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

# **CHECK-IN PROCEDURES**

KIDS CHURCH

### Members:

Members know to go to get their nametags then directly on to Kids Church. If parents and/or the children choose to be in the first part of adult service, they must get their nametag beforehand. At mid-service dismissal, all those with a nametag are sent with the ministry partner for Kids Church.

#### Guests:

Guests are greeted at the welcome centers. 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 Kids Church.

* **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.

**Mid-service Dismissal**

### Follow the Kids Church cross.

The pastor must accurately communicate the dismissal announcement. “At this time we would like to invite the kids who would like to attend Kids Church to join Kids Church already in progress. We have two levels of Kids Church. One for Ages 3 through kindergarten and another, grades 1-4. You may follow the Kids Church cross that is coming down the aisle. Kids, thanks for already having your nametags on. Parents, if this is your child’s first time for Kids Church, please go with your child for a three minute check-in process.”

Someone at the door immediately checks that they have nametags. If not, they are sent back to the parent with a note requesting that they would come and assist in getting a nametag for their child.

1. **Welcome new guests.**

New guests are greeted at the welcome center. They will fill out a registration form and receive a nametag for their child. They will also receive a brochure about Kids Church and the security number that will be assigned if their child is in lower level.

1. **Record the attendance.**

Use whatever system your church has available to keep accurate records.

1. **Wait for parents to pick up their children.**

Kids in both upper and lower level Kids Church stay in their rooms until their parents pick them up. Kids can help clean up while they wait.