

Kids Check-in System

As a Sunday School teacher, 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?

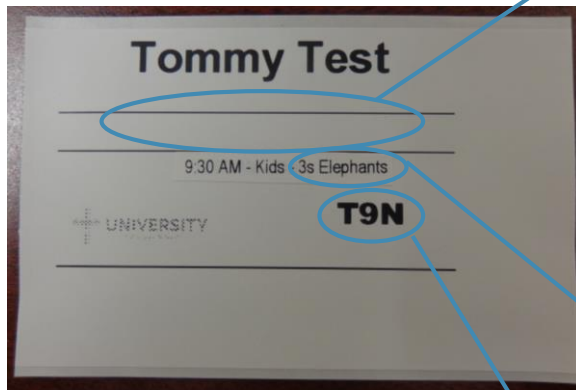
We want to protect the safety of our kids!

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.

Check-in and Check-Out Stickers

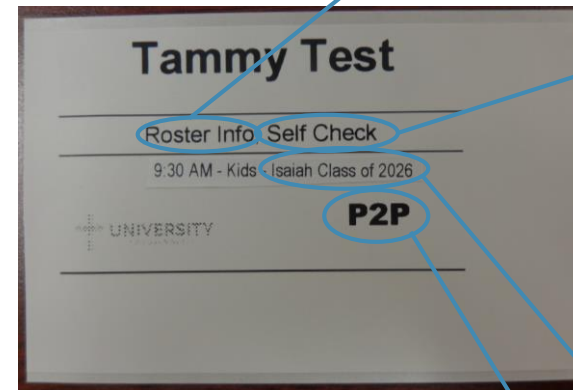
check-in sticker



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

class name

check-in sticker

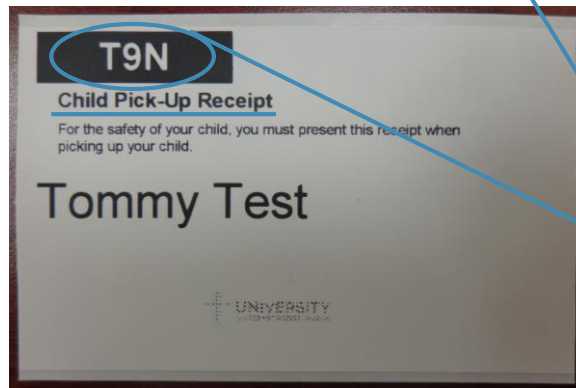


child has info for teacher to know—check the roster in the class binder

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

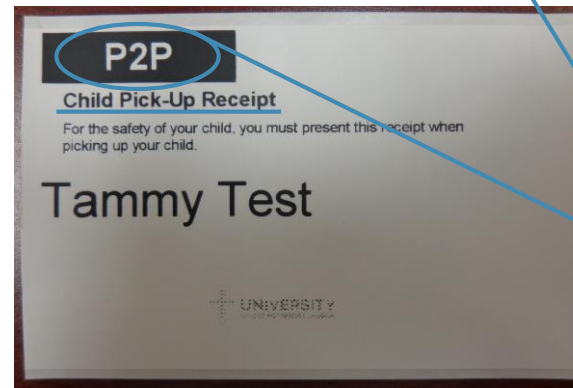
class name

check-out sticker



unique identification code

check-out sticker



unique identification code

Sign In Sheets

for 2 year old and elementary classes

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

2 year old teachers—This sheet will go to the nursery with any children staying for extended care. Parents will still use the check-out sticker to check their child out when extended care ends.

3rd-5th grade teachers—If a child is “Self Check”, please collect their check-out sticker upon arrival. When class ends, you may return the check-out sticker to them to be placed on the sign in sheet before they leave.

The image shows a sign-in sheet with a grid of 10 rows and 2 columns. At the top of the grid, there are two boxes labeled "Check-in" and "Check-out". On the right side of the grid, there are two ovals labeled "Date" and "Class". The sheet is mounted on a brown background.

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

Fill in each Sunday to help us keep accurate records

Sign In Sheets

for preschool classes

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

Check-in	Check-out	Date	Class
	Is your child attending <u>FIRST WORSHIP</u> today? YES or NO (Circle one please)		
	Is your child attending <u>FIRST WORSHIP</u> today? YES or NO (Circle one please)		
	Is your child attending <u>FIRST WORSHIP</u> today? YES or NO (Circle one please)		
	Is your child attending <u>FIRST WORSHIP</u> today? YES or NO (Circle one please)		

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

Fill in each Sunday to help us keep accurate records

Preschool teachers—In order to keep track of who is staying for 1st Worship, please have parents circle YES or NO in the box. If they change their mind and pick up their child, it won't matter because the check-out sticker will cover it up. This sheet will go to 1st Worship with any children staying. Parents will still use the check-out sticker to check their child out when 1st Worship ends.

What if...???

What if a parent brings their child to class without a check-in sticker?

Ask the family to please go to the nearest kiosk and check in.

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

Alert a staff person for assistance.

**If the child is in 3rd -5th grade, ask the child 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", please alert a staff person for assistance.

What if someone reports that the system is locked?

Please ask someone to cover your class and go unlock the screen for them.

Use your finger to swipe from bottom to top of the screen.

Touch inside the password entry box to bring up a keypad on the screen.

Type welcome and hit the enter key.

What if...???

What if a family is having trouble with the system?

Send them to the Welcome Desk.

What if a parent is unhappy about the system or has questions?

Alert a staff person for assistance or send them to the Welcome Desk.

What if a parent comes to pick up their child and has lost the check-out sticker?

Send them to the Welcome Desk where they will be able to show their ID and get a replacement sticker to use.

The Kids Ministry staff is so thankful for you and all you do to love our kids. We appreciate your support in using the secure Check-in system. If you have any additional questions or concerns, please contact us.