



Children's Ministry Check-In & Check-Out Process

It is Clearbranch Kidmin's goal to welcome, nurture, and equip every infant through 5th grade child so that they will choose to follow Jesus and serve others. In support of this mission, Clearbranch United Methodist Church ("Clearbranch") incorporates a computer based check-in center to help with organization, class management, health, safety and security. To ensure the safety of your child, ALL children, nursery through 5th grade, must be checked in/out by parents or designated person(s) included in their registration. Children are given system generated nametags listing their classes for the morning. Keep the parent portion of the tag/s to be used at pickup/dismissal. The tag contains a security number unique to your child, as well as information like allergies or special needs so we can better serve your child and ensure their safety when he/she is with us. Please indicate on your child's nametag whether he/she is staying for the 11:00 small group hour so Leaders can transition the children to the appropriate room. Infants and toddlers will receive an extra tag to use for labeling diaper bags.

The check-in station is located in the lobby of the children's building and all locations are manned by childcare personnel and volunteers who are able to answer any questions. Greeters are also available at the check-in station to assist 1st time guests with registration process, check-in or classroom locations.

- **Elementary Children Ages Kindergarten through 5th Grade:** Drop off in designated classroom. Pick up in designated classroom. (Backyard first hour-Annex 2nd Hour)
- **Infants:** Drop off & pick up in designated classroom.
- **2K, 3K and 4K:** Drop off & pick up in designated classroom.

Worship service, small group, and misc. programming childcare check-in is available at the following times:

| Service/Classes | Drop Off | Pick Up |
|-----------------------------|----------|----------|
| Sunday 9:30 AM | 9:15 AM | 10:50 AM |
| Sunday 11:00 AM | 10:45 AM | 12:10 PM |
| Wednesday Night 6:30 | 6:15 PM | 7:45 PM |

**Parents must remain on campus while child(ren) are within the care of Clearbranch.*

Note to Parents: *If you are not going to be the one picking up your child, please give your pick-up sticker to the designated adult (no one under age 18) who will be picking up the child for you. If for any reason you lose your parent sticker, please let your child's teacher know so he/she can have Staff refer back to the child's registration form to verify the authorized pick-up person.*

PICK UP: children can be picked-up from their designated classrooms after worship service. The adult picking up the child must present the parent sticker that matches their child's security sticker. If your child is staying for Children's Church at 11:00, their teacher will transition them to the appropriate small group room. Second Hour for Infant thru 4K is located in Room F105 of the Children's Building. K-5th grade Small Group is located in Annex Building.

If selected during registration, notifications can be sent via text message to your cell phone (*if attending service, please keep phone on vibrate to not interrupt others*).

Thank you for helping us to maintain the highest standards of safety and security for all families.