



Children's Ministry Check In/Out Policy

The intention of our policy is that every child is safely accounted for while under the care of our church volunteers and not released unless a Parent/Guardian is present. Below references Parent/Guardian cards – each family will receive two cards.

Check-In Procedure for Kids Crossing

1. Children are dismissed from the main service and exit to Children's Wing.
2. Church Members/ Regular Attendees
 - a. Kids grab their name tag that has their picture and family number.
 - b. Volunteer at check in desk uses the Breeze app to check-in each child.
3. Visitors
 - a. Parent/Guardian fill out visitor information sheet.
 - b. Child(ren) receive a Visitor tag with a number on it
 - c. Parent/Guardian receive a Visitor card with the corresponding number on it.

Check-Out Procedure For Kids Crossing

1. Children who will stay for Sunday School are to move to their assigned class.
2. Children who will go home with Parent/Guardian will line up by southernmost double doors.
3. Parent/Guardian will present their card, that has the matching number of their child(ren).
4. Volunteer will match numbers and collect the child(ren)'s nametag.
5. Volunteer will check out each child who left with their Parent/Guardian in the Breeze app.

Check-In Procedure for Sunday School

1. Sunday School Teacher's will complete their class attendance sheet and hang on clip outside of classroom.
2. Volunteer will pick up sheets outside of each classroom.
3. Volunteer will check out each student attending Sunday School from Kids Crossing using the Breeze app.
4. Volunteer will then check-in each child in Sunday School using the Breeze app.
5. Volunteer will ensure all children have been accounted for from Kids Crossing – either Parent pick-up or Sunday School. If not accounted for Volunteer will alert Children's Ministry team to investigate further.

Check-Out Procedure for Sunday School

1. At the conclusion of Sunday School the children will line up by the southernmost double doors.
2. Parent/Guardian will present their card, that has the matching number of their child(ren).
3. Volunteer will match numbers and collect the child(ren)'s nametag.
4. Volunteer will check out each child who left with their Parent/Guardian in the Breeze app.
5. Volunteer will ensure all nametags and app are securely put away.



Parent Letter of Agreement

Kids Crossing and Sunday School Check In/Out Policy

I/We, as Parent(s)/Guardians of _____ have reviewed the Crossroads Christian Church Kids Crossing and Sunday School Check In/Out Policy. By signing this document we understand the policy and agree with the terms in effort to increase security of our Children's Ministry Program. I/We will manage our Parent/Guardian Card appropriately and only give to those that are entrusted to pick up our child(ren). If there are any individuals that are not allowed to pick up our child(ren) they are noted here:

Please also recognize that while your child(ren) are in Kids Crossing and Sunday School volunteers will be managing their needs; including bathroom visits. If your child(ren) need assistance in bathroom visits and you do not feel comfortable with one of our volunteers assisting please grab a pager at the check-in desk and we will alert you in the event they need a bathroom visit. By signing below you understand and agree with the bathroom portion of this policy as well.

Parent/Guardian Signature:

Date:



Children's Ministry Visitor Check-In

Child Name: _____

Parent/Guardian Name: _____

Child Age: _____ Child Grade: _____

Family Address: _____

Phone Number: _____

Pick-up Time: **After Kids Crossing** or **After Sunday School ?**

Would you like to meet with one of our Children's Ministry Team Members to learn more about our programs? **Yes** or **No, Thank You**