

CHECK-IN STEPS

STEP 1: SCAN BARCODE

STEP 2: SELECT CHILD OR CHILDREN ON TOUCH SCREEN

STEP 3: SELECT "FINISH" ON TOUCH SCREEN

PRESCHOOL

Preschool check-in stations are pre-set to print two labels, plus a parent receipt once you check in. One label will go on your child. The second label may be placed on your child's bag if needed, or simply thrown away. **You must keep the parent receipt, or be prepared to show your ID when you pick your child up.** The parent receipt may be torn in half to provide each parent with a receipt.

Check-Out: Your child's teacher will match the number on your receipt to your child's name tag. They will place both labels on a check-out sheet ensuring your child has been released to an authorized person. **If you are picking up more than one preschooler or nursery aged child, you will initial the check out sheet indicating that your label has been checked and turn in your receipt to the last classroom.**

Check-In Stations

Preschool:

- 1st Floor Education Wing, North of the Elevator
- CLC, First Light Children's Check-In

Elementary:

- 2nd Floor Education Wing, South of the Elevator
- CLC, First Light Children's Check-In

1ST-3RD GRADE

1st-3rd graders will be printed a nametag only upon check-in. This nametag will serve as a means of hospitality to guests and visitors. **Effective March 15th, 2015, any 1st-3rd grader not picked up by a parent or guardian at their classroom by 11:50 will be taken to Late Pick-up Childcare by our nursery staff.** We will not be releasing any 1st-3rd to walk to adult Sunday School classes for their safety.

4TH-5TH GRADE

4th-5th graders will be printed a nametag only upon check-in. This nametag will serve as a means of hospitality to guests and visitors. 4th-5th graders will be allowed to check themselves out if we have verbal permission from parents.

NOTE: YOU MAY CHECK-IN ELEMENTARY STUDENTS ON THE 1ST FLOOR WITH PRESCHOOLERS AND NURSERY. THIS WILL RESULT ONLY IN A DIFFERENT AND ADDITIONAL NAMETAG BEING PRINTED FOR THEM. HOWEVER, TO RECEIVE THE PARENT RECEIPT YOU NEED TO CHECK-OUT A PRESCHOOLER, YOU MUST CHECK-IN AT A PRESCHOOL STATION.