

Childcare Sign-In and Sign-Out Table Procedures:

Signing-In:

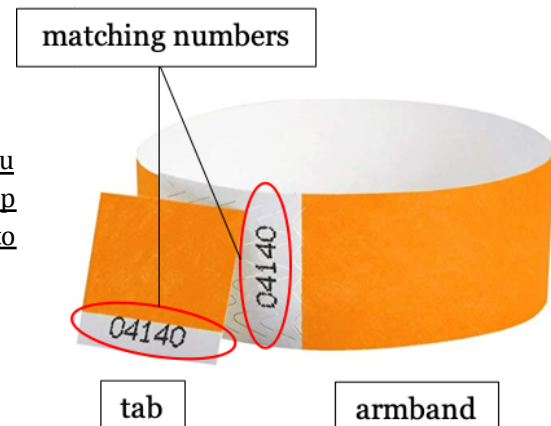
Welcome each parent and child happily, with a smile, and the exercise of your spirit! Each child is only allowed to sign-in/sign-out **once** per session. **Please do not allow parents or their children (siblings) to enter the room.** Only those above the ages of 18 years old can drop off children, including siblings.

Person One & Person Two

1. Ask for the child's name and registration status. If the child is registered, proceed to 2. If not, follow below:

Non-Registered Children Instructions

- A. Ask the parent to step aside and 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.
 - If the parent is unable to fill out the form or show confirmation, send the parent to Main Registration.
 - B. Have the parent fill out the blank "Additional Sign-In/Sign-Out Sheet." Make sure that the **allergies** column is filled. If there are no allergies, write "N/A" or "none."
2. Detach the armband tab from the armband. **Do not pre-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. **Have the parent 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 #."
 4. **Have the parent sign** the designated spot on the Sign In/Sign Out sheet.
 5. **While the parent is writing**, wrap the armband around the child's wrist.
 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. Pictures of the tab are **NOT** sufficient."
 7. Send the child and the parent together to Person Three.



Person Three

1. Sit closest to the door.
2. Find the child's printed name tag. If the child does not have a printed name tag, use a blank one from the folder. Write the child's **FIRST AND LAST** name with sharpie and the **GRADE LEVEL on the UPPER RIGHT-HAND corner.**
3. Have the child or parent place the name tag on the **top front** of the child's shirt.
4. Send the child to the classroom greeter at the door. The classroom greeter will be sourced from the classroom serving ones.

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

During the Session:

Person at the Table

1. Be watchful and alert regarding what is happening around you at all times. **DO NOT** occupy yourself with anything on your phone or laptop at any time during the session. This is a **safety** issue! You are the “first line of defense” to the ones in your classroom.
2. If you need to use the restroom, flag down a Security brother or LSM serving one to relieve you. Do not leave your table unattended.
3. Remember to fill out the People Count Sheet throughout the session. This ensures you know exactly how many adults and how many children you have in the room in case of an emergency (e.g. fire, active shooter, etc.).
4. Help the class line up in case of emergency and follow the Security brother to the designated evacuation location.

Signing-Out:

Have a designated classroom serving one and the **Sign-In/Sign-Out classroom helpers** stand 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 at the Table

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 or has a picture of the tab, **DO NOT RELEASE THE CHILD UNDER ANY CIRCUMSTANCE! ASK ANOTHER SERVING ONE TO FIND TOM LITTLE OR MARY CHOU TO HANDLE THIS SITUATION.** No siblings under the age of 18 years old can pick up children.
2. Have the parent **sign their name** on the Sign In/Sign Out sheet.
3. Draw a star or large line across the back of the tab and **hand it back** to the parent.
4. Ask the parent to start or join the line at the front door to the classroom and give the tab to the Sign-In/Sign-Out classroom helpers. If the child is in opening time, call for a Security brother or LSM serving one to retrieve the child. Do not leave your table unattended.

Sign-In/Sign-Out Classroom Helpers

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 there is a large line running across the back of the tab. **If the tab does NOT have the star or large line, send the parent back to the Person at the Table.** The tab with the line verifies that the numbers on the tab and the sign-in sheet have been verified. Therefore, there is **NO NEED** to double-check the tab number and wristband.
3. Coordinate with the designated classroom serving one and call the child to the door. When the line gets long, **call 3-5 children to the door at a time.** Children take a long time to collect their belongings and say goodbye to their friends.
4. Use the **PINK** safety scissors, with the wider side on the bottom and scissors pointed away from the child, to carefully cut the wristband off the child. Have the parent or child remove the child’s name tag as a final security measure. Any child that tries to leave childcare with a wristband or name tag will be stopped by a Security brother.