

## ***Check-in Procedures:***

Sign in your child in by filling out a 4-part label provided. Please indicate where you will be while we are caring for your child. (Such as sanctuary, Sunday school specify teachers name of your Sunday school class.)

Also: at this time let us know of any allergies you child has.

If your child is ill, in accordance with **The Florida Department of Health guidelines**, (see page 3) Your child may not be allowed into the nursery. If after check-in, we discover that your child is ill, a nursery coordinator will ask that you come and get your child. This is for the safety of your child as well as the others in the Nursery.

Our utmost goal is to make the nursery a safe, and healthy place that you as a parent, feel comfortable with. It is very difficult task to tell a parent that we cannot accept their child due to an apparent illness, but it is a standard that cannot be compromised.

Please Label you child's belongings (bottle, Pacifier, Diaper bag, etc.) Masking tape is a good way to do this at home, however if you forget, we are happy to provide the labels for this purpose.

The **number** you receive at check in has 3 purposes.

1. You will need it to pick up your child, to ensure you are the authorized person to do so.

2. We use this number system as a way to alert you during the church service if your child would need you to return to the nursery. In this situation, your child's number will appear on a small screen, to your left while seated in the sanctuary. This is a somewhat rare occurrence and happens only if a child is crying inconsolably for a lengthy period of time or your child is showing signs of illness. However it is important to be **mindful** of this procedure in case your child would need your assistance during the service.

3. If you forget to label your child's belongings; there are extra number labels to place on your child's diaper bag, bottle, or sippy cup etc.