

PLANET KIDS REGISTRATION PROCEDURES

*Jesus said to them, "Whoever receives this little child in My name receives Me;
and whoever receives Me receives Him who sent Me." -Luke 9:48*

I. CHECK-IN

A. PREPARATION

1. Arrive 30 minutes before the service and set up the Registration Table.

Tablecloth	Ages Sign	Decorations	Flyers/Announcements
Registration Sheets	Connection Cards	Visitor Brochures	Visitor Gifts
Security Tags	Child Nametags	Pens/Highlighters	

2. Begin registration 15 minutes before the service.

B. REGULAR ATTENDERS

1. The parent/guardian must sign the child in each service, writing any special instructions.
2. Give the parent/guardian a numbered Security Tag.
3. Write the child's name on a numbered Nametag, marking any special instructions.
4. Continue with registration until about 15 minutes after the start of the service.
5. Put up the sign "Registration Closed-Please knock for assistance" before you leave.

C. VISITORS

1. The parent/guardian fills out a Connection Card for each