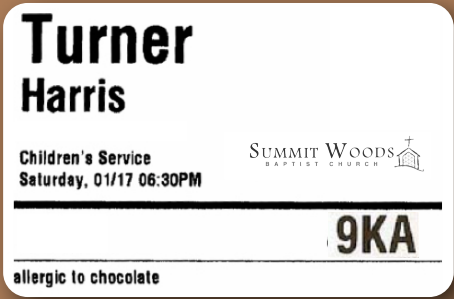
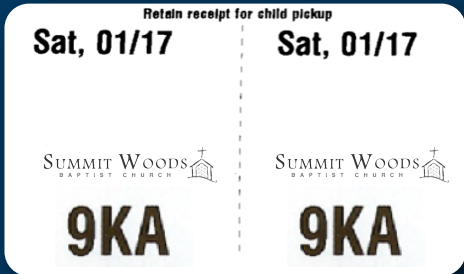


## NAME TAG



Each time you check-in your child, you will receive an adhesive-backed name tag that displays your child's name along with a randomized alphanumeric code. Place the name tag prominently on you child's clothing.

## PARENT RECEIPT



You are given a receipt each time you check-in your child that has the same alphanumeric code that appears on your child's name tag. When picking up your child, the teacher will match the code on your child's name tag with the one on your receipt. If the two codes match, the child will be released to your care. If they do not, you will need to return to the check-in terminal and present attendant with a photo ID for authorization.



## CHILDREN'S CHECK-IN

Dear Parents,

This brochure is designed to acquaint you with some changes you will see in our check-in/pick-up procedure. It is our objective to simplify and expedite the process without compromising the safety of our children.

I hope you will take a minute to familiarize yourself with our new procedures, in addition to identifying the check-in location in the foyer near the Children's Ministry hallway.

Finally, we hope you will consider volunteering in this important ministry. We need volunteers to assist our parents with checking in their children. The system is very simple to use: if you can operate an ATM, you will find this a piece of cake! If you want to learn more about volunteering in this ministry, contact Peggy at [pgeorge@summitwoodschurch.org](mailto:pgeorge@summitwoodschurch.org) or 816-525-8215.

**Peggy George**  
Ministry Assistant of Children's Ministry

## SUMMIT WOODS BAPTIST CHURCH

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Exalt the King . . .  
. . . and Extend the Kingdom

## FIVE STEPS TO CHECKING IN AND PICKING UP YOUR CHILD



**ONE** Check in your child(ren) at the check-in station in the foyer near the children's ministry hallway. In general, we recommend using the front door entrance.

**TWO** You will receive an adhesive-backed name tag displaying your child's name that is to be placed prominently on your child's clothing, and item tags to label any diaper bags or accessories that go with the child(ren).

**THREE** In addition to your child's name tag, you will be given a printed "receipt" for child pick-up that contains a randomized alphanumeric code (this will match the code on your child's name tag).

**FOUR** If you have children age three and younger, please make sure your mobile phone is on and set to silent (vibrating). You will be sent a text message if your assistance is required.

**FIVE** When picking up your child, go directly to your child's classroom. Your child's teacher (or greeter) will match the code on your child's name tag with the one on your receipt. Once the match is verified, your child will be released to you. (You must have a receipt to pick up your child.) Only adults, pre-approved by the parent or guardian of the child, will be allowed to pick up children.



★ Check-in stations are situated in the foyer near the entrance to the Children's Ministry hallway.

Facility Map

Let your light so shine before men, that they may see your good works and glorify your Father in heaven.

Matthew 5:16