



PLAN B Instructions

When the Check-In stations are not working, we fall back to a Plan B Check-In process! Here is what you need to know and do:

During Check In:

1. Each child will receive a handwritten tag with their name, room, and code.
2. Each parent will receive a laminated tag with the corresponding code to collect their child after service.
3. Each child should be signed into their room using the Plan B Check-In Sheet.
4. Fill in all columns with the appropriate information.
5. Make sure to ask for the LAST 4 DIGITS of the phone number the family uses to check in. This will be used to enter the children into the database to record attendance.

During Check Out:

1. Sign each child out as usual by matching the alphanumeric code on the child and parent tags.
2. Collect the laminated parent tags after the parent has picked up all of their children.
3. Return the Plan B Check-In Sheet to a Kids Staff member at the end of the service.
4. THANK YOU for being flexible and helping to ensure we are providing a safe and secure environment for families!