

# CHECK-IN & SAFETY PROCEDURES

## 1ST TIME VISITOR CHECK-IN:

(\*Located at the Shreveport Convention Center on the top level. Look for the yellow signs)  
We have check-in attendants at the “first time visitor table” who will ask you to fill out a visitor form with your child’s basic information. They will make a name tag for your child that includes a security #. You will receive a security tag that corresponds to that number. The check-in attendant will then guide you to your child’s room. You will hold on to the security tag until you pick up your child at the end of the service. You must give your child’s teacher the security tag so they can match the numbers, insuring that the correct person is picking up your child. During the week, your child’s info will be entered into the computer database. When you check-in your child in the future, you’ll be able to use the computer check-in system.

## COMPUTER CHECK-IN FOR REGULAR ATTENDERS:

The touchscreen computer check-in stations are enabled for self check-in, but Check-in attendants are available to assist you if needed. You can search for your child by the last 4 digits of your phone number or by last name. Select child(ren) and hour(s) attending. A name tag will print for each child that includes a random security number and any known allergies. A special tag will print for the parent to keep that includes the security #. You will keep that tag to show to your child’s teacher at pick up time. Teachers match the number on the tag to the child’s name tag to make sure that the correct person is picking up your child.

## WHAT HAPPENS IF SOMEONE TRIES TO PICK UP WITHOUT THE SECURITY TAG?

The teacher will ask that person to wait until the parent with the security tag arrives. If the tag is lost, the teacher will ask to see a photo ID so that we can keep a record of who picked up the child.

## ANOTHER PURPOSE FOR THE SECURITY #:

If your child needs you during the service for any reason, the security # will come on the screen. Be sure to check your tag to see if it is your child in need, so you can exit the service.

## WHO CAN VOLUNTEER IN MY CHILD’S ROOM?

Any adult that wants to volunteer with children must turn in a background check form. We pay Trak-1 (a background screening company) to run a criminal background check on each volunteer. Only after the volunteer has an approved background check are they allowed to serve in a preschool/children’s volunteer position.

Middle School / High School students are allowed to volunteer with recommendation from the Student Pastor and approval from the Preschool / Children’s Pastor.