

NURSERY & TREK CHILDREN'S MINISTRY

Check In/Out Directions for Parents/Guardians

- 1) Stop at the TREK Children's Ministry check-in table located by the south entrance to sign your child in.

- 2) If you are a first-time guest, you will be asked to fill out some information about your child.
 - a. **Important to note any allergies** or foods you do not want your child to have. We do serve snacks. If you have concerns, speak with the childcare staff in the room when you drop off your child.
 - b. Important to provide your phone and email in case we need to contact you after Sunday (*sickness breakout, missing items, etc.*)

- 3) Nametag and Matching ID Ticket
 - a. All children in our care are given a nametag with a matching ID ticket.
 - i. Attach the nametag to your child's clothing and keep the matching ID ticket.
 - ii. When you pick up your child, give the ID ticket to the childcare staff and sign your child out on the sign-in sheet.

**THE MATCHING ID TICKET MUST BE TURNED IN
WHEN YOU PICK UP YOUR CHILD. THIS IS FOR YOUR
CHILD'S SAFETY AND YOUR PEACE OF MIND.**

January 2017