



# Kids Ministries Nametags and Check-In Procedure

Rock Labels

When parents check their kids into Kids Ministries either at a self-check in station or the manned Kids Check-In desk, they will receive three labels.

## 1. Child Nametag

The nametag a child will wear throughout service has several possible identifiers based on their unique information.



Indicates child has a birthday in the coming week and how many days until that birthday.



Indicates it is the child's first-time attending Eagle Brook.

**WWWW**

Security pick-up code. This must match the parent pick up tag before releasing the child.



Indicates child has a legal note on their profile, most likely around pick up restrictions.



Indicates child has an allergy. If an epi-pen is provided, they will also have the medical symbol.



Indicates child has a medical diagnosis (Diabetes, Seizures, Asthma, etc.)



Indicates child has a disability or additional need (ADHD, Autism, Cerebral Palsy, Down syndrome, etc.)



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**VIP Stickers** – These will still be used the first time a child attends an Eagle Brook kids service.



**Purple Camera Media Opt-Out Stickers** – These will still be used to indicate a child is not to be photographed or recorded when the “We’re Filming” signs are out at Kids Check-In.

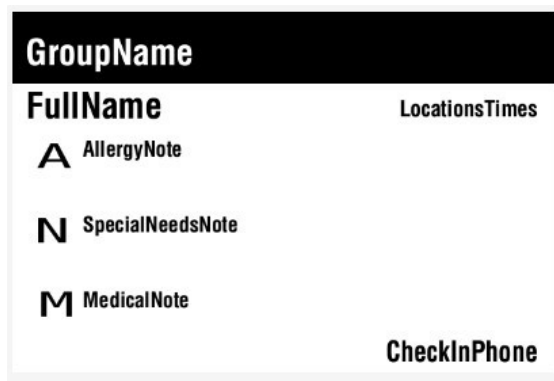
## 2. Parent Security Tag

Parents will keep this tag throughout the service and present it at check out. The code on the child’s nametag must match the code on the parent tag. If a parent loses their security tag, they need to go to Kids Check In for a new one.



## 3. Sign in Notes Label

To better ensure we are keeping kids with allergies, special needs, and medical diagnoses safe, we use notes labels printed at Kids Check-In for signing into each room in Kids Ministries.



The notes label will print in addition to the kid’s nametag and the parent’s security tag. It will supply any information around the allergy, special needs, and/or medical icons on the nametag. The pickup restriction icon contains confidential information and therefore will not be listed on the notes label. The adult’s phone number used at Kids Check-In will also appear on this label.

If a kid does not have an allergy, special needs, or medical icon on their nametag, the notes label will still print with their name, ministry area (nursery, preschool, or elementary), grade (if applicable), service time, and parent phone number.



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## Check In Process

1. An extra note label will automatically print when a kid is checked in for services at a manned or self-check in station.
2. When families arrive at their room, they will hand the notes label to the volunteer at the door to be placed on the sign in sheet.
3. To best use these labels during the service, you may reserve a column on the check in sheet for labels with allergies listed. This will allow for quicker reference when needed.
4. Depending on the ministry area, parents may also have to answer other questions on the sign in sheet, such as: "Does your child have a bottle with them?" or "Can your child have goldfish?".

## Using Notes Label During Service

These labels can be used for the same things that a typical sign in sheet is used for. Such as, counting kids before and after large group in KOD, checking for allergies before snack, and finding a phone number to text parents if needed.

*Because these sign in sheets include personal information, such as phone numbers and special needs, the sign in process must be manned by an adult volunteer, and sign in sheets need to be shredded following services.*

## Rock Check-In Manager

Once an individual is checked into kids ministries, they will show up in Check-in Manager and you will be able to see high level information about each child. We will specifically use Check-in Manager to learn more about kids who have a legal, allergy, medical, and/or special needs icon on their nametag.

