
CHILD CHECK-IN POLICY

All children wear a name badge at all times when they are under the supervision of Well Kids. Parents check each child in at the check-in kiosk before entering the classroom(s). **Two (2) labels are printed for each child** and **each family receives a total of two (2) security claim tickets**. All children in one family have the same security number on their name badge and security claim ticket.

- Label 1 Name Badge – placed on the child
- Label 2 Name Badge – given to classroom teacher for attendance roster
- Label 3 Security Claim Ticket x 2 – given to parent for pick-up

When a child arrives to the classroom, they **must** be wearing a name badge. The parent will hand you an additional name badge, which you will place on the “attendance roster” sheet. This lets us know the following:

- The child not only was checked in at the kiosk, but made it to their class
- The class they belong to if they should ever get separated
- Known allergies
- Primary contact with phone number (*If this info is missing, please alert Host Team ASAP.*)

Note: If an adult drops off a child to a class without a name badge the SGL checking in children will direct the parent and child(ren) to check in at the Host Table. The child is not allowed to come into the room until they have checked in.

Note: Should you leave the room with the children at any time during the gathering, please ensure you take your radio, the attendance roster and radio the Host Team prior to leaving the room. They will notify the police officer.

CHILD CHECK-OUT POLICY

The adult picking up a child **must show a matching security claim ticket** to the volunteer managing the attendance roster who must then match the security code on the claim ticket with the security code on the child’s name badge. Once verified, the volunteer **must** remove the child’s name badge off of their shirt and **strike through their name** on the “attendance roster” sheet. You are not required to take the ‘security claim tickets’. You are required to remove the child’s name badge and turn in to the Host Team at the end of your time serving where they will be shredded for security purposes. If a parent gives you the security claim ticket, it can be thrown in the trash.

Should an adult lose their security claim ticket, please ask them to return to the Host table where they will be further assisted. No child is ever to be released by you to an adult without a matching security claim ticket.