**Harvest Kids Check In/Out Policy**

**The intention of our policy is that every child is safely accounted for while under the care of our church volunteers and not released unless a Parent/Guardian is present.**

**Check-In Procedure for Harvest Kids (nursery, preschool and K-3)**

All Children will be checked-in at the Harvest Kids desk. Each child/ family will receive two stickers.

A sticker will print for each child, and another will be taken by the parent and is required for pick-up.

**1. Church Members/ Regular Attendees**

* Self-check your child(ren) in on the computer at the Harvest Kids desk
* Place the sticker on your child(ren) and keep your “receipt” in a safe place

**2. Visitors**

* Please fill out a Welcome Card with your information and leave it with the volunteer at the Harvest Kids desk
* Child(ren) will receive a Visitor tag with a number on it – and the parent will have the responding number
* Please fill out the tag and place the sticker on your child. Keep your receipt in a safe place to present it to the teacher for pick up

**3. Teachers**

* Please fill out a class roster to be used in case a child steps out of the classroom and/or for pick up
* K-3 will refer back to the roster when going in and out of the Worship Center

**Check-Out Procedure for Harvest Kids (nursery, preschool and K-3)**

* Children will be picked up in their appropriate classroom.
* Parent/Guardian will present their tag that has the matching number of their child(ren)
* Volunteer will match numbers and release the child(ren), checking each child off of the roster
* Volunteer will ensure all children have been accounted for in their classroom. If not accounted for Volunteer will alert the Children’s Ministry Director

**Check-in/ Check-out for Harvest 4th and 5th**

* 4th and 5th graders will check in at the Harvest Kids desk and may print stickers per parents’ preference
* Visitors will fill out a Welcome Card and bring it to the 4th and 5th classroom
* 4th and 5th graders will check in at their appropriate classroom and grab their name tag there.
* Parents will be given the choice of pick up or to allow for dismissal of their child (name tags will reflect this decision)