



Harbor Church Children's Ministry Check-in and Pick-up Policy and Procedure

Purpose:

To ensure the safety, security, and smooth care of every child in our Children's Ministry.

Check-In Procedure

- * Parents or guardians must check in their child (Nursery-6th grade) at the designated Children's Ministry check-in area each Sunday.
- * Upon check-in, the child will receive a name tag, and the parent/guardian will receive a matching parent pick-up sticker.
- * Nursery children should be escorted to their classroom by a parent/guardian, all other children will join their parent(s) in worship and will be dismissed together to head to Sunday school, unless otherwise directed by ministry volunteers.

Pick-Up Procedure

- * Children may only be released to a parent or authorized adult who presents the matching parent pick-up sticker.
- * Volunteers will verify the sticker before releasing the child from the classroom.
- * If the sticker is lost, ministry leaders will follow an identification and verification process before releasing the child.

Important Notes

- * For your child's safety, stickers are required for every pick-up, every Sunday.
- * Please notify a ministry leader if someone other than the parent/guardian will be picking up your child.

Thank you for partnering with us to create a safe, welcoming, and secure environment for all our kids! 😊