



**Children's Ministry  
Security  
Procedures for  
Sunday Morning**

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- Prior to entering the Children's wing, parents are asked to check their children in with the Children's Ministry Coordinator at the check-in desk. Parents or guardians must submit the corresponding parent tag with matching numbers in order to pick up their child. Children will not be able to leave the children's wing without a parent or guardian to pick them up. If the parent tag is lost, parents must receive permission from the Children's Ministry Coordinator prior to taking the child from the Children's wing.

- All doors leading from the hallway to the classrooms and nursery are to remain closed and locked during service. When the service is over the teacher or Children's Ministry Coordinator will open the door and the kids will be released to the check in table. The children are to remain at the check in table until their parents present the corresponding number sticker. The Children's Ministry Coordinator, Deacons, Security Team and Staff all have keys to open the doors. In case of an emergency one of those members will unlock the door and direct you on the next steps to take. (See LACC Emergency Action Plan)

- If a fire alarm sounds (or an evacuation is ordered) while parents are in service, they are asked to follow the evacuation route established for the main sanctuary. Parents flooding the children's wing will cause considerable congestion and prevent the children from being safely evacuated from the building. Children and parents will be re-united as soon as safely possible.

\*You can request a Kidztown Policy and Procedures packet at any time.

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