



Dear Family,

Centerpoint Children's Ministry 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 up to date. If there are ever changes, please stop by the Centerpoint Kids Welcome Center to update that information. You can search by your name to access your family at the kiosk.

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

**A.** Proceed to one of the check-in kiosks, located on each floor of the Centerpoint Kids hallway and in the nursery. By searching your name at the kiosk, you may check your family members into children's classes, worship services, and adult education classes. 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, the printer will issue **two name tags per child and a Guardian Receipt per family**. Place one name tag on your child; take the second name tag to their class and place it on the check in clipboard in the classroom. (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.** We will text the parent's cell number in case of an emergency or if your child has an immediate need. **Please make sure your phone is on vibrate or silent while you are in church and keep it on you.** When you are texted, please come immediately to your child's classroom or nursery.

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

**A.** The person with the Guardian Receipt is the only person who can pick up your child. (The Guardian Receipt is printed at the same time as your child's nametags.)

**Q. My child stays for more than one hour. Do I have to check them into each class?**

**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.** Call Nancy Van Diest at 782-3186 or email [nvandiest@centerpointroseville.org](mailto:nvandiest@centerpointroseville.org).

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