

**Parents Check-In & Check-Out
Policies and Procedures
Children's Ministry**

The welfare of every child is of utmost importance to us, and we take all precautions to ensure his/her safety:

Infant ~ Toddler ~ Pre-K&K (Lower Level)

- **Check-In-** Parent/Guardian please register your child at the registration table on the lower level.
- **Security Tag-** Parent/Guardian and their child will receive a security tag upon check-in.
- **Pagers-** Will be given to parents in the Infant Nursery
- **Check-Out-** Upon check-out a pager/security tag will be required.

Elementary Grades 1~4 (Upper Level)

- **Check-In-** Parent/Guardian please register your child at the registration table on the upper level.
- **Security Tag-**All children grades 1-4 shall receive a nametag upon check-in. Nametags will secure a Child's safe passage in and out of class/Children's Church.
- **Check-Up-**Parents please pick up your child at their class with the matching nametag promptly at 10:45.
- **Grades 5&6-** Students may check in and be dismissed without a parent.

Children's Church ~ 10:45 Service (Upper level 201)

- **Children in Grades 1-4-** Will be dismissed during the announcements with the adult Children's Church Team.
- **Parents pick up-** promptly following the conclusion of service.
- **Visitors-** Please register your child upon pick-up.

Thank you for your cooperation
The Children's Ministry Staff