

# Children's Ministry Check-In/Out Policy

## As of March 1, 2017:

On Sunday morning, all children must be checked in by their parents/guardians at the children's check in table before they can go to their appropriate classes during the service.

0-2yrs: Nursery 2yrs-K: Mini-Church

1st-5th: Children's Church

### Check-In:

The Roll Call Check-in software prints out two matching labels for the child and parent upon check-in. If a child has not been checked in accordingly, they must sit in the Main Sanctuary for service. No exceptions.

If you are not in the Roll Call database, please fill out the information form at the Check in table.

#### Check-Out:

The matching label must be shown to the appropriate teacher in order for your child to be released from their class. A signature may still be required.

#### **Errors**:

If the software malfunctions, we will use a paper sign in sheet and hand written name labels for check in until the software issue is resolved.