

REGISTRATION DESK PROCEDURES



Check-In Procedures

1. Greet Parents warmly
2. Ask them to sign in
3. Assign the family a number and hand them a card with the same number
4. Place a sticker with that same number on each child.
5. Children ages 0-Pre-K4, Parents can walk them to the nursery/Live wire Junior area.
6. Children ages K5-5th grade can be walked to Game Room (9:15-9:30), Sunday School Rm. (9:30-10:45), or the Student Center (10:45-12:00)

Check-out Procedures

1. Ask Parent for Pick-up card
2. Match Number to child's name
3. If child is age 0-Pre-K4, send parent **WITH CARD** to the child's classroom.
4. If child is age K5-5th grade, call use black radio and say:

9:15-10:45 "Attention Sunday School, please send 'name' to registration desk"

10:45-12:10 "Attention Live Wire, please send 'name' to the registration desk.

5. Take card from parent as they leave.

Only Parents with children and volunteers/Sunday School teachers can access the children's wing, please direct others to the Fellowship Hall doors.