



Check-In System

Fellowship | Relationship | Transformation

Goals

The intention of our policy is that every child is safely accounted for while under the care of our church volunteers and not released unless a Parent/Guardian is present.

Check-In Procedure for Sunday School

- 1) Families enter the Children's Wing.
- 2) Church Members/ Regular Attendees
 - a) Parent/Guardian walks child to assigned classroom for teacher.
 - b) Kids grab their name tag that has their information and family number.
 - c) Parent/Guardian picks up a corresponding child bracelet and uses QR code to digitally check in child(ren).
- 3) Guest
 - a) Parent/Guardian fills out the guest information sheet and turns into a volunteer teacher.
 - b) Child(ren) receive a Guest tag with a number on it
 - c) Parent/Guardian receives a Guest bracelet with the corresponding number on it.

Check-In Procedure for Wacky Wednesday

- 1) Child nametags & parent/guardian bracelets will be placed in the fellowship hall.
- 2) Church Members/ Regular Attendees
 - a) Kids grab their name tag that has their information and family number.
 - b) Parent/Guardian picks up a corresponding child bracelet and uses QR code to digitally check in child(ren).
- 3) Guest
 - a) Parent/Guardian fill out the guest information sheet to turn into children's volunteers.
 - b) Child(ren) receive a Guest tag with a number on it
 - c) Parent/Guardian receives a Guest bracelet with the corresponding number on it.

Check-Out Procedure

- 1) At the conclusion of programming the children will stay in their assigned classrooms.
- 2) Parents/Guardians will present their bracelet that has the matching number of their child(ren).
- 3) Volunteer will match numbers and collect the child(ren)'s nametag.



Parent Letter of Agreement

Check In/Out Policy

I/We, as Parent(s)/Guardians of _____ have reviewed the Salem UMC Kidz Check In/Out Policy. By signing this document we understand the policy and agree with the terms in effort to increase security of our Children's Ministry Program. I/We will manage our Parent/Guardian bracelet appropriately and only give to those that are entrusted to pick up our child(ren). If there are any individuals that are not allowed to pick up our child(ren) they are noted here:

Please also recognize that while your child(ren) are at Salem UMC Kidz, volunteers will be managing their needs; including bathroom visits. If your child(ren) needs assistance in bathroom visits and you do not feel comfortable with one of our volunteers assisting please notify the Children's Director . By signing below you understand and agree with the bathroom portion of this policy as well.

Parent/Guardian Signature:

Date:



Children's Ministry

Guest Check-In

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Child Name:			
Parent/Guardian Name:			
Child Age:		Child Grade:	
Family Address:			
Phone Number:			
Email Address:			

Would you like to meet with one of our children's ministry team members to learn more about our program?

_____ Yes

_____ No, Thank You