



Sunday Morning Children's Ministry Guidelines & Procedures

Child Protection

The safety and protection of our children is vital. Several measures have been taken to provide a safe experience for your child. First, all Children's Ministry Volunteers have passed a thorough background check and can be identified by their photo ID badges and bright red lanyards. Second, we have created several "Kid Safe Zones" where only checked-in children and approved Children's Ministry Volunteers are permitted. Such areas include the Activity Center and the Preschool Room and the Nursery Room on the lower level. Given the public nature of the Hillcrest campus, **your child is your responsibility until he/she enters a Kid Safe Zone.** Once checked inside a Kid Safe Zone, we assume responsibility for your child.

Computer Kiosk Check-In Procedures for Birth through 4th Grade

Kiosks are located on the lower level. New families will check-in at a staffed computer Kiosk where they will be assisted with the procedure. Members and regular attenders will use a Self Check-In Kiosk after receiving a Key Tag with a barcode. For safety reasons, even after your children are checked in on the computer, **they are still your responsibility until they have entered a Kid Safe Zone.**

When your children are checked in at a Kiosk, two Name Tags per child and a Parent Claim Tag will be printed. Put one name tag on your child. Present the second name tag to the Children's Ministry Volunteer upon entering any Kid Safe Zone. Children should be taken to their appropriate classroom before the service begins. Keep the Parent Claim Tag for yourself as you will be **required** to present it when picking up your child after the service. Please take your child to the bathroom *before* they enter a Kid Safe Zone.

Check Out Procedures

When the service ends, pick up your infant through preschool child at the Kid Safe Zone they entered upon check-in. For the safety of your child and our volunteers, you will be **required** to present the matching Parent Claim Tag when picking up your child. Upon pick up, your children become your responsibility. Please monitor them to ensure their safety and good stewardship of the church property.

Name Tag #1

Pebbles	793
Flintstone	
<small>1st Service Sun, Jan 1, 2012 8:30am</small>	
<hr/>	
Infant & Toddler Nursery	
<hr/>	
<small>allergic to peanuts</small>	

Place On Child

Name Tag #2

Pebbles	793
Flintstone	
<small>1st Service Sun, Jan 1, 2012 8:30am</small>	
<hr/>	
Infant & Toddler Nursery	
<hr/>	
<small>allergic to peanuts</small>	

**Give to Volunteer to
Enter Kid Safe Zone**

Parent Claim Tag

793	793
January 1	January 1
<small>*** Keep this ticket to pickup your child(ren) ***</small>	

Keep for Check Out

Important Information

If your child is not feeling well, consult the "Sick Child Policy" posted at any Check-In Kiosk to determine whether they can attend class or must remain with you.

If your child attends the service with you, please accompany them out of the auditorium if they need to exit for any reason. This is to ensure your child's safety and good stewardship of the church property. There is a video feed out in the fellowship hall so you may view the service.

If our Children's Ministry Volunteers experience any difficulty with your child (behavior, sickness, etc.), a notification will appear on the main screen in the auditorium displaying the Parent Claim Tag number for your child. Please exit the auditorium and locate a Children's Ministry Volunteer for details.