

# Getting Started (Check-In & Check-Out Procedures)

## **Guests:**

If you are a new attendee at Cherry Hills, here is some information to help you get started:

1. On Sunday mornings, children who are not registered in the system will be checked in as guests. Once you go downstairs to Hideaway Bay, you will immediately see a sign that says “Guest Services.” Please stop at Guest Services and allow the volunteers to obtain some introductory information about your child. We also will give your child a temporary nametag, so her teacher will be able to call her by name. You will receive a temporary claim tag **required** to pick up your child at the end of service.
  
2. After the nametag is placed on your child, please walk them to their classroom. We will have signs listing classroom assignments, and any of our greeters will be happy to escort you to the appropriate classroom.
  
3. When you drop your child off at the classroom, you will have a second check-in consisting of signing your child’s name on the roster and listing when you plan on picking your child up (at 10:45 after the second service or at 12:15 at the end of the morning). In addition, you will list any notes you may want us to know about your child (allergies, etc.). This roster is a necessary tool in the case of evacuations due to fire or storms (please see page 15 below).
  
4. When you pick up your child, you will need to show your claim tag in order to get past the security desk. After going through security, please show the teacher your parent tag with your child’s name/number on it and they will have your child come to the door to meet you. **PARENTS WILL NOT GO INTO THE CLASSROOM TO GET THEIR CHILDREN – PLEASE WAIT AT THE DOOR** . You will then have to show your tag at the check-out gate and turn it

in to the greeter. Once you have checked out, you can exit through the gate with your child.

5. If you have lost your parent tag, you will need to fill out the Safety First sheet at the Check-In Desk before you are able to enter through the gate into Hideaway Bay. To complete the Safety First Check-out Form you will need to show your Driver's License before we can release your child to you. After filling out the Safety First form(see example below, page 9), a greeter will take you back to the class to pick up your child.

6. **Please note:** On your first Sunday as a guest you and your child will receive guest passes into Hideaway Bay for check-in and check-out. If you return a second time to Hideaway Bay, you must again check-in at guest services. This time, you will again receive a guest pass for check-in and check-out, but you will be asked if you would like your child entered into the registration system.

7. Once you fill out the registration form and the office staff receives it, we will place your information in our check-in system. In the next two to three Sundays you will be able to check into our system through the regular check-in process (you will not need to go to the Guest Services table). Your child will have a nametag with a corresponding tag that you must bring to the classroom when picking up your child.

## Example of Safety First check-out form without a nametag:

Safety First Check-Out	
Date:	_____
Name of Child _____	class _____
Name of Child _____	class _____
Name of Child _____	class _____
Name of Parent _____	
Person Picking up Child _____	
Relationship to the Child _____	
Valid ID	<input type="checkbox"/> DL # _____
	<input type="checkbox"/> SS # _____
	<input type="checkbox"/> Other _____
Leader giving permission _____	
Signature _____	

## **Regular Attenders (Child is in the registration system)**

Once your child is in the registration system, he will have a nametag hanging on the wall. Attached to the nametag is a parent claim tag that you will take with you. Please accompany your child to the check-in area, and walk him to his classroom. You will follow all of the same check-in and check-out procedures listed under the guest section. However, instead of checking in at the Guest Services desk each week, you will check-in at the Express Check-In Desk.