



Parental Instruction Sheet for Security Procedures

Ages Birth - 5th Grade

Sign-in and Pick-up:

1. Using the sign-in sheet, mark your location during your child's stay with us, and confirm that everything on the sign-in sheet is correct.
 - For Registered Childcare, please include your cell phone number on the sign-in sheet.
2. Your child will then enter the classroom, and the appropriate name tag will be placed on his/her shirt (or diaper bag).
 - Your Family ID number will be on your child's name tag.
 - Infants, birth through 12 months, will have their name tags placed on their diaper bags.
 - The diaper bags will be placed in cubbies that correspond to the numbered bib placed on your child.
3. For parents with more than one child, follow steps 1 and 2 to sign additional children into their classrooms.
4. To pick up your child, you must show your Family ID card.
 - Infants, birth through 12 months, must be picked up at the window and will be released to the parent once the name tag, bib number, and Family ID number have been matched. The name tag will be removed from the diaper bag before releasing each child to his/her parent.
 - For children older than 12 months, name tags will be removed once the Family ID number and name tag number are matched.
5. If you would like someone else (must be in sixth grade or above) to pick up your child, you must give your Family ID card to that person.

Fellowship Kids Schedule: Children will remain in their classrooms between services.

- If your child is here for the first service, he/she will remain in the classroom throughout the *Digging In* time.
- If you arrive to pick up your child after the first service, and the class has already gone to *Journey Worship* time, then your child will be in the Journey Room listed on the classroom door.
- If your child stays for the second service, he/she will go to the appropriate Journey Room and will then be brought back to the classroom where you can sign him/her out.

Registered Childcare Schedule: Children will remain in assigned rooms throughout their stay.

- If the class goes to another location, their location will be placed on a note outside the classroom door.