

## **Pre-K Classroom Check-In**

Safety and security are very important here at Grace Kids. We have taken careful measures to ensure all kids areas are safe and secure. There are many important policies to know and understand for your own safety and the safety of the children in your care. The peace of mind for parents leaving their children is very important and the safety and security of all of Grace Kids is our top priority.

- All children must be checked in to the computer system by a parent/guardian before being left in our care. Children must have a correct nametag, be assigned to the correct age level room and the parent/guardian must retain the claim ticket for pick-up.
- All children must be brought to the appropriate age level room where they will remain until picked up by parent or guardian (unless moved to another room by a Team Leader or Ministry Director).
- All parents or guardians MUST produce a claim ticket (printed at check-in) to pick up children from the classroom. Claim ticket must be matched with child's nametag to allow them to be released. If no ticket is available another form of identification must be checked by a Team Leader or Children's Director. DO NOT release a child to any adult without the proper claim ticket.

## **Plan B**

In the case of computer, or internet failure we will have a manual name tag system.

- Write the child(ren)'s name and the last 4 digits of the parent's phone number on a nametag to be placed on the child(ren).
- Give the parents a tag with the same last 4 digits written on it for them to retain as the claim ticket at pick-up.
- Follow the usual pick-up procedures matching the two numbers written on the tags.