Check-In and Check-Out

The Check-In and Check-Out procedures are essential to making sure our children are safe in CedarVille. We ask the same adult leader to oversee both check-in and check-out during a service. They are the room leader; responsible for the clipboard and any emergency situations that may arise.

Each parent will receive:
- One name tag per child with an alpha-numeric code
- Two parent pickup receipts with an alpha-numeric code per child
- One note tag per child

Check-In
- Connect with the family, especially if it's their first time! Look at both the parent and child tags to ensure the alpha-numeric codes match.
- Stick the note tag to the check in sheet.
- Ask the parent if there is any additional information that would help us care for their child well and write that on their note tag. If we need to add an allergy, medical or care note to a child's Rock account, please notify a Kids Staff Member.
- Label all items staying with the child and note allergies appropriately.
- The parent will keep their parent pick up receipt to pick up their child after the service.

Check-Out
- Look at both the parent and child tags to ensure the alpha-numeric codes match.
    - If the parent arrives to pick up a child without their tag, notify a Kid's Staff Member who will fill out a Child Release Form.
    - If the parent arrives to pick up a child and their codes do not match, notify a Kids Staff Member.
- Pass out the Parent Cue and any other handouts.
- Cross the child's name off on the clipboard confirming the child has left our care.