



Dear Family,

Centerpoint Children's Ministry now uses an electronic check-in system for our Sunday morning children's classes. It is our hope that this system will help us keep your children safe while they are in our care, allow for better follow-up with our Centerpoint families and visitors, and increase staff efficiency.

To better understand the check-in system, please read over the following information.

Q. What do I need to do to get started?

A. Make sure that all of your personal information is updated and that you have been assigned a key tag. If there are ever changes, please stop by the Centerpoint Kids Welcome Center to update that information. In case you forget your key tag, you can also search by your last name to access your entire family.

Q. How do I check in my child on Sunday?

A. Proceed to one of the check-in kiosks, which will be located on each floor of the Centerpoint Kids hallway. In addition, one will be in the nursery. At the kiosk, by using your key tag or last name, you may check your family members into children's classes, worship services, and adult education classes. The Centerpoint Kids Welcome Center kiosk, located downstairs next to the elevator, will be manned each Sunday. If you have any questions or problems using the kiosk computer, help will be available. **Please note that no one under the age of 18 may check in a child.**

Q. Once I check in, what do I do?

A. Once your family is checked in, **two name tags per child and a Guardian Receipt per family** will automatically be printed. Place one name tag on your child; take the second name tag to his or her class and place it on the clipboard in the classroom on the space provided. (A third name tag will be printed for children checked into the nursery that may be placed on their diaper bag.)

Keep the Guardian Receipt with you as you will need this to pick up your child at the end of the class. **Your child will only be released to the adult that has the Guardian Receipt.**

Q. How do I check my child out of class?

A. When picking up your child, show the Guardian Receipt to the teacher who will authorize the release of your child. **Again, your child will only be released to the adult that has the Guardian Receipt.**

Q. How do you contact me in case of an emergency?

A. In case of an emergency or if your child has an immediate need, we will be using cell phones to text parents when we need them to return to their children's classroom or the nursery. **Please make sure your phone is on vibrate or silent while you are in church and keep it on you.** When your are texted, please come immediately to your children's classroom.

Q. Who is given permission to pick up my child?

A. The only person who can pick up your child is the person with the Guardian Receipt.

Q. My child stays for two Sunday School hours. Do I have to check him or her into both classes?

A. Yes. Stop by the Centerpoint Kids Welcome Center for instructions.

Q. I sometimes bring another Centerpoint family's child. Can I check them in too?

A. Yes. Just head to the Centerpoint Kids Welcome Center and we will be happy to assist you.

Q. What happens when I bring a visitor or I am a new family?

A. All visitors will need to be checked in at the Centerpoint Kids Welcome Center.

Q. Who do I call if I have any questions?

A. You may call Nancy Van Diest at 782-3186 or email nvandiest@centerpointroseville.org.

Thank you for your cooperation in helping us make Centerpoint Kids a safe, fun place for children to be!