

# Kids Check-in System

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As a parent, what do I need to know?

**Beginning Sunday, April 7th, all children attending Sunday School will need to be checked-in at one of the computer kiosks. Kids will be required to have a printed sticker to check into their Sunday School class.**

# Why?

We want to protect the safety of our kids!

This is one way Kids Ministry is responding to recommendations made by University's Security Task Force.

It's time to join other large churches in San Antonio and beyond in using a more secure check-in system.

# Where do I find a computer kiosk?

There are 3 kiosks in the **atrium near the Welcome desk**.

There are 2 kiosks in the **downstairs hallways** of the Kids Ministry building.

One is just outside room 1001 (the "Noah's Ark" large group room).

The other is by the Day School entry.

There are 2 kiosks in the **upstairs hallways** of the Kids Ministry building.

One is on the landing just above the Welcome Desk entrance.

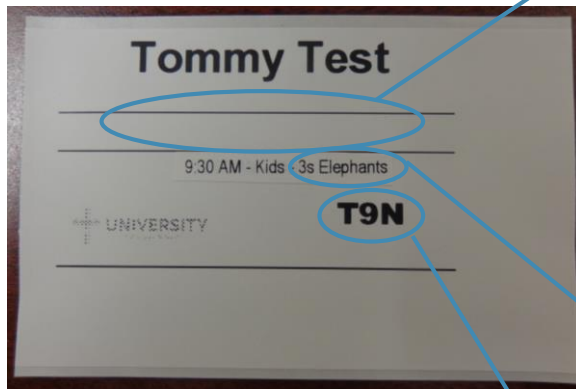
The other is outside room 2015 (the upstairs large group room across from the elevator).

# How do I check my child in?

1. Use the last 4 digits of your phone number on file to begin.
2. Select each child's name and click "check in". \*\*No need to check in adults.\*\*
3. Collect the two stickers that print out for each child.
  - One sticker will be used to sign your child in to class.
  - The other sticker will be used to sign your child out.

# Check-in and Check-Out Stickers

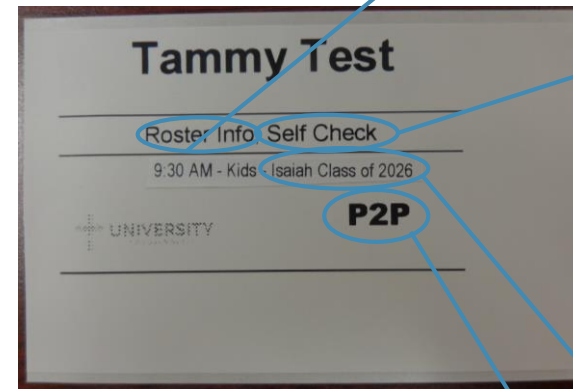
check-in sticker



blank space unless child has info for teacher to know OR can self check

class name

check-in sticker

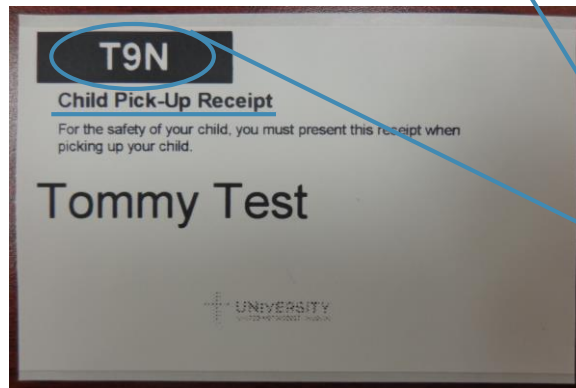


child has info for teacher to know

child can self check (only allowed for 3<sup>rd</sup>-5<sup>th</sup> graders with parent permission form on file)

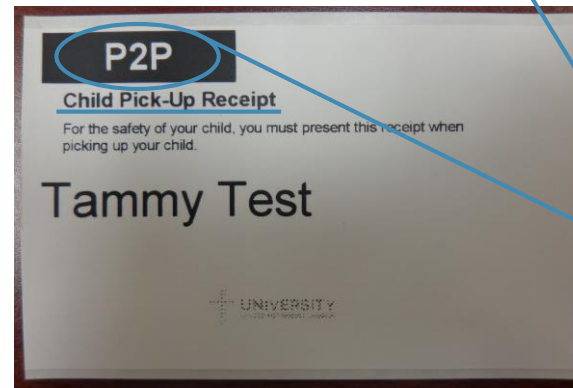
class name

check-out sticker



unique identification code

check-out sticker



unique identification code

# Sign In Sheets

Check-in sticker goes on this side when child enters class

Check-out sticker goes on this side when child leaves class

Date	
Check-in	Check-out

## Parents of Preschoolers (3s, 4s, and Kinder)

Please indicate whether your child will be staying for 1<sup>st</sup> Worship by circling YES or NO in the check-out box.

This sheet will go to the 1<sup>st</sup> Worship teachers. You will still use the check-out sticker to check your child out when 1<sup>st</sup> Worship ends.

Check-in	Check-out
	Is your child attending FIRST WORSHIP today? YES or NO (Circle one please)
	Is your child attending FIRST WORSHIP today? YES or NO (Circle one please)
	Is your child attending FIRST WORSHIP today? YES or NO (Circle one please)

# What if...???

## What if I bring my child to class without a check-in sticker?

Your child's teacher will ask you to please go to the nearest kiosk and check in.

## What if my child shows up without a parent and without a check-in sticker?

Your child's teacher will alert a staff person for assistance.

\*\*If your child is in 3<sup>rd</sup> -5<sup>th</sup> grade, he/she will be asked to go to the nearest kiosk and check in. If they check in successfully and their sticker shows "Self Check", they are good to stay. If they check in and their sticker does NOT show "Self Check", the teacher will alert a staff person for assistance.

## What if the system is locked?

Please ask your child's teacher to go unlock the screen.



# What if...???

## What if we are having trouble with the system?

Please alert a staff person for assistance or visit the Welcome Desk.

## What if we have questions about the system?

Please alert a staff person for assistance or visit the Welcome Desk.

## What if I lose the check-out sticker?

You will need to visit the Welcome Desk where you will be able to show your ID and get a replacement sticker. Your child will not be released without a check-out sticker.

**The Kids Ministry Staff is so thankful for you and your family. Please know that our utmost goal is to continue to offer a welcoming church space while also protecting the safety of our kids. We appreciate your support in using the secure Check-in system. If you have any additional questions or concerns, please contact us.**