



IMPORTANT ELECTRONIC CHECK-IN STATION INSTRUCTIONS

Who Will Be Using Electronic Check-in: All families with children ages Birth – 5th grade

ELECTRONIC CHECK-IN OFFERS PROTECTION FOR:

Children: A family status can change in a short time and not every volunteer will be aware of these changes. This system enhances the safety and security of children ensuring they are returned to the correct parent or guardian. It is our responsibility to protect minors and offer a safe, secure environment.

Volunteers: Volunteers come in many shapes and sizes; weekly, monthly, quarterly, yearly, as needed, etc. Some come on Sunday, Wednesday, or for a one-time event. Volunteers need a system that offers confidence that they are sending children home in the correct set of hands. It is our responsibility to protect the servants of the church offering a system relieving them of liability.

CHECK-IN LOCATIONS:

Three Check-in locations: Children, **including guests**, of all ages can check in at any of the three locations. There are check-in stations at the Tower entrance near the nursery hallway, at the nursery desk near the elevator and at the preschool/children's entrance. There will be trained individuals at each location to assist you in checking in your child.

SAFETY:

Medical: Each child has unique characteristics and needs. Our electronic check-in prints individual needs such as allergies, medical alerts, etc. on each badge, allowing teachers to minister accordingly. The badge contains a cell number to contact parents quickly and easily. There is a space below to list your child's name and allergies.

Connecting with parents: At the bottom of this form please put the cell number of the parent that will most likely carry and answer their cell. Also **check the box if you can be reached by texting**. This cell number will be your permanent pager number. We will text or call you in the unlikely event we need you. If you are in the Worship Center the **LAST FOUR DIGITS** of your listed cell number will appear on the screen located on each side of the Worship Center.

Drop off of Children: The parent/guardian of every child must drop him or her off at their classroom. Do not allow your child to walk to his or her room alone.

Pick up of children: There will be a security number on your child's security badge and on the badge you receive each week that will be compared and must match in order for you to pick up your child. Please know it is important that you keep your security badge in your possession each week in order that it does not fall in the wrong hands. If you send an older sibling or anyone else to pick up your child they must have your security badge with them.

KIDZ Worship Transition: All 1st – 5th grade teachers leave their classroom at 10:45 to carry their class to KIDZ Worship in the Fellowship Hall. No child can be left in the room alone to be picked up. If you must pick up your child between Life Group and Worship you must do so prior to them leaving their classroom or after they arrive at KIDZ Worship.

Nursery Care Cards: In addition to Electronic Check-in we will have Nursery Care Cards to be completed weekly by the parents of our Nursery age children. These cards will be for specific instructions for your baby/toddler for that day. There will be a stack available at the Nursery Welcome Center and parents are encouraged to take a supply home and have them completed prior to arriving at their baby's classroom door. These will go to the teacher who takes the baby and will be returned to their parent at the end of service to indicate the care given.

PLEASE FILL OUT THE INFORMATION BELOW FOR EACH OF YOUR CHILDREN

Parent/Guardian Name _____

Cellphone number _____

Texting OK? ☐

Child's name _____

Allergies/Medical _____