

## **Check-out procedures - Pre-K**

Safety of the children is our number one priority each week. Parents are asked to remain in the hallway until our program is complete. Once completed a team member will greet the parents and begin checking kids out.

- Parents must produce a claim ticket matching their child's nametag to pickup their child.
- Distribute take-home materials to each child.\*
- Children cannot be released to anyone without a matching claim ticket. In case a parent misplaces the claim ticket please alert a Team Leader, Ministry Director to assist the family.
- Children 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 kids are given a program specific take home devotional and/or coloring page that allows parents time to talk about our weekly lesson with their children during the week.