Child Registration and Check-In Procedures

Our goal is to safely and quickly check in each child in a friendly manner. This is often the most stressful part of a parent's morning at Risen King Church and is an important moment to make a positive impression. All regular attendees and first time guests will check in at the Check In area. Risen King uses planning center in order to safely track our attendance, and students who are checked in and checked out of our Risen Kids area.

1. Log into planning center and select the check-in portion, select the appropriate event (11am Service, Wednesday Night Risen Kids life group, etc.) Proceed to select the appropriate area (Nursery, Theatre Room, Carnival Room, etc.) You can than proceed to input the child's name and check them into the appropriate area.
2. All parents are than given one pager per family, the volunteer will then write the pager number and family name on the pager tracking form in the event that a parent needs to be contacted or a child returned in the middle of the service.
3. Parents should be reminded to take their child to the restroom before checking them in. We will take their child to the restroom, but it's easier to do this in advance.
4. First time guests fill out a registration card and receive a sticker with a unique number. The child receives the other half of that sticker. People working at the registration area will be available to walk first time guests to the appropriate environment and introduce them to one of the teachers.
5. Regular attendees (those that have previously filled out the registration card) do not need to fill out the card again as they are entered into the computer system. After checking in electronically, parents walk their child to the door of the appropriate classroom. A volunteer is at the entrance to the classroom to make sure the stickers match. Parents walk their children into the class and hand them to a teacher.

CHECKING IN:

1. Log-in to https://check-ins.planningcenteronline.com/events

    Login ID: risenkidz@gmail.com

    Password: rkcbutler

2. Scroll down to **select** the Event you're checking the child into:

Events

English Service 11am

Good Friday

Spanish Service 6pm

Wednesday Night Kids Life Groups

3. Make sure you are on the **correct date** and the **CHECK-INS** tab is selected.

4. Find the [Add check-ins] button on the right of the screen and select it, and **THEN** search for the child using their first or last name, or their security code.

5. Select the **Location** which you are checking the child into, and then you will be able to check the child in.

6. Once the child has been checked in, click on the "**Print Label**" button.

**Each child will receive a label upon check in, and one label will be printed PER HOUSEHOLD

*with **a security code on it which the parents will need upon pick-up.*****

CHILD LABEL   **SECURITY CODE LABEL**

7. Click "**Finish**" at the top right and ***repeat steps 4-6 for the rest of the children***

After checking in the child, the child may enter through the door of the check-in desk and be escorted into the classroom by a leader or volunteer. The parents should be reminded they must come down at the end of service to pick up their child to be checked out.

CHECKING OUT:

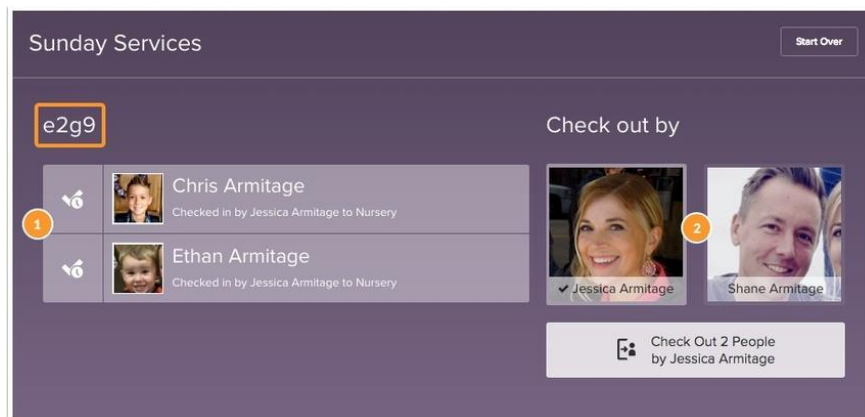Check people out of an event using the Security Label or with personal information.

Checking out is an option on both Manned and Roster Stations. For security purposes, it is not available on Self Stations.

Every person has a randomized alpha-numeric tag for each time of check-in. This Security Code will never be the same again for that person.

1. When the parent comes to pick the child up with the Security Label, the person at the station can scan the barcode or type the Security Code in the search bar.

You can only search for a security code on a Manned Station (i.e., the check-in desk).

All people matching that barcode or Security Code will show on the screen.

8. Check marks show **who** will be checked out.
9. **Confirm** you are checking out the **right child**.
10. Choose who is checking out the people. The default is set to the person who checked in the child, but you can easily switch it to someone else by clicking on their image!

Return to the check-in page and *repeat steps 1-4 for each child checking out*.

Checking Out Children

1. Parents wait at the check in desk and children are released to the appropriate parent in our system.
2. **Children are NOT to be released to anyone other than the adult with the correct security tag. Siblings are NOT allowed to pick up their younger brothers and sisters, even if they have the security tag.**
3. On the way out, the classroom volunteer verifies that the number of the parent's sticker and the child's sticker match.
4. Once the child is checked-out the pager is then returned and the families name erased from the pager tracking form, the pager is then placed in the appropriate charger.