

Check-In & Check-Out Team Procedures

Important Information

- Envelope colors correspond with the table colors and signage to help keep the process organized.
 - Colors indicate the category of the first letter of each family's last name and identify which table they should use for both check-in and check-out.
 - Walk-up registrations will be placed in **red envelopes** so staff can easily identify children who need to be added to the system the following day.
 - Children wearing **yellow lanyards** are designated as "**No Photo**" participants. Their parents have requested that they not be photographed. These lanyards help our photography team quickly identify children who should not appear in photos.
 - Check-in tables are located outside the Worship Center and are arranged alphabetically by last name, with matching color-coded signage.
 - Check-out tables are located inside the Worship Center and are arranged alphabetically by last name, with matching color-coded signage.
 - Each table should be staffed by **two team members**.
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Check-In Process

1. Greet families and ask for their **last name**.
2. Locate the envelope with the matching last name.
3. Ask for the child's **first name** to confirm you have the correct envelope.
4. Open the envelope and give each child their lanyard.
5. Tell the child which crew they are assigned to (listed on the tag).
6. Give the parent:
 - Their **pick-up tag**
 - A **Check-Out Information Sheet**
7. Explain that:
 - The pick-up tag is required to check out their child each evening.
 - They must keep the tag for the entire week.

- They will follow the same check-in/check-out process each night, except on Thursday evening when all families attend the full event together. There is no check-in or check-out on Thursday evening.

Check-Out Process

1. Have parents form a line in the lobby at the back double doors.
2. Do not open the doors until you receive approval from the event leadership team.
3. This process is designed to maintain safe and efficient traffic flow in and out of the Worship Center.
4. Parents should return to the same table they used during check-in.
5. Parents must present their **pick-up tag** to a Check-Out Team member.
6. The Check-Out Team member will call the child's name(s) over the microphone.
7. Crew Leaders will then send the child(ren) to the designated pick-up table inside the Worship Center based on the first letter of their last name.
8. Collect each child's:
 - Lanyard/Name tag
9. Return all lanyards and tags to their envelopes so they are ready for check-in the following evening.
10. Provide one nightly take-home sheet per family.

Questions or Issues

If you encounter a situation, you are unable to resolve, please contact **Erin Austin** for assistance. She will be stationed in the lobby throughout the event and is available to support the Check-In and Check-Out teams.