



## ADVENTURE KIDS

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### Check-In/Check-Out Policy and Procedure

#### **Check-In / Check-Out Policy**

The Check-In and Check-Out policy and procedure is an integral part of helping facilitate a great experience for the children and the parents during service. When we have a friendly and engaging check-in the kids feel more comfortable and can be ushered into encountering God. When we have a quick and well managed check-out process parents will not leave early and disrupt things like salvations in the Main service.

**To have a safe and secure check-in/out procedure please follow the guide below.**

#### **Check-In**

Have an adult greet every child at the door and make sure they use the restroom. If you are in the Baby Bay or Toddler Reef, ask parents when they last were changed or if they have any need that may need to be met like being fed or if they are potty training.

It is important if someone is new that they feel welcomed. You can do this by introducing them to other children or finding an activity they might find fun.

This also helps a new parent feel confident that their child is being taken care of.

\*At no time is a parent allowed to come into the room to sit with their child. Everyone who is in the room must be background checked.

#### **Check-Out**

A few minutes before the end of service make sure that every child has their checkout tag, Bible, Jacket, and any other personal belongings. Then have them line up or get into small groups to wait for pick up as service is ending.

As parents start lining up, we want kids checked out as quickly as possible. Always have the people at the end of the line in mind. If it is possible, have 2 people checking kids out. Make sure you take this time to do a quick review of each child's behavior in class ie. Billy did great today; or Sally had a hard time listening, but I know she is a great kid. If you are in the Baby bay or Toddler Reef, tell the parents if you have fed the babies or changed any diapers. We want to make sure we keep this interaction brief but informative.

Again, we want to make the parents feel confident that their child is cared for.