

## We have a new Check-In System!

We desire to keep your children safe while they are with us. Beyond taking attendance, the new system makes sure we have proper information to locate parents in case of emergency. It makes a note of any allergies child care workers/ teachers need to know. As the church grows and we have new volunteers who are background checked and trained, the check-in system makes sure our teachers send children home with the right families after class. They will need to see your matching tag!

For your convenience there are 3 check-in areas in the Children's Wing: one at each end of the first floor and one in the center of the second floor. Parents and Grandparents simply type the child's last name onto the touch screen computer monitors. Next choose a first name from those that come up, and then a list of classes will come up. Choose the appropriate class you are checking your child into at that time. The check-in system will print out 2 stickers: 1) a name tag to place on the Kids and 2) a pick up tag for you to keep until after class. The Kids' name tags will only note any allergy information that you have given prior.

**After Sunday Morning or Wednesday Night programs, parents will need their pick up tag/sticker to be allowed to take their kids from the classrooms.** This is a safety measure to make sure each child gets connected with their parents in the after-class shuffle.

If your child's name is not in the system, we will have you fill out an information card to have on hand. If you are regular attenders of First Pres and are not in the data base, please contact us at [heidic@firstpres.com](mailto:heidic@firstpres.com). We would love to add your family's information.