

Check-out procedures - Elementary

Safety of the students is our number one priority each week. Parents are asked to remain in the Student lobby or hallway until our program is complete. Once completed, a team member will greet the parents before inviting them into the room to collect their child(ren).

- A team member needs to be stationed at the door during check-out until all children have been picked up.
- They will use the blacklight to match the handstamps of the students and parents.
- Distribute take-home materials* to each student.**
- Students cannot be released to anyone without a matching hand stamp.
- Students are not permitted to leave the room alone to find their parents.
- If a parent does not come to pick-up their child notify Children's Director, Team Leader on duty or staff to handle the situation.

*All students are given a take home devotional that allows them to work with their parents throughout the week on the month's virtue and understanding each weeks "Bottom Line". There is a separate devotional for k-2 and 3-5th "preteen". Please hand these out as students and parents leave.

**Students can earn a prize each week by completing the take home devotionals with their parents. There are additional take home papers available to parents posted outside the door each week/month.