*Edit this page to fit your ministry setting. Then remove this note.*

# **CHECK-IN PROCEDURES**

KINGDOM QUEST

**Lower Level: Children of Preschool and Kindergarten Age**

### Members:

Members go to their nametags and then directly to their rooms to be checked in by their parents. If a nametag cannot be found, they can get a replacement nametag from the welcome table.

#### Guests:

Guests are greeted at the lower level welcome center. They are asked, “Have you ever visited here before or filled out one of these forms? “

* **Guests who have visited before** should have a registration form filled out and on file. It is retrieved with their nametag attached to it. The form is marked with their attendance today and also noted on their nametag.

If it is the third visit in one year or if a printed nametag is requested, then the box is checked on the registration requesting a permanent nametag. They are shown where these are located and told to expect their nametag there next week. They are also told to turn in their nametags to their shepherd after Kingdom Quest.

* **First time guests** fill out a registration form. They receive a temporary nametag. It is important that these nametags are marked with coded stickers that indicate food allergies or special needs.

The parents receive an information brochure that tells them how the call box works and tells them a little about what their child will experience that hour. It tells them to show this brochure to the shepherd when they pick up their child. On this brochure is a place to write the identification number they receive that day.

* **Escort.** Guests are personally escorted to their room. If they do not need an escort, be sure they are clear in their directions.

# **UPPER LEVEL: 1-6 grades**

### Members:

Members go to their nametags and then to the Welcome Zone for a snack while they are waiting for Kingdom Quest to begin. A welcome team person is staffing this area. Conversation, videos, games are available. The welcome team ministry partner supervises the area and helps guests feel at home.

1. **Guests:**

Guests are greeted at the upper level welcome center. They are asked, “Have you ever visited here before or filled out one of these forms?“

* **Guests who have visited before** should have a registration form filled out and on file. It is retrieved with their nametag attached to it. The form is marked with their attendance today and also noted on their nametag.

If it is the third visit in one year or if a printed nametag is requested, then the box is checked on the registration requesting a permanent nametag. They are shown where these are located and told to expect their nametag there next week. They are also told to turn in their nametags to their shepherd after Kingdom Quest.

* **First time guests** fill out a registration form. They receive a temporary nametag. It is important that these nametags are marked with coded stickers that indicate food allergies or special needs.
* **Escort.** Guests are personally escorted to the welcome zone. The escort will assign a child to be a special friend if he/she was not the guest of a friend.