

Sunday Kids Kingdom Check-In/Out Procedures

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

Existing Families:

- Type in your family's Last Name on the Check-In Kiosk Screen and tap Enter.
- To find your child you may need to Scroll >, then tap on their name.
- You will see one of the following events, you will tap on the event and tap Check-In at the bottom:
 1. Sunday School ONLY – this option is for children 3rd thru 5th grade.
 2. Sunday School/Children's Church – this option is for children PreK thru 2nd grade.
- Wait for the printer to print their Name Badge and Parent Badge, they are now checked in.

New Families:

- Tap the "Add Guest" button at the bottom of the Check-In Kiosk Screen.
- A box will pop up for you to start entering your family's information. (You can start with anyone)
- Follow each prompt by entering the required information.
- 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.
- Once your family is entered, you will follow these steps:
 1. Type in your family's Last Name and tap Enter.
 2. To find your child you may need to Scroll >, then tap on their name.
 3. You will need to tap "Add to Event" under your child's name.
- There will be two event options, only choose 1 option and tap Check-In at the bottom:
 1. Sunday School ONLY – choose this option if your child is a 3rd thru 5th grader.
 2. Sunday School/Children's Church – choose this option if your child is a PreK thru 2nd grader.
- Wait for the printer to print their Name Badge and Parent Badge, they are now checked in.

***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.**

11:30-11:45ish – Children's Church Pick-Up: Service ends and parents with PreK-2nd graders can then go to Kids Kingdom to check their child out.