

Sunday Kids Kingdom Check-In/Out Procedures

9:15am – 10:15am – Kids Kingdom Sunday School (check-in starts at 9am)

Existing Families:

1. Type in your family's Last Name on the Check-In Kiosk Screen and tap Enter.
2. To find your child you may need to Scroll >, then tap on their name.
3. You will tap on KK Sunday School/Children's Church and Check In.
4. Wait for the printer to print their Name Badge and Parent Badge, they are now checked in.

New Families: If your family is not in our system.

1. Tap the "Add Guest" button at the bottom of the Check-In Kiosk Screen.
2. A box will pop up for you to start entering your family's information. (You can start with anyone)
3. Follow each prompt by entering the required information.
4. To enter the whole family, you will tap on "Add Family Member" after each entry and enter the required information for each member you add.
5. Once your family is entered, you will follow the steps above.

***There will always be a member of our Children's Ministry Team present to help guide you through the process and/or answer any questions.**

10:15am – Sunday School Ends: You will pick your child/children up to join you for Worship.

10:30am – Worship begins – Families Worship together, Pastor Jason or Ms. Cecilee will call ALL children up for a Children's Moment, then be dismissed as follows:

- 3rd-5th grades, go back to their families
- PreK-2nd grades, go back to Kids Kingdom with our Children's Church Volunteers (volunteers will be waiting at the Sanctuary doors closest to Kids Kingdom).

***If your family will be attending Worship ONLY and you have a child in PreK-2nd grade you will need to check your child in for Children's Church BEFORE heading to the Sanctuary for Worship.**

Children's Church Pick-Up: When Service ends, parents with PreK-2nd graders can then go to Kids Kingdom to pick up their child. Remember to have your Parent Badge with you.