

SUNDAY AM KIDS CITY DOOR/HALLWAY PROCEDURES

DROP OFF

Step 1: Parents/guardians check kids in at the KC Check-In Station. They receive tags for kids, bags, and a Pick Up Tag which has a matching alpha-numeric number to the child tags and the date of check-in.

Step 2: Parents/guardians proceed to Kids City Entrance. Safety Team members will ask to see the Pick Up Tag. They will also ask who is in the party entering the hallway. All people with the party are allowed to go and drop off kids (parents, siblings, grandparents, etc.) The Safety Team member at the door allows the family to proceed into the hallway to release their kids to the proper rooms.

Step 3: Once drop off is complete, parents, guardians, etc, exit the hallway, keeping their pick-up tag in a safe/secure location. It will be needed to re-enter the hallway if there is a child call during the worship gathering and after the gathering to pick up children.

Please Note: In some instances, a kid (especially in the Aquarium or Zoo Room—kids from birth to two years old) may not quickly settle into the room. Some parents may choose to wait for a few moments to make sure their child settles into his/her room. They will normally wait in the hallway by the one way windows to watch their child. Please be patient with parents. This may be the first time they are leaving their child in a new place.

PICK UP

At the end of the worship gathering, we ask that the children are picked up from their rooms in a timely manner. The Pick Up Tag received at check in will be needed to re-enter the hallway. As stated above, the Pick Up Tag has the current Sunday's date and an alpha numeric code that matches the children tags for each family.

Please Note: The person who checked in the child (parents/guardians/grandparents, etc.) are responsible for the Pick Up Tag. They can choose to give it to another person (grandparents, older sibling, close family friend, etc.) to pick up the child.

Also Note: Parents/guardians/check in person may choose to split the tag into two halves since each contains the current date date and alphanumeric code. An example of this would be two parents who are also serving at SLCC and at time of check-in are not sure which parent will pick up the kids.

Step 1: The family/pick up person returns to the KC Entrance and shows their Pick Up Tag to the The Safety Team member stationed there. **Every family entering to pick up children will need to show a current Pick Up Tag—NO EXCEPTIONS.** Example: Walter, our teaching pastor, will need a tag to pick up his kids.

Step 2: The Safety Team Member will verify the Pick Up Tag has the correct date. They will also ask who is in the party entering the hallway. All people with the party are allowed to go and pick up kids (parents, siblings, grandparents, etc.) The Safety Team member allows the family to proceed into the hallway to pick up their kids to the proper rooms.

Step 3: The family/pick up person then proceeds to the specific rooms and gives the Pick Up Tag to the classroom volunteer. The classroom volunteer verifies pick-up tag code matches the one on the child's name tag and asks if the pick up person needs to pick up kids in other classrooms.

- If pick-up person is picking up another child, volunteer should give them half of the pick-up tag back (divided down middle at dotted line) and place the other half on the attendance sheet.
- If pick-up person has to visit 2 other classrooms to pick-up children, they can have the whole tag back
- Classroom volunteer will mark the child's name tag on the attendance sheet as picked up if: 1) tag is not kept or 2) there is one pick-up tag for multiple children in the same classroom
- If no other kids need picked up, the classroom volunteer sticks the whole sticker on the attendance sheet.

Classroom Volunteer releases the kid to parents/pick up person

Step 4: The family/pick up person proceeds to pick up other kids, repeating Step 3 as needed.

Step 5: Once pick up is complete, the family/pick up person and kids will exit the hallway through the Kids City Entrance.

POST PICK UP RE-ENTRY

If for some reason a parent needs to re-enter the Kids City Wing to get something their kid left AFTER the kids have been picked up and the Pick Up Tag has been surrendered (periodically happens every three or four months) , the following are acceptable options in order of preference.

1. Have Runner walk person or family back to classroom
2. Have Safety Team Lead walk person or family back to classroom
3. Radio teacher and have them check for item and send it to the Kids City door if they have enough volunteers available or all their kids have been picked up.