Children Pick-Up System

1. All parents who registered for their children will be given Children Pick-Up Cards (CPUC, 1 per family) with their children's classes (G3-5, K-2, PreK, Nursery) followed by their respective names.[1]

2. All check-in staff and classroom helpers will install Zello[2] on their cellphones and set up the GGCC Children channel (hereafter called Zello-GGCC).[3] Five minutes before children pick up times (10:25a and 12:10p), check-in staff and classroom helpers will turn on Zello-GGCC for communication.

3. When parents come to pick up their children, they will present their CPUC to the check-in staff. The check-in staff will read off from CPUC the students' classes and names through Zello-GGCC.[4] If a child is in the nursery, the check-in staff will go to the nursery and call out the child's name.

4. When a helper hears his/her class mentioned, he/she will listen for the child's name and ask that child to get ready for dismissal. When the child is ready, the helper will escort the child to the classroom door and let them walk to the check-in area.

5. Our admin staff (Linda Hau, Catherine, etc.) will watch over in the hallway to assist any children as needed.

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[1] We will start distributing out CPUC this coming Sunday when parents check-in their children.
[2] Here is the instruction to install Zello: type zello on Play Store (or Apple Store, etc.) and install.
[3] Here is the instruction to set up the GGCC channel: go to https://zello.me/k/hLA69 on a web-browser and hit connect. If this is the primary Zello channel you will use, please consider setting it up as default to make things easier in the future.
[4] The check-in staff will press the speaker button on the Zello-GGCC and speak.