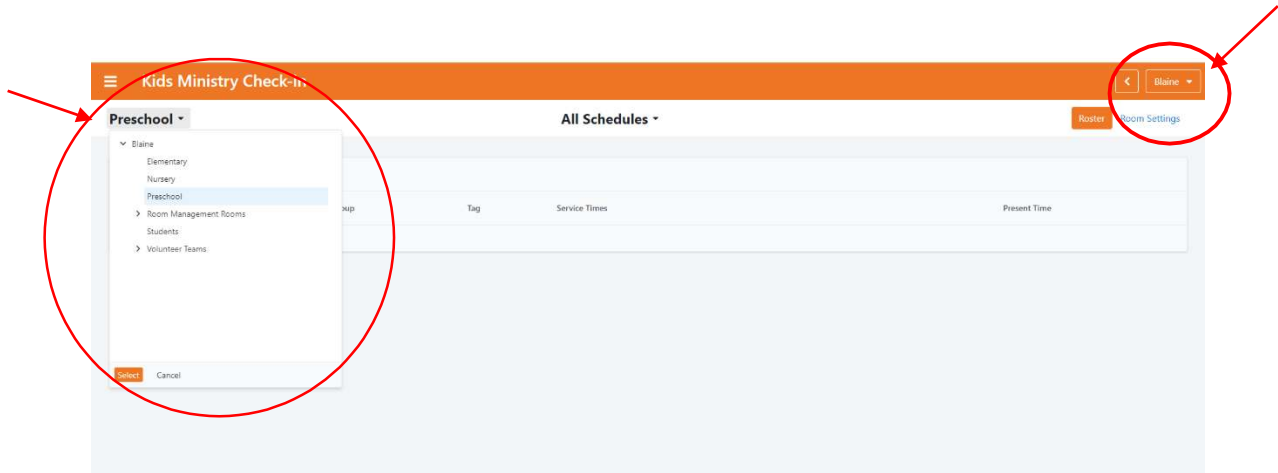
To login to Check-in Manager go to <https://myrock.eaglebrookchurch.com/checkinmanager> and login using your Rock credentials.



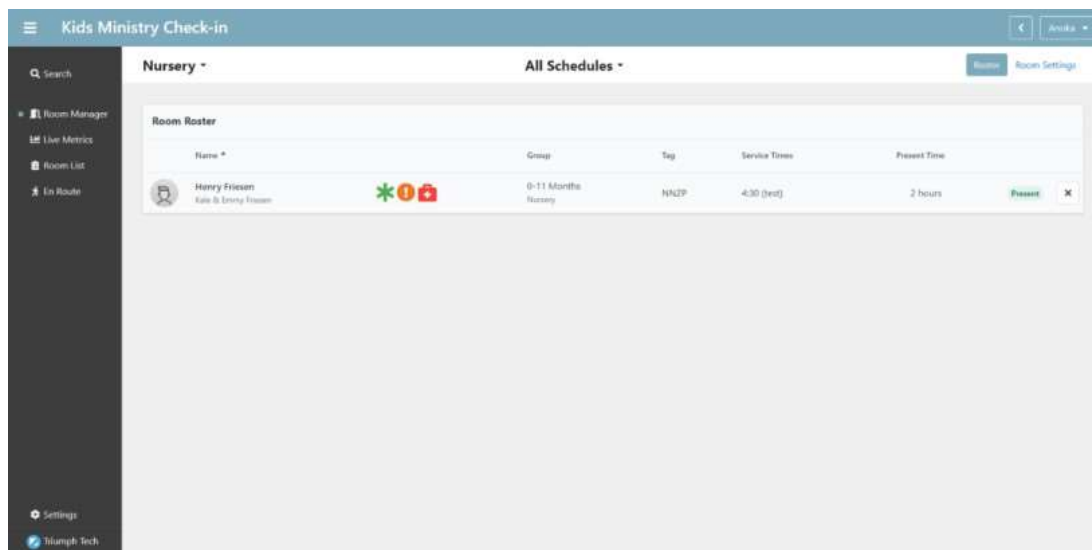
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Choose your campus from the top right corner. Then choose the area you would like to view from the top left corner – nursery, preschool, or elementary.



Henry is checked into the 0-11 Months group at the 4:30 Service Time. You can see he has a legal note, an allergy, and a medical need from the three colored icons.



By clicking on Henry's name, you can see a modified version of his profile with more specific information around these icons. This information is the same as what prints on Henry's Sign in Notes Label.