



Info for Parents

WHY we are using KidCheck

- ❖ We want to keep our children **safe**.
 - Having a safe and secured environment is of high importance to us.
 - Visitors, and especially those who may be hearing the gospel for the first time, can feel comfortable leaving their children with us, allowing them to focus on the adult service without worry or distraction.
- ❖ Using KidCheck is **easy**.
 - Creating an account is free and easy. Visit go.kidcheck.com to create an account.
 - When you check-in for the first time, you'll be given a key tag (similar to a YMCA card) that you can use to easily scan your kids in and out each time you're at church.
 - You may also use the 10 digit cell phone number associated with your account to check in and out.
- ❖ Using KidCheck gives you **control** of your account
 - You can decide how much information to share with us about your family, including special care instructions, allergens, or really anything we need to be aware of.
 - You decide who can and cannot pick up your children.

HOW to use KidCheck

- ❖ Create a KidCheck account (see page 4 for more information)
 - It is helpful to upload a photo of you, as well as a photo for each child on your account.
 - You may also add "guardians" to your account, which are those individuals who are allowed to pick up your children.
 - Note: Guardians need to have their own account to be added.
 - Guardians can be anyone: grandparents, friends, etc.
- ❖ There are two different check-in locations: Foyer & Nursery
 - If you have children ages 5 and up, it will be easier to check-in in the sanctuary foyer.
 - If you have nursery aged children, it will be easier to check-in at the nursery.
 - If you have children who are in both the nursery and junior church, you may check-in at either location.
 - If this is the case, and you choose to check-in in the foyer, be sure to place the label on your nursery aged child(ren) before dropping off at the nursery.
- ❖ There are two different check-out locations: Junior Church & Nursery

- Nursery aged children (0-4yrs) are dropped off and picked up at the same location, the nursery.
 - However, as you probably know, our kids start off in the service, but end in the junior church. So you will pick them up at the junior church...not the foyer.
 - If you have children who are in both the nursery and junior church, you can check all your children out at either the nursery location, or the junior church.
 - Unless you have children in **both** the nursery & junior church, please check your children out at the location where they will be picked up.
- ❖ Drop your kids off, and we will handle the rest!
- Multiple adhesive labels (with matching barcodes) will be quickly printed at drop-off: one for you, and one for each child you are dropping off.
 - When you return for pick-up, either scan your label, or scan your key tag.

Answers to Frequently Asked Questions

❖ **What if I am needed in the middle of a service?**

- If you are needed while your child is in our care, you will receive a text message on your cell phone. It is best to set your phone to vibrate (as opposed to silent) when you are in the service, so that you will be able to respond if needed.

❖ **How do I add a guardian to my account?**

- When viewing your profile...
 - Click on the "Guardians" tab
 - On the left side of the page, click on "Add a New Guardian"
 - A smaller screen will pop up, prompting you to add either the phone number or email address associated with the guardian's account.
 - Once the guardian is located, choose to authorize this person as a guardian.
 - **Note:** Guardians must have an account. That means anyone (who is not you) who picks up your children needs to create an account (see page 4). Or you can create an account for them if they are not fond of the interwebs. Then all they'll need upon checkout is their cell phone number.

❖ **My child has an allergy. Is there a way to put that info. on my account?**

- Yes. When viewing your profile...
 - Click on the "Kids" tab
 - There is a box next to the photo of each child that says "Medical/Allergy Info." Just type what we need to know (in the box), and we will see it when your child is checked in.
 - The label printed for your child will also contain this information on it, so that our volunteers will also easily know. For example, the label might say "NO DAIRY," if you have specified that on your account.

❖ **Is there a KidCheck app?**

- Yes. The app is called "KidCheck," and is available for iOS and Android devices.
- This app allows you to manage any and all information on your account without having to be in front of a computer.

❖ **How do I get a key tag?**

- Upon your first check-in, you will have the option to receive a key tag. After the key tag has been linked to your account, you may check in and out using your key tag (much like you would at the YMCA).
- However, you will still receive a label.

❖ **What if someone is picking up my kids who is not a guardian on my account?**

- Suppose your parents are in town, and they are picking up your kids, but they don't have a KidCheck account, and thus are not guardians on your account.
- If this occurs, we can immediately send a text to you from within KidCheck, for your approval.
- This scenario is unlikely to occur, but we do have a solution 😊

❖ **What if I bring a visitor who has kids, but they don't have a KidCheck account?**

- They can check-in as a visitor by selecting "I don't have a KidCheck account," at check-in.
- We will have an iPad (or mobile phone) on stand-by for this very purpose, so that a line does not form while a visitor is being checked in. They will enter a minimal amount of information, and be checked in as visitors. They will also receive an automated follow-up email that will allow them to complete their account.
- That being said, if they don't want to do that, we will not force them to, as we want to be welcoming and hospitable to visitors. In that case, we will use sticker labels.

Making KidCheck a Success

- ❖ We love you & your kids, and will do our best to serve you in the name of Jesus.
- ❖ This is a 'first' for all of us. We've never used a system like this before, and it will take some time before things run as smoothly as want them to.
- ❖ If you have questions, concerns, and/or feedback, please do not hesitate to share them with us.
- ❖ If we don't know something, we will let common sense rule. We have no desire to upset anyone, or create conflict. We will be flexible and understanding as we make this transition.
- ❖ Please help us make KidCheck a success by maintaining a Christ-like attitude as we implement this new system.



On Wednesday, August 27th, we will begin using KidCheck, which is a children's check-in system that will enhance safety and security in our ministry, and simplify the check-in process.

It is important that all parents of nursery to elementary aged children, go online and create a KidCheck account, which will be used to check your kids in and out of nursery and junior church on Wednesdays and Sundays.

Simply follow these steps:

To Sign Up:

- 1) Go to the website <https://go.kidcheck.com>***
- 2) Select "Register Now"***
- 3) Fill in the requested fields and create your password***

My Account Page:

- 1) Click on "My Kids." This is where you will input your child's info. and upload photos. "Save Changes" when done.***
 - 2) Click on "My Guardians." You can add guardians (anyone you will allow to pick up your kids). "Save changes" when you're done.***
- ❖ NOTE: Guardians need to have a KidCheck account also.***

