

# IMPORTANT NEWS FOR PARENTS AND TEACHERS OF PRESCHOOLERS

Updated: 12-19-11

## RE: Check-in Procedures

1. **When you arrive**

Come first to the check-in desk located in the Children's Building's main foyer.

2. **Sign your child / children in**

At this time you will receive a pager. The pager number will be important and will be the number for all your children.

3. **Take your child / children to their classroom**

The teacher will ask to see the pager to record the "pager number" down on the classroom marker board.

4. **If your assistance is needed**

When away from your child you will be paged. Please come to the check-in desk and someone will be there to explain the reason for being paged.

5. **When picking up your child**

You must turn in the pager first to the check-in desk and sign out.

6. **At this time**

You will be given a card with your same pager number.

7. **Receiving your child / children**

If you only have ***one child*** please show the card and give to the teacher.

That number will be matched up with marker board where the number was recorded. If you have ***more than one child*** the card will be shown at each classroom and turned in at the last classroom.

8. **Teachers will be responsible for turning back in the cards to the check-in desk**

**\*\* Cards will be given in place of pagers in the case of Parent's Night Out, WEE or other away activities.**

This new check-in procedure is for the protection of our children. Please do not assume that the teachers will accept or release your child / children without following the proper check-in because you are a familiar face. Thank you in advance for helping keep our children secure while in our care.

In Christ,

Mrs. Candy Lartigue – Childhood Ministries Director