

Dear Parents,

We are very excited to be implementing our new automated check-in system, Parent Pager. It has always been our ministry's purpose to partner with parents to plant seeds of faith in every child. Our new system will help with this purpose by improving communication between volunteers and parents along with creating a safe environment. It will be a convenient "one stop" family check in.

Please take a few minutes to carefully review this brochure for all the important information you will need as we implement this new system.

What Will Parent Pager Do For You?

- Check in all children with the recognition of a finger print. (Check-in time will be a matter of seconds)
- Provide picture ID for both children and adults
- Guarantee that only those persons designated by the custodial parent will be allowed to check out children

What Will You Need to Do For Parent Pager?

- Validate and have photos taken during your designated Sunday School time or during open registration, beginning in November
- Watch for updates in the church bulletin and newsletters.

Family Registration & Orientation Opportunities

All families will have a set date to register during their SS hour by Sunday School classes. We will also have open registration for families who are not members of a Sunday School class or who have missed their date.

Sunday Mornings

Sunday school registration schedule

- 11/16 Koinonia & Ross classes
- 11/23 Journey & Rawley classes
- 11/30 Kelly & Darren Lewis classes
- 12/07 McDowell/Buchanan & Lambreth/Walls classes
- 12/14 Reynolds & Barnett classes
- 12/21 Smotherman, Swofford & Rose classes
10:50 Pecina class
- 12/27- 1/15 (8:30am - 12:00pm) Open Registration
Wednesday nights starting Jan 14th
5:30-7:30

Frequently Asked Questions

1. How will a family member who is not present at the initial picture taking be added?

While it is most beneficial for all family members to be present initially, we will be able to add their photo and finger recognition at any point in time.

2. What if I forget to check out my child(ren) on Parent Pager?

Teachers will direct you back to the nearest Parent Pager station to check out your child and bring back a check-out sheet to the classroom for ages up thru Kindergarten.

3. If I have a problem with Parent Pager, who will be available to help me?

Trained volunteers and greeters will be available to assist with any issues that you may have.

4. My child has brought a visitor. Do we have to register them?

You will not have to register their visitor. There will be a form that the teachers will complete for visitors.

5. What grades do we print Check-In Slips?

All children will require a Check-In label. Children up to and including Kindergarten will also require the Check-In slip to be turned into their teacher.

6. Will the system be used on Wednesday night?

The current plans only have the system being used for Worship and Sunday School classes on Saturday night and Sunday morning.

7. Why do we need to Check-Out our preschoolers?

For safety and security reasons parents will need to Check-Out their children. In the event of an evacuation this will ensure accurate counts of who was in the building can be obtained.

8. Will our fingerprints be kept on file?

Fingerprints will get converted to a biometric code and the actual fingerprint will not be kept on file.

9. Where will the Parent Pager Stations be located?

All three floors of the Children's building will have stations located for you to check in and out your child(ren).



Who can check in and out?

	<u>Check in</u>	<u>computer check out</u>	<u>pick-up</u>
<u>Preschool</u>	parent	parent	parent/other authorized adult
<u>Kindergarten</u>	parent	parent	parent/ other authorized adult
<u>1st grade</u>	parent	no check out required	parent/ other authorized
<u>2nd-6th grade</u>	child	no check out required	depends on parent's permission

