



Cooks Creek Presbyterian Church's KidCheck Check-in/out Guide

This guide includes information specific to the KidCheck check-in/out process and roll-out at Cooks Creek Presbyterian Church for the initial Nursery- Sunday School and Nursery- Worship launch on October 18, 2020. If you have any questions, please contact Shelley Newman at pierce.shelley@gmail.com. *(last updated 10/14/2020)*

Effective October 18, 2020:

1. ONLY parents/guardians of children who will be in the Nursery during Sunday School and Worship OR just Nursery during Worship/after Children's Message during Worship, need to take action to check-in/out their children from care. **(approximately 0-5 age group)** Sunday School classes are not included in the initial launch.
2. ONLY Nursery workers who will be in the Nursery during Sunday School and/or Worship need to take action to check-in/out themselves from working on Sundays they are on duty. Sunday School teachers do not need to check-in/out at this time.

When to check-in/out:

1. **Check-in for your child should occur at the time your child enters, or returns to, Nursery care.**
 - a. If your child is receiving Nursery care during Sunday School and Worship, check-in for your child should occur when they enter the Nursery for Sunday School.
 - b. If your child is receiving Nursery care just during Worship, check-in for your child should occur when they enter the Nursery for Worship.
 - c. If your child is receiving Nursery care during Worship, but won't be going into Nursery care until **after** the Children's Message, check-in for your child should occur when they enter the Nursery **after** the Children's Message.
 - d. If at any time your child leaves Nursery care and is checked-out, you will need to check them back in when the child returns to Nursery care.
2. **Check-out for your child should occur any time your child leaves Nursery care** (end of church service, visiting family in between SS and Worship, attended Nursery SS but attending Worship until Children's Message, etc.).
3. **Nursery workers should check-in at the time they start Nursery duty and check-out at the end of their duty.** If you are on duty during Worship but go into the Worship Service until the Children's Message (when the older group typically comes out), please check-in BEFORE the Worship Service to indicate you plan to come back to the Nursery with the older children after the Children's Message.

How to check-in/out: (corresponding sections are color coded)

There are two ways to check your child(ren) (or self, if Nursery worker) into care at CCPC:

- 1) The KidCheck mobile app, free to download on your phone
- 2) The KidCheck iPad located in the Nursery

There is only one way to check your child(ren) (or self, if Nursery worker) out of care at CCPC:

- 1) The KidCheck iPad located in the Nursery

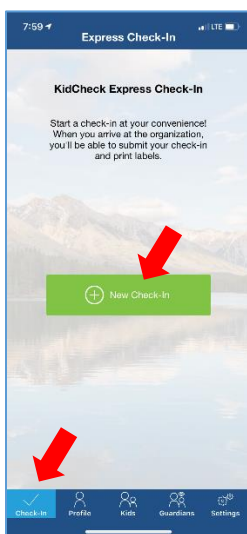
1. Check-in via KidCheck mobile app (**Note- you can start check-in at any time (on the way to church, from your SS class, etc.), but your check-in will not submit until you are within Bluetooth range of the Nursery).

To use the KidCheck mobile app:

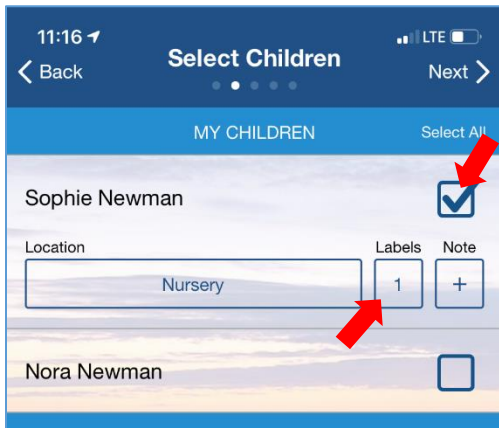
- 1) Download the KidCheck mobile app onto your phone. If you have not already created your account, the Kid Check Account Creation doc can help you with this process. If you have, sign in.



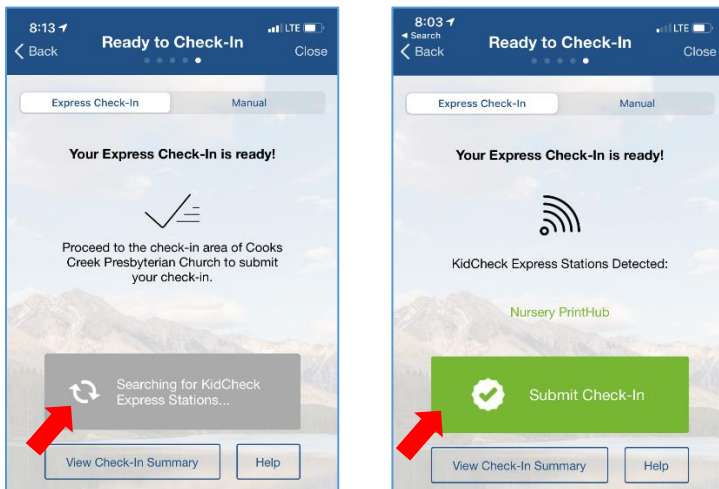
- 2) After signing in, click the *Check-In* tab at the bottom of the screen. Select *Use Express Check-In*. Select *+ New Check-In*.



- 3) You will be prompted to select the child(ren) you wish to check-in to care. If you have a diaper bag or other personal item(s) for the child, change the label number to 2. Click *Next*. *Remember, only check children into care when they are going directly into the Nursery after the check-in.



- 4) If your account is designated as a Nursery worker, you will be prompted to select whether you should be checked-in as a worker as well. Click *Next*.
- 5) You do not need to specify a *Pickup Guardian* or print an *Extra Guardian Receipt*. Click *Next*.
- 6) If you are not within Bluetooth range of the KidCheck iPad located in the Nursery, your check-in will be pending until you are within Bluetooth range (left screenshot). Once you are within Bluetooth range, the KidCheck iPad station will be detected and you will be able to click *Submit Check-In* to submit the check-in.



- 7) Once your check-in is submitted, nametag(s) for the child(ren) you checked-in will print from the label printer. Please put the nametag on your child's back. If you printed an additional label for a diaper bag, put the additional label on the bag.

2. Check-in via KidCheck iPad located in the Nursery:

To use the KidCheck iPad:

- 1) The iPad station is located in the Nursery. Enter your phone number on the KidCheck Check-In screen and follow the same instructions as listed for the mobile app check-in.

1. Check-out via KidCheck iPad located in the Nursery:

To use the KidCheck iPad:

- 2) The iPad station is located in the Nursery. Enter your phone number on the KidCheck Check-In screen and select the child(ren) you wish to check-out of care at CCPC. Remember, you can only check-out children for which you are the primary parent or are a designated Guardian.