

NURSERY

CHECK-IN PROCEDURE

There are number tags for each child being cared for in the nursery. The following procedure needs to be followed upon checking in a child.

- If there is not a Registration Card on file for the child, one must be filled out completely by a parent.
- The child's name and pertinent information is entered on the Check-In Sheet, and the corresponding number tag is pulled.
- A piece of tape with the child's name and number written on it is placed on the child, any food items belonging to the child, and the child's diaper bag.
- The parent takes the number tag as a claim tag when returning for the child.
- If the parents are in the worship service, as indicated on the Check-In-Sheet, and the parent needs to be called for the child's best interests, the child's number is entered in the silent paging system that will show up in the Worship Center.
- If the parents are in a classroom, as indicated on the Check-In Sheet, a nursery worker will go to the classroom for the parents if it is necessary for the child's best interests.
- When the parents return at the end of a service hour they must have the number tag to claim their child.
- Tags are put away in the storage tub for the next service time.

Children's Ministry
Creekside Community Church
Alamo, California