY”** campus. Exceptions are described below.*

The fields on the “Mountainview Christian School ID,” (MCS ID), include:

- Full Name
- Photo identification
- MCS Status (student, staff, parent, teacher...)
- Issuing Date

MCS ID grants access to:

- Entrance through front gate or back gate of campus (back gate is for foot traffic and bicycles only)
- Playground, gym, and field use during appropriate hours
- Swimming pool access during pool hours

Fitness Room access requirements:

- Access is reserved to our current secondary students and their parents, current staff, current faculty, former & current School Board members, former & current Yayasan members, and current Community ID holders.
- Training by PE/Athletic department is required

- Keycard may be purchased for Rp. 75.000 in the Admin Office (Sita)

Holders of a MCS ID:

- Current Secondary Students
- Current MCS National Staff & spouses (children may enter with parent & MCS ID)
- Current MCS Expat Teachers & spouses (children may enter with parent & MCS ID)
- Current MCS Board Members, Former Board Members living in Salatiga
- Current MCS Yayasan Members, Former Yayasan Members living in Salatiga
- Current parents of Mountainview students

COMMUNITY MEMBERS

Who may apply for a MCS ID as a *community member*?

- MCS alumni (graduated students) living in Central Java
- Parents of MCS alumni living in Central Java
- Current expatriate Christian Service Community Members living in Salatiga

Application process:

- Completed online application (including basic demographic information and photocopy of passport) found on https://www.mtview.id/events/community_application.cfm
- References from 2 (two) current MCS ID holders
- Annual membership fee of Rp. 2.000.000 per person or Rp. 3.000.000 per family

MCS IDs for community members include:

- Full Name
- Photo identification
- Issuing Date
- Expiration Sticker -- all IDs are valid for one year, new stickers can be purchased with additional annual membership fee

*** EXCEPTIONS on MCS IDs**

1. MCS Alumni (graduated students) not living in Central Java

- Alumni may apply for a “Mountainview Community ID” - FREE for 1 month
- Must present current personal ID (passport, driver’s license, etc) to Secondary Office
- Alumni are reminded to respect school hours (7:45am - 2:45pm). Visits during the school day should be pre-arranged with faculty or staff.

2. Visitors entering campus *without a Mountainview ID* outside special events

- Must enter from FRONT GATE only -- no back gate entrance is permitted
- With an appointment with a current MCS staff or faculty - confirmed by the SECURITY
- Accompanied by current Mountainview ID holder -- this ID holder will be responsible for the visitor and must accompany their guest the entire time

- Visitors accompanying a community ID holder are welcome to utilize playgrounds and participate in community sports events. However, access to facilities such as the fitness room and pool is exclusive to community members, with exceptions made for out-of-town guests of staff, students (e.g., grandparents, extended family), and ministry teams.

3. Visitors for Special Events (athletic, fine arts, and community events...)

- Non-Mountainview ID holders must present a SIM / KTP to the SECURITY at front gate
- Visitors must remain in the designated area for the event
- If the visitor is seen in an undesignated area, SECURITY (or MCS staff) will escort the visitor to leave campus immediately

4. Drivers and Pembantus

- MCS Parents must register their driver and/or pembantu with the SATPAM. Contact office@mtview.id to register
- A copy of SIM or KTP is required
- Driver / pembantu **may NOT stay** on campus during the school day
- Deliveries only
- Preschool and elementary students must be supervised **by a parent** during non-school hours

Are animals/pets allowed on campus?

- Pets must be secured on a leash at ALL TIMES while on campus
- If your pet damages our facilities or property, the owner is responsible to pay to repair or replace the broken item
- If your pet poops anywhere on our property, you must pick it up and dispose of it in a proper area

Can Mountainview facilities be used for large group gatherings?

- A scheduled event for a group of 10+ people must receive prior permission to use Mountainview facilities (single or recurring events included)
- Group representative (MCS ID-holder) complete REQUEST for LARGE GROUP form (https://www.mtview.id/events/large_group_request.cfm) at least 2 weeks prior to the event. This representative is expected to be present at the event and help maintain MCS expectations of care and respect for people and facilities.
- Request should include date, purpose of the event, start time, end time, estimated number of people, specific facilities requested, parking needs, name of person responsible & contact information
- Mountainview expects all trash will be cleaned up and facility supplies will be returned to their original position immediately following the event. If this expectation is not followed, a clean up fee may be required and permission for any additional events may be denied.

Reminders for usage

- *Playgrounds, gymnasiums, and pavilion spaces are for student use only during school hours (7:30am - 2:45pm).* Community members should respect these hours and use these spaces after school only.

(Exceptions may be made for specific circumstances such as Moms in Prayer International uses pavilion space on Tuesday mornings. Please see the Main Office for details.)

- The PE and Athletic Department have priority for the use of gymnasiums, fitness room and swimming pool. Please see Athletic Director (athletics@mtview.id) for specific schedules.
- Appropriate swim attire is required in the pool area. Adults are expected to set an example with modest swim attire. Members are responsible to instruct their guests on how to attire themselves at the pool.
 - Children - still using diapers must wear rubber pants along with their diaper or a swim diaper.
 - Girls/Ladies – modest one or two piece swimsuits covering midriff area, no bikinis.
 - Boys/Men – boxer or jammer style swimsuit. No underwear/speedo type.

Mountainview reserves the right to remove a Mountainview Christian School ID or a Mountainview Community ID from any individual who does not respect or honor the campus, facilities, or people within the gates (without a refund).

AGREEMENT for Mountainview ID and Community Member ID holders

I WILL:

- Treat all people (including expats and nationals) on campus with respect and kindness
- Care for the facilities
- Clean up after myself -- throw away any trash
- Use facilities properly and follow any posted advisories
- Take responsibility to report any damages that occur while using any school property

MCS CAMPUS ENTRANCE & USAGE PROTOCOL

I. Objective

The primary goal of this protocol is to ensure the safety and well-being of all individuals on the school campus, including students, staff, and visitors. By implementing a standardized entrance protocol, the school aims to create a secure environment conducive to learning.

II. Entrance Points

MCS designates specific entrance points for students, staff, and visitors with security personnel at each entrance point to monitor incoming and outgoing traffic.

1. POS 1 (located on the FRONT GATE, the main entrance to the campus)
2. POS 2 (located on the BACK GATE, only for foot traffic and bicycles)

III. Access Control

All individuals entering the campus must have a valid reason for doing so. This includes students, staff, parents, and visitors. MCS campus is an “ENTRANCE WITH MCS ID ONLY” campus.

1. MCS ID cards
 - a. Issued for the following:
 - Current Secondary students
 - Current parents of MCS students
 - Current MCS National Staff & spouses (children may enter with parent & MCS ID)
 - Current MCS Expat Teachers & spouses (children may enter with parent & MCS ID)
 - Current MCS Board Members, Former Board Members living in Salatiga
 - Current MCS Yayasan Members, Former Yayasan Members living in Salatiga
 - b. Access to school facilities such as playgrounds, gym, fields and swimming pools during appropriate hours.
 - c. Access to fitness room requires:
 - Training by PE/Athletic department
 - Keycard, purchased for Rp. 75,000 in the Admin Center (Ms. Sita)
2. Visitor/alumni pass, for visitors and alumni.
3. MCS Community ID, for the approved MCS community members.
4. Drivers & Pembantus
 - a. MCS Parents must register their driver and/or pembantu with the SATPAM. Contact office@mtview.id to register.
 - b. A copy of SIM or KTP is required.
 - c. Driver / pembantu may NOT stay on campus during the school day.
 - d. Deliveries only.
 - e. Preschool and elementary students must be supervised by a parent during non-school hours.

IV. Visitor Procedures

Visitors must enter through the main entrance (FRONT GATE) and register at the security post, where they will receive a visitor's badge to be worn throughout their time on the school campus. It is essential for visitors to be accompanied by a school staff member at all times.

1. Visitor or alumni entering campus without MCS ID, outside of special events must abide the following procedures:
 - a. Enter from FRONT GATE only -- no back gate entrance is permitted
 - b. With an appointment with a current MCS staff or faculty - confirmed by the SECURITY
 - c. Accompanied by current Mountainview ID holder -- this ID holder will be responsible for the visitor and must accompany their guest the entire time.
 - d. Special provision is given to following:
 - Police force when they are on their patrol duties.
 - Government officials.
2. Visitors for Special Events (athletic, fine arts, and community events...)
 - a. Non-Mountainview ID holders must present a SIM / KTP to the SECURITY at the front gate.
 - b. Visitors must remain in the designated area for the event
 - c. If a visitor is observed in an undesignated area, SECURITY personnel (or MCS staff) will kindly request the visitor to return to the designated area. In cases deemed suspicious, SECURITY personnel will promptly escort the visitor off campus.

V. Student Drop-off and Pick-up

1. General Guidelines
 - a. Prioritize the safety of students, staff, and parents during drop-off and pick-up.
 - b. Follow instructions from school staff and security personnel for a coordinated and safe process.
 - c. The provided school-issued car tag must be visible in the front windshield for identification purposes.
2. Entrance & Traffic Flow
 - a. School begins at 07:45 AM and ends at 14:45 PM (for both Elementary and Secondary schools)
 - b. Parents/guardians/drivers are to enter the school premises through the FRONT GATE.
 - c. Follow the designated traffic flow and adhere to all instructions.
3. Drop-off Zone
 - a. Proceed to the designated drop-off zone:
 - Secondary School - Liles Center lobby
 - Elementary School - elementary lobby
 - b. Parents/guardians/drivers are requested to stay in their vehicles during drop-off.
 - c. In the Elementary, school staff will assist students exiting the vehicle safely.
 - d. Quick drop-off to minimize traffic congestion.
4. Pick-up Zone

- a. Proceed to the designated drop-off zone:
 - Secondary School - Liles Center lobby
 - Elementary School - elementary lobby
 - b. Parents/guardians/drivers are required to stay in their vehicles during pick-up.
 - c. In the Elementary, school staff will assist students in entering the vehicle safely.
 - d. Quick pick-up to minimize traffic congestion.
5. Pedestrian Safety
- a. Students and parents use designated crosswalks and always follow the instructions from the security personnel.
 - b. Pedestrians should walk only in designated walkways/sidewalks.
 - c. Running is discouraged in areas with vehicular traffic to prevent accidents.

VI. Security Measures

1. The security personnel perform routine patrols throughout the school grounds, inspecting the overall situation and checking the integrity of physical security infrastructure, which includes doors, windows, and fencing. Additionally, they are tasked with ensuring adequate lighting in and around the school premises.
2. 45 security cameras are installed at key locations on the campus for surveillance.
3. First aid kits/boxes are available on each security post within the school.
4. *Implement alarms or sensors for sensitive areas.

VII. MCS Community ID Members

1. Who may apply for a MCS ID as a community member?
 - a. MCS alumni (graduated students) living in Central Java
 - b. Parents of MCS alumni living in Central Java
 - c. Current expatriate Christian Service community members living in Salatiga
 - d. Special condition for MCS alumni (graduated students) NOT living in Central Java:
 - May apply for a "MCS Community ID" - FREE for 1 month
 - Must present current personal ID (passport, KTP, drivers license, etc.) to Secondary Office
2. Application Process
 - a. Completed online application (including basic demographic information and photocopy of passport) found on https://www.mtview.id/events/community_application.cfm
 - b. References from 2 (two) current MCS ID holders
 - c. Annual membership fee of Rp. 2.000.000 per person or Rp. 3.000.000 per family
3. Expiration Date

MCS Community ID membership valid for one year. Prior to the expiration date, an automatic notification will be sent to the members reminding them to renew the membership.

VIII. General Expectations

1. Treat all people (including expats and nationals) on campus with respect and kindness

2. Care for the facilities
3. Clean up after myself -- throw away any trash
4. Use facilities properly and follow any posted advisories
5. Take responsibility to report any damages that occur while using any school property

IX. Large Group Gathering

1. MCS ID-holders may request for a large group gathering in the MCS campus.
2. A scheduled event for a group of 10+ people must receive prior permission to use Mountainview facilities (single or recurring events included)
3. Group representative (MCS ID-holder) complete REQUEST for LARGE GROUP form (http://www.mtview.id/events/large_group_request.cfm) at least 2 weeks prior to the event. This representative is expected to be present at the event and help maintain MCS expectations of care and respect for people and facilities.
4. Request should include date, purpose of the event, start time, end time, estimated number of people, specific facilities requested, parking needs, name of person responsible & contact information
5. Mountainview expects all trash will be cleaned up and facility supplies will be returned to their original position immediately following the event. If this expectation is not followed, a clean up fee may be required and permission for any additional events may be denied.

X. Animal/Pets Policy

1. Pets must be secured on a leash at ALL TIMES while on campus
2. If your pet damages our facilities or property, the owner is responsible to pay to repair or replace the broken item
3. If your pet poops anywhere on our property, you must pick it up and dispose of it in a proper area

XI. Health and Safety Measures

1. During times of health concerns (e.g., pandemics), the school will implement health screenings at entrance points, including temperature checks and symptom assessments.
2. Hand sanitizing stations will be available at all drop-off points.
3. Communicate and enforce hygiene practices, such as wearing masks if required.