


## What is the Child Check-In System?

At Greentree, we take the security of each child seriously. Our desire is to do everything we can to provide a safe and caring environment for your children while they are in our care.

With this in mind, we are implementing the Child Check-In system powered by ACS Technologies. This system is designed to provide security for each family as well as make the check-in process smooth and efficient.

In addition to security, the system will print a nametag for your child with their information. A pager number unique to each family will be printed on each of your children's tags. In the event that a parent is needed, your family's pager number will appear on the screen in the church auditorium.

 Child Check-In centralizes check in for your entire family. You can check-in your entire family at the same time and location.



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Greentree Church



Child Check-in

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## Greentree Church Child Check-In System

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A guide for parents & families




## How Does the Check-In System Work?

1. Proceed to the nearest check-in station.
2. Follow the on screen instructions.
3. Place the label on your child's back and keep the receipt tag to pick up your child at the end of the service.
4. Proceed to class to drop off your child.


### Child Security Badge

Date	5/2/12	Security Code	12345
Sessions:		Pager #:	123
Service and Class	Preschool 1st Service—Two Year Olds Preschool 2nd Service—Two Year Olds	Pager Number	
Child Name	Sample, Joe		
Parent Name	Bob and Sally Sample		



### Parent Receipt

Date	5/2/12
Pager Number	123
Service and Class	Preschool 1st Service—Two Year Olds Preschool 2nd Service—Two Year Olds
Security Code	12345



# Frequently Asked Questions

## What if I am visiting or brought a visitor?

Proceed to the welcome desk and one of our hospitality workers will be happy to assist you.

## Can I check my whole family in a one time?

YES! Use the check-in station that is most convenient for you and your family.

## Can I bypass the check-in station?

We take the care and security of your children very seriously. All children (infant-6th grade) must be checked in. This is a very important security measure as well as the process by which attendance is taken.

## How do I pick up my child?

Each child is assigned a security code that matches the code on their parent's tag. To pick up your child, show the parent tag to the teacher. The teacher will match the security code to your child's name tag prior to dismissing your child.

## Who can pick up my child?

Only you (an adult with the parent receipt tag) can pick up your child.

## HELP, I LOST MY TAG!

No problem, please visit the welcome desk and they will be happy to print you a replacement tag.

