



### **VicKids Check-In & Touch-Screen Process**

Our Touch-Screen check-in process allows us to efficiently serve more than 1,000 children each weekend. Once registered in the system you will be able to check your children in using the touch-screens located in each Children's Welcome Center.

### **Children's Welcome Locations:**

Children's Welcome Centers are located in our Main Building in the East & West Wing Lobby and our Elementary Wing.

### **Your First Visit**

Stop by the Children's Welcome Center desk (located at all Children's wings) so that we can meet you and your child prior to the service. At this time we will also ask for additional information such as allergies, other authorized adults who can pick up your child, etc. We look forward to your visit!

### **Check-in Times & Procedures**

- Check-in opens 30 minutes prior to each service and closes 30 minutes after each service.
- Children can be registered and dropped off by adults over the age of 18. Minors are not permitted to register and accompany a child, regardless of their relationship to that child.
- For the safety of our children and staff, we monitor headcount and teacher ratios. When we meet our ratio, we will close out the affected classrooms. Arriving early helps to ensure your child gets checked in and is not affected by our room capping.

## **Using the Touch-Screens**

After you have visited once, your family profile is created for future visits. Checking in the second time you come to service will be short and sweet! Using the touch-screens is a simple 4-step process. If you have multiple children you can check all of them in using the same screen and then escort them to the appropriate classrooms; simply repeat the steps below for each child.

1. Enter the last four digits of your phone number.
2. Select your child's name.
3. Click "Check-In".
4. The printer that is located next to the touch-screen will print 3 name tags (2 for Elementary during warmer seasons) for your child.
  - a. Place one nametag on your child's back (front for Elementary)
  - b. Place one nametag on your child's belongings (i.e. diaper bag)
  - c. Keep one nametag with you (this will be used to pick up your child)
5. After service you can pick up your child using the nametag you kept. It is important that you hold onto the nametag because children will not be released from their classroom until the tags are checked for a match.

## **Sick / Distraught Child Policy**

If your child should become ill or distraught to the point that one of our trained Children's Ministry workers cannot calm them we will flash your child's number (located on the nametag) on the smaller L.E.D. screens in the main sanctuary. If your child's number appears please go immediately to his/her classroom. Upon presenting your matching nametag, you will be allowed to tend to the needs of your child.