




New Identification

Each time you check in your child, you will receive an adhesive nametag that displays your child's name along with a family code. The family code will change each week. Please place this nametag prominently on your child's clothing. Once checked in, please bring your children directly to their appropriate drop-off station.

NAMETAG:

Maegan Pelletier	B
Children's Service Sun, 9/21 9:30AM	
1st Grade	CQ4
Allergic to peanuts!	

PARENT SECURITY CLAIM CHECK:

Retain receipt for child pick-up	
Sun, 9/21	Sun, 9/21
	
CQ4	CQ4

You are given a new security claim check each time you check-in. The number on the claim check will match the code on your children's nametags. At the end of class time, you will present the security claim check to pick up children in 5th grade and younger.

West End Assembly of God
401 N. Parham Road
Richmond, VA 23229



west end assembly of GOD

How to check-in
and pick-up your child



Non-Profit
Organization
U.S. Postage
PAID
Richmond, VA
Permit No. 244



FIVE STEPS TO CHECKING-IN AND PICKING-UP YOUR CHILD:

1

Check in your child or children at the check-in station closest to your youngest child's classroom. In general, we recommend using the North Entrance (gym), especially for families with nursery or preschool aged children.

2

You will receive an adhesive-backed nametag displaying your child's name that is to be placed prominently on your child's clothing (no access to the nursery rooms or classrooms will be granted without a nametag). In addition to your child's nametag, you will be given a printed "receipt" for child pick-up that contains a randomized alpha-numeric code (this will match the code on your child's nametag).

3

After check-in, children should be brought to the appropriate program drop-off station. There are three drop-off locations: nursery, preschool, and elementary (see map).

4

If you have children in the nursery you will receive a silent (vibrating) pager at your child's drop-off station (or for older children by request). You will be paged if your assistance is required.

5

When picking up your child, go directly to your child's drop-off station. A Family Life Greeter will match the code on your child's nametag with the one on your receipt. Once the match is verified, your child will be released to you. **You must have a receipt to pick up your child.**

