

## Check in and Check Out Procedure

The purpose of the check in and check out procedure is to keep our kids safe by making sure they are supervised and accounted for at all times. It applies to all children's gatherings where parents are releasing supervision of their children to volunteers or staff. The procedure applies to children from **nursery age to second grade**.

Whereabouts of older children/youth should be accounted for by staff/volunteers or parent/guardians at all times.

### Sunday school:

1. Parents/guardians bring children to the second floor children's wing and sign in on the clipboard with name, guardian's name, and emergency phone number.
2. Parents/guardians direct or accompany children to proceed to their classrooms where the teacher and helper take responsibility for them.
3. Parents/guardians pick children up from their classrooms no later than 10 minutes prior to worship service beginning. Children are signed out at the door for the wing.
4. If parents/guardians are late, the sign out will move downstairs to the narthex.

### Children's worship:

1. Parents/guardians fill out the name tag in the pew back with name, parent's name, and emergency contact number.
2. Children follow the adult leader upstairs after the children's sermon. The adult leader and rover make sure that all children get to their classrooms.
3. At the proper time, the adult leader and rover take the children back downstairs and release them into the sanctuary. The adult leader and rover ensure that all children get back to their parents/guardians.

### Other events:

1. Children must be signed in at the door at the start of the event. Supervision must be positively passed to a staff member or volunteer.
2. Children must be released to a parent/guardian and signed out to leave.