

KidCheck – Information for Check In/Check Out Process

Our Why:

We strive to make HCM as safe as possible and one of the ways we can do this is by having a digital check in system for all children at Homewood (birth – 6th grade). This check in system allows us to see every child who is checked in as well as each child's selected location(s). If we have a situation where we need to exit the building immediately, we will be able to access a live roster of children who are under our care.

How do I Create a KidCheck Account?

1. Please go to go.kidcheck.com and select "Create your KidCheck account".
2. You will be prompted to enter your phone number to make sure you are not already in the KidCheck system.
3. Each family will have a 'Primary Guardian'. Only the Primary Guardian will need to 'add children' to his/her account. Additional guardians can also create an account. Just be sure to only add adult information to prevent duplicate child information.
4. After guardians have created accounts, you may then add each other as your "approved guardians".

How Do I Check In?

1. Type in your 10 digit phone number at one of our kiosk stations.
2. Your profile will come up on the screen and you will be prompted to select which children you will be "checking in" and where they are checking into.
3. In this system, a 'location' refers to the actual room where you are expecting your child to be during service times. If your child is going to Children's Worship and class, you will select both 'locations' on the screen. Select "Children's Worship" and select his/her specific "Sunday School Class". Please only select the location(s) your child will be going to that particular day.
4. If you have a nursery child, please do not check your child in until you are ready to drop off. We want our list of children who are in the nursery to be accurate in case of an emergency.
5. You may select an additional label to be printed if you have a diaper bag.
6. Please place a label visibly on each child and keep the guardian label for yourself. Additional guardian labels can be printed if both parents need a label for multiple children pick up. You will use this label to pick up children if they are not self dismissed (2nd-6th grades – self dismissal is optional based on parent authorization only).
7. KidCheck remembers each child's previous week's check in locations. This will help speed up the check in process. You will only have to change it if your child is doing something different than your typical routine. For example, your child went to Children's Worship *and* class last week. The system will automatically select both locations this week. Please be mindful of this if your schedule varies from week to week.
8. Each child's label will have his specified location(s), any allergies, and a code that matches the guardian label. The child/guardian code changes at every check in ensuring the safety of children. **Please have your guardian label ready to show teachers/leaders when picking up your child.**

When Do I Check My Child In?

1. Nursery Children- **only** check in when you are ready to drop off.
2. Children's Worship and Class- you may check in upon arrival at church. Your child is in parental care until Children's Worship begins (after communion, there will be a slide prompting dismissal). If your child will not be attending Children's Worship but IS attending class, teachers are only responsible for children during class time.
3. All children must have a visible label on his shirt. This is how volunteers will visually know your child has been checked in.
4. ALL parents of children attending Children's Worship, **please plan to escort your child to the bottom of the stairs where a volunteer will meet you.** This will ensure children are under the care of an adult at all times.
5. If a child comes out in the foyer for Children's Worship and has not been checked in, we will return him to the parent/guardian in the auditorium and ask he be checked in before he can attend Children's Worship upstairs.

Where Do I Check In?

1. We will have two check in stations at the nursery desk and one in the foyer at the HCM table (near the ladies' restroom).
2. If you have a nursery age child who is checking in before service starts, you may check in ALL your children at the stations in the nursery desk area.
3. If your children are 4K & up only, please plan to use the check in station in the foyer at the HCM table.

Do I need to Check Out?

1. Please help our teachers and leaders by having your guardian label ready to show at time of pick up. This will serve as your "check out".
2. You do not need to manually check your child out if he is staying for the locations indicated on his label. If you only selected Children's Worship and plan to pick him up after Children's Worship, you do not need to check him out at a station. However, Children's Worship volunteers will need your guardian label at time of pick up.
3. We ask that you manually check your child out of the system (at a kiosk station) ONLY if you have to leave before Children's Worship/class/service is over. This will help ensure our rosters are current through the duration of our service and class times.

Please feel free to ask questions. We will be at the HCM table over the next few weeks to help in any way. We want everyone to be informed and confident with this new system. We are excited to bring KidCheck to Homewood!