

KSBC Child Check-in Overview

Parents of Infants, Toddlers, and 2's:

1. Before taking your child to their nursery room or classroom, you will need to check in at the nursery desk. Provide your last name or the last four digits of your phone number.
2. Tell the attendant if your child will be in the nursery/class for the Connection Hour, Worship Service, or both. Also mention any food allergies or special instructions.
3. A name tag will be printed for your child, and you will receive a corresponding check-in receipt. (Note: If checking in multiple children from your family at the same time, you will only receive one check-in receipt.) Additional labels can be printed for diaper bags or other items if needed.
4. When picking up your child, you will need to show the check-in receipt to the worker at the nursery desk (nursery) or a worker in your child's classroom (2's). This helps us be sure we are releasing children to the right people.

Parents of 3's and 4's:

1. Before taking your child to their classroom, stop at the check-in station in the hallway. Provide your last name or the last four digits of your phone number.
2. Tell the attendant if your child will be in class for the Connection Hour, Worship Service, or both. Also mention any food allergies or special instructions.
3. A name tag will be printed for your child, and you will receive a corresponding check-in receipt. (Note: If checking in multiple children from your family at the same time, you will only receive one check-in receipt.)
4. When picking up your child after class, you will need to show the check-in receipt to a worker in your child's classroom. This helps us be sure we are releasing children to the right people.

Parents of elementary students (K-5th):

1. Before taking your child to their classroom, stop at the check-in station in the hallway. Provide your last name or the last four digits of your phone number.
2. A name tag will be printed for your child. For children in K-3rd grade, you will receive a corresponding check-in receipt.
3. When picking up your child after class (K-3rd grade), you will need to show the check-in receipt to a worker in your child's classroom. This helps us be sure we are releasing children to the right people. Children in 4th-5th grade will be allowed to leave their classroom independently.

Notes for Children's Ministry Workers:

- **All workers:** Before class, stop at the check-in station to print your name tag.
- **Nursery, Toddler, and Preschool classes:** During class, make note of any food allergies or special instructions printed on children's nametags. Before releasing a child from your classroom, please ask parents to show you their check-in receipt. Verify that the numbers match the child's nametag. (Note: The same check-in receipt applies to all children in a family who check in together.)
- **K-3rd Grade:** Before releasing a child from your classroom, please ask parents to show you their check-in receipt. Verify that the numbers match the child's nametag. (Note: The same check-in receipt applies to all children in a family who check in together.)
- **4th-5th Grade:** Children receive name tags at check-in but can leave independently after class. No check-in receipt is required.