

New Check-In, Check-Out Procedure

Please Read

We have new procedures for checking in and out of our children/youth ministry for nursery, Sunday School, and Children's Chapel. Please take a moment to read up on this new way of doing things. We know that it takes time for new habits to form and will have a generous grace period for implementation.

CHECK-IN

- ✓ All Children/Youth will be checked in prior to entering our children's wing or Sunday School class by a parent/adult guardian.
- ✓ Check-in will happen using the Planning Center app either on a person phone or at the iPad station at the admin desk.
- ✓ A dual sticker system will be provided from the label printer.
- ✓ One sticker label is adhered to the child/youth, the second sticker label will be kept by the parent/guardian and used at pick up.

Sunday School/Nursery: Check-in procedures are followed before coming into the classroom/nursery.

Children's Chapel: Check-in procedures are followed preferably before the 10:30 service begins. If you forget or are a guest, you must follow your child out of the sanctuary after the Gospel reading and check-in with admin before entering Children's chapel.

CHECK-OUT

- ✓ All children/youth will need to be checked out of Sunday School, nursery, and Children's Chapel by the parent/adult guardian before they can leave.
- ✓ A parent/guardian must bring their sticker label from check-in and show it to one of the adult helpers in your child/youth's room for verification.
- ✓ No child will be allowed to leave unless the guardian sticker is shown.

Sunday School/Nursery: At the end of class, or when you are ready to retrieve your child/youth, show your sticker to the admin at the entrance to the children's wing and walk back to the appropriate room. You may enter the room and show the sticker label to either adult helper in the room. The adult helper will verify the sticker by matching it to the child/youth sticker. You may then leave with your child/youth.

Children's Chapel: Check-out procedures will be at the passing of the peace. During this time, you will need to come out of the sanctuary to the entrance of the

children's wing with your sticker label in hand. You will need to match your sticker to the child's sticker with a Children/Youth Ministry adult helper before heading back into the sanctuary.

Nursery: It is recommended that all children be picked up from nursery at the passing of the peace in order for them to participate in receiving a blessing or communion and the remainder of the service with their family.

New Rules

- ✓ All people will stop and check in with admin prior to entering the children's wing.
- ✓ Check-in opens at 9:30. Sunday School starts promptly at 9:40 for children/youth and adults. Unless you want to walk with your child to Children's Chapel, you can check-in to Children's Chapel anytime before the 10:30 service starts.
- ✓ You can download the Planning Center app on your phone, check-in in the car on the way, and have your sticker labels waiting when you get to church.
- ✓ Breakfast/food items are to remain in the Fellowship Hall. Please bring your children for breakfast, but they need to finish their plate before coming to Sunday School or the Nursery. Breakfast is available starting at 9:15.
- ✓ No child/youth will be allowed to leave the Children's wing without being picked up by a parent/adult guardian.
- ✓ No child/youth will be allowed back into the Children's wing after check-out without a parent/adult guardian with them.
- ✓ Children/youth will not be permitted to be in the sanctuary unattended by a parent/adult guardian at anytime.
- ✓ No adults are permitted to use the restrooms in the children's wing. These bathrooms are for children/youth only.
- ✓ It is our recommendation that a parent/adult guardian accompanies children/youth to the restrooms before, during, and after services.

- ✓ All adult staff and volunteers in the Children's Ministry will be wearing an appropriate name tag. No other adults will be permitted in the children's wing unless they are clergy, a parent with a sticker label, or an usher wearing a name badge. No children that are not checked in will be allowed in the children's wing unless they are with a parent/guardian with a sticker label.

- ✓ Playground: No child/youth will be allowed on the playground after check-out unless they are with a parent/adult guardian. Access to the playground after check-out will be by the front door and the gate. Parents/adult guardians must remain in the playground with children while they are playing.