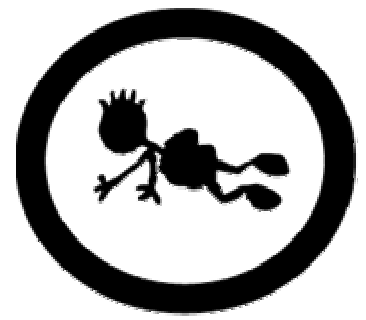


# Nursery Check-In Procedures


Revised: Monday, November 24, 2003



Nursery

How to check your child in and out of the infant or toddler nursery...

## Fill-out the “CLF Nursery Label”

	100	_____	100
	Pager #	Child's Name (First & Last)	Pager #
<b>CLF Church Really Loves Your Kids!</b> Please fill out the label to the right & place it on your child's back. You must present this stub when you pick up your child. Children are released to parents or guardians only.	_____	_____	_____
	Parent's Name (First & Last)	Child's Birthdate	Parent's Location During Child's Nursery Stay
	<b>Please Check All That Apply:</b>		
	<input type="checkbox"/> Visitor	<input type="checkbox"/> Nursing	<input type="checkbox"/> Diaper Bag
	<input type="checkbox"/> Bottle, Time _____		<input type="checkbox"/> Pacifier
	<input type="checkbox"/> Cup, Time _____		<input type="checkbox"/> Blanket
	<input type="checkbox"/> Allergy _____		<input type="checkbox"/> Potty Training
	<input type="checkbox"/> Medical Alert _____		<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Security Alert _____		

Each parent will fill-out the following on a nursery label: child's name, parent's first and last name, parent's location during the service, and any special instructions. Parents can also indicate on the slip other items that are being left with their child (ie: diaper bag, cup, pacifier, etc.) In the infant nursery, a nursery volunteer will write a number on your nursery check-in label and stub corresponding to your child's pager number. Volunteers will also mark that your child is present in the attendance folder. Each parent will keep the label stub, while the label will be placed on the back of the child.

At the conclusion of the service, each parent simply must return their check-in stub. *(If this slip is misplaced, the parent must present photo ID).* This is for the security of your child. First time visitors are asked to also fill out the “CLF Nursery Visitor Card” to provide nursery volunteers with some valuable information to adequately minister to your child.

*Thank you for your cooperation as together we strive to provide a safe ministry environment for your child!*

