Children's Sign-In and Sign-Out Tables & Evacuation Procedures:

Evacuation Procedures:

One responsible saint will remain at the Sign-In and Sign-Out table for the entire meeting and be responsible for:

1. The classroom roster and the people-count document.
2. Help with lining up and leading the children and serving ones.
3. Following the Security brother to the designated evacuation location.

Signing-In:

Welcome each parent and child happily, with a smile, and the exercise of your spirit! Each child is only allowed to sign-in/sign-out **once** per session. **Please do not allow parents or their children (siblings) to enter the room.**

Person One (Start)

1. Ask for the child's name.
   a. If the child's name is NOT on the roster, ask the parent to fill out the form by scanning the QR code. After filling out the form, the parent must show a confirmation screen, a green check mark or email confirmation, that the form has been submitted. This form includes the child's medical release form and parents' contact information.
   b. If the parent is unable to fill out the form or show confirmation, send the parent to Main Registration.
2. Tear the armband tab at the arrival of the child. **Do not** <u>pre</u>-tear tabs from the armbands since numbers must match; pre-separating ~10-15 armbands from the sheet prior to the start of the meeting is okay.
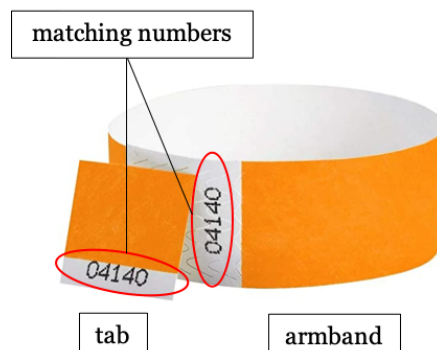
3. **Keep** the tab and **give** the armband to Person Two.
4. Write the matching tab number of the wristband onto the Sign In/Sign Out sheet next to the child's name where it says "Child's ID #." If the child's name is not on the sheet, **ADD** the child's name to the Additional Sign In/Sign Out Sheet with all the necessary information.
5. Have the parent sign in the designated spot on the Sign In/Sign Out sheet.
6. Instruct the parent, **"Keep this orange tab in a safe place! This is HOW you or your spouse will pick up your child! Remember, no siblings can pick up children. You must present this tab in order for us to release your child to you."**

Person Two

1. Receive the armband from Person One.
2. Wrap the armband around the child's wrist.
3. Find the child's printed name tag. If the child does not have a printed name tag, use an empty one from the folder. Write the child's **FIRST AND LAST** name with sharpie and the **GRADE LEVEL on the UPPER RIGHT-HAND corner**.
4. Have the child or parent place the name tag on the **top front** of the child's shirt.

***Note: Once Sign-In has slowed down, one person will go into the classroom and help until Sign-Out. The other person will stay at the table for the entirety of the meeting.*

Signing-Out:

Have a designated classroom serving one AND Person Two standing by the door ready to call each child to the front of the room. **Please do not allow parents or their children (siblings) to enter the room.**

Person One

1. Ask to see the parent's **orange** tab and verify that the tab number matches the "Child's ID #" on the roster. If the parent has lost the tab, **DO NOT RELEASE THE CHILD UNDER ANY CIRCUMSTANCE! ASK ANOTHER SERVING ONE TO FIND TOM LITTLE OR STEPHANIE LITTLE TO HANDLE THIS SITUATION.** No siblings can pick up children.
2. Have the parent **sign their name** on the Sign In/Sign Out sheet.
3. Initial the back of the tab and **hand it back** to the parent.
4. Ask parent to start or join the line at the front door and give the tab to Person Two.

Person Two

1. Stand at the door with the designated classroom serving one.
2. Receive the tab from the parent, ask for the child's name, and make sure Person One's initials are on the back of the tab. **If the tab does NOT have the initials, send the parent back to Person One.**
3. Coordinate with the designated classroom serving one and call the child to the door. **Do not call for more than five children at a time.**
4. Use the **PINK** safety scissors to cut the wristband off the child as a final security measure. Any child that tries to leave childcare with a wristband will be stopped by a Security brother.
5. Say goodbye to the parent and child happily, with a smile.

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