

After successfully transitioning to computer check-in for the nursery area and testing the process throughout the rest of Children's Ministry, we will now exclusively use computer check-in for Sunday school.

Please read through the check-in process. We will have staff and volunteers on hand to assist you as well.

1. Before proceeding to your child's classroom, please go to one of the check-in computers. You may check in all your children at the same time at any of the computers. There are 2 computers located in the north building, behind the welcome desk. There are 4 computers located downstairs in the main building, across from Impact and outside the bathrooms. There are also 2 computers located upstairs outside the bathrooms.
2. Using the touch-screen, enter the last 4 digits of your phone number.
3. Select your family from the list. At this point, your child (or children's) name(s) will appear, with the classes for which they are registered.
4. Select the child you wish to check-in and the hour(s) they will be attending (8:45, 9:45, and/or 11).
5. Once you have selected the hours, three nametags will print. One for your child, one for you, and one for the classroom. Please wait for all 3 labels to print. Kids ROCK (4<sup>th</sup> and 5<sup>th</sup> graders) will only have 2 labels because the parent pick-up receipt will not be required.
6. Tear the label using an upward motion.
7. Escort your child to their room. Make sure they are wearing their nametag. Place the classroom receipt on the clipboard at the door. Indicate where you will be during the time your child is in Sunday school. Be sure to keep your nametag – it will be your pick-up receipt for your child!
8. When you go to pick up your child after church or Sunday school, you must have your matching nametag. The teachers will use this to mark your child as "picked up".

If we do not have a phone number on file for your family, or if your child isn't yet registered as part of a Sunday school class, that's okay! Visitors will fill out the yellow visitor form and receive a set of pre-printed labels. If you would like to register your child(ren) for Sunday school, just fill out the blue registration form and we will put them into the system.

If you'd like to help be a part of the hospitality ministry that will assist parents with check-in, or if you have any questions, please contact [children@cumc.com](mailto:children@cumc.com). We're excited to bring added security to our large children's ministry, and we're very glad you are a part of it!