



FOR PARENTS

WHAT IS KIDCHECK ALL ABOUT?

KidCheck is a web-based solution to enhance our overall security system at Calvary Church. We are now able to partner with you, the parents, who can maintain accurate contact information, update child information, create lists of authorized and restricted guardians, and even upload photos for added security.

KidCheck will also make our check-in/check-out process more secure, help us communicate with you, and even enable us to send emergency notifications instantly via text messaging.

Using KidCheck child name badges and parent receipts with matching numbers, both printed at check-in, we can partner together to assure that no child is picked up from their classroom by an unauthorized person.

KidCheck Features:

- A child's allergy and medical information (or other special instructions) can be added when you create or update their account. This information is printed in the Medical Info section on the child's name badge to alert the teacher or caregiver.
- You are in control of your KidCheck account information; you can enter or update your information at anytime, from anywhere that has internet access at www.kidcheck.com.
- You can easily create and update a list of who can pick up your children, and upload photos for added security. You can also create and update a list of who can not pick up your children, and upload photos. (Note: These guardian lists are only used when a check-in receipt is unavailable and the staff needs further information.)
- You can enable SMS text messaging, and receive text messages from the staff regarding your child if necessary. Please make sure to set your phone to vibrate mode in the sanctuary.
- KidCheck uses the same technology that banks use to keep information safe. KidCheck never asks for personal identification information (i.e., Social Security numbers, etc.)
- Once an account is established, check-in should take less than 20 seconds.
- Calvary members may be assigned a bar-coded key tag which can then be quickly scanned at a check-in station to access their account.
- Staff administrators can leave a message for one parent or for all parents that will be visible on the check-in screen.

Rolling Out KidCheck at Calvary:

Parents will be required to check-in the following groups of children at the Children's Welcome Center beginning on these dates:

September 20	All nursery & preschool children
October 4	All children through 2 nd grade
October 18	All children through 5 th grade



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WHAT DO I NEED TO KNOW AND DO?

1. YOUR KIDCHECK ACCOUNT

- a. Create a KidCheck account for your family (go.kidcheck.com)
- b. Update your KidCheck account when your information changes (www.kidcheck.com).

2. CHECKING IN

- a. Every child age birth-5th grade needs to check in at the Children's Welcome Center and receive a name badge (label).
- b. Special information or instructions can only be entered into the "Medical Info" box through your KidCheck login, not at the check-in screen. However, temporary information (i.e., "bottle at 10:00") can be manually written on the name badge with a pen.
- c. During check in, you will specify your location (i.e., worship, serving, etc.). You will select the children you wish to check in and specify their room locations and number of labels you want printed for each child. (Additional child name labels can be put on diaper bags, etc.). Note that once these selections are made from drop-down menus, they are the default selections at each subsequent check in and need not be re-selected until circumstances change.
- d. You can select "Print 2 check-in receipts." if more than one person will be picking up your children. Otherwise, you will get 1 receipt. A check-in receipt displays the number that matches the number on the name badges of the children that you check-in. New numbers are randomly assigned each week.
- e. Visitor children that you bring may be checked in during your KidCheck check-in process, and are automatically added to your account. They can be deleted from your account at anytime.
- f. When finished checking in, place a child name badge on each child and **HOLD ON TO YOUR CHECK-IN RECEIPT** – it's the claim check for you (or anyone holding the check in receipt) to pick up your children!

3. COMMUNICATING

- a. You may receive text messages from the staff if you have enabled text messaging in your KidCheck account. Make sure your phone is set to vibrate in the sanctuary.
- b. If texting is not an option or is unsuccessful, the last 3 digits of the random number printed on your check-in receipt will be used to contact you via the sanctuary display – if you see your number displayed, you are wanted in your child's classroom. Stop by the Children's Welcome Center if you need assistance.

4. PICKING UP

- a. Please be considerate and pick up your infant-2nd grader in a timely manner. We request that persons picking up children be at least 14 years old.
 - i. You **MUST** have your check-in receipt whose number matches the child's badge number.
 - ii. You must ask for your child by name.
 - iii. Absence of a check-in receipt will result in potentially waiting for staff to authorize the release of your child using your KidCheck account guardian list or other means as determined by the staff.
Please - hold on to your receipt – it is the means to efficient and secure release of your children.
- b. 1st-2nd grade Sunday School students staying for KIDS Church will be taken to KIDS Church by a teacher at 10:45am. You may take your child to KIDS Church yourself, but you must pick them up from Sunday School before 10:45am.
- c. 3rd-5th graders will be held for pickup by request only. Enter this request in the "Medical Info" box when logged onto your KidCheck account (not during check in), or speak to their teacher.
- d. Only children who leave class early must stop by the Children's Welcome Center to check out of KidCheck.