



CHECKPOINT PROCEDURES:

FIRST TIME GUESTS

The Welcome Dock and Welcome Hut are equipped to gather information crucial to check-in, proper placement of child, and explanation of the guidelines of the Children's Ministry. Each child will receive a badge prior to placement in their classroom and the parent will receive the security badge for pick up.

ATTENDEES AND MEMBERS

If your information is in our database, check in for all ages (6th grade and under) can be done at any of the above locations. If there is a line at one station, simply proceed to a check-in station with no line (including the dock and hut).

In the unlikely event we need you and you are in the Worship Center, the last three digits of your cell number will appear on the LCD screen located just above the right and left exit signs.

Allergy and Medical information will be posted on each child's badge as given. If your child's badge does not have pertinent or correct information, please see the Welcome Dock or Welcome Hut attendant.



CHECK-IN LOCATIONS

- Welcome Dock
- South Entrance Kiosk
- Welcome Hut
- Worship Kidstyle Entrance



LifeSpring Church

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CHECKPOINT OFFERS:

PROTECTION

CHILDREN

A family status can change in a short time and not every volunteer will be aware of these changes. This system ensures the safety and security of children.

It is our responsibility to protect minors and offer a safe, secure environment.

VOLUNTEERS

Volunteers come in many shapes and sizes; weekly, monthly, quarterly, yearly, as needed, etc. Some come on Sunday, Wednesday, or for a one-time event. Volunteers need a system that offers confidence that they are sending children home in the correct set of hands.

It is our responsibility to protect the servants of the church offering a system relieving them of liability.

CONGREGATION

Lawsuits happen at worship centers of all denominations across the world. The majority of these lawsuits are filed by parents of children alleging negligence of some sort on the part of the church. In most cases, legal defense is costly and prolonged. Beyond the financial consequences, a lawsuit of negligence can cause a negative reputation, strained relationships, and a distraction to ministry.

It is our responsibility to protect the congregation and its assets; to include the finances, reputation, witness, and ultimately, its people.

STAFF

As the staff leads the ministry to a large group of children in its facility, we must pray, plan, prepare, and set policy to protect the children, volunteers, and congregation. The staff must also be prepared to stand in a court of law and unequivocally state and know that everything possible was done to protect each individual. It is in our responsibility, as paid staff, to have procedures and policies in place showing we value the child, the volunteer, and the entire congregation.

SAFETY

Each of the 1200+ children in our database have unique characteristics and needs. Checkpoint prints individual needs, such as allergies, medical alerts, etc. on each badge, allowing volunteers to minister accordingly. The badge contains a cell number to contact parents, whether on or off site, quickly and easily. In the event of a fire or other disaster, Checkpoint provides a report to aide in dismissal outside of the facility.

SECURITY

Our current facility does not have secure children's hallways. We have four busy entrances and exits. Unfortunately, predators often target churches due to our trusting, inviting, and busy environment. This, along with the family dynamics of the day, requires us to have a system to ward against any intrusion. Checkpoint, used properly, ensures children have been placed in the care of the responsible individual prior to leaving and provides peace of mind for families with special circumstances.

STEWARDSHIP & EFFICIENCY

Checkpoint feeds into several other programs within the database allowing us to follow-up with guests, attendees, and members.

Checkpoint even allows for just one check in for both sessions and one security number for all children in that family.

Checkpoint updates the staff every few minutes with a number of children that have checked into each class allowing for quick placement of volunteers.

Checkpoint equals less paperwork. No more filling out attendance sheets, or making, updating, and laminating security badges.

Volunteers are able to focus and attend to the children instead of concentrating on attendance and check-in.

Checkpoint allows us to focus on people and less on administration.

Checkpoint allows us to push a button to post attendance after each program or event, which means less man hours being spent on this task during the week.

HELPFUL NOTES

- Please do not "Add Family Members" or "Add New Names" at the self check kiosks...these are not set up to place names properly in the database and could ultimately cause double entries and misplacement of individuals. Bring all questions and concerns to the Welcome Dock or Hut for answers and help.
- Check out at kiosks is unnecessary; this is done at the classroom door when the volunteer matches the security number on the child's badge with the security number of the age appropriate guardian.
- If for any reason the security badge is misplaced or if the badge numbers do not match, the person picking up would need to go to the Welcome Dock or Hut for a reprint of the badge. At this time, the greeter will ask for identification and locate one of the Kids Krew staff to approve the reprint of the badge. *This allows for proper accountability and security *
- Having the names of those who are able to pick your child up becomes important if there is ever a misplaced tag. Their name must be on the "Pick Up" list located on the badge for rights to pick up. This would be essential to have in case of a misplaced badge.
- Additions and changes to the "Pick Up" list for your child can be done at the Welcome Dock or Hut or by contacting the Kids Krew offices.