



SAFE CHECK-IN PROCESS

- You can feel secure in leaving your precious little ones with us.
- We have put in place a safe and secure system for dropping off and picking up your child.
- Upon entering FBCCH Kid's World, you will be asked to sign your child in. Please be patient as this process may take a few moments.
- Each child is given a three-part identification tag. Each tag includes your child's name, a bag number, class, a paging number and the date. The first will be placed on your child's back for identification purposes. Any alerts that need to be made aware of will be included on this tag. The second tag will be used as a bag receipt and placed on your child's bag (when applicable). The third tag will be placed on a claim voucher and given to you.
- When picking up your child **you must present the claim voucher to a teacher or ministry leader**. It will be matched with your child's identification tag and bag receipt. You must initial your child out before leaving the preschool department.
- Please note that this is for the safety of your child. If you misplace your tag, you will need to be identified by a staff or ministry leader with the preschool department. In some cases, you may be asked to provide a photo ID. Remember, these steps have been put in place for the safety of you and your child.
- Please be aware that our preschool ministry department and classrooms are secure locations. **Absolutely no admission** will be allowed apart from official workers and ministry leaders while children are present in the preschool area. If you are needed, you will be paged. **Only return to the preschool department immediately if your page number appears on the Worship Center Media Screen**. During campus events other than Worship Celebration Services, you will be notified personally.
- For security purposes, during ALL Celebration Services, an "Exterior Door Lock Down" is administered on all exterior doors in close proximity of the Preschool and Children Ministry Departments.
- Finally, please be aware, only authorized persons will be allowed to sign your child out from the preschool department. Names of persons allowed to pick up your children must be submitted and placed on the child's authorization form (on file from the first visit to the preschool department). Persons picking up your children must be 16 years of age or older. **There are no exceptions and our preschool workers are trained not to "assume" permission.**
- Thank you for working with us in keeping this a safe learning environment for our children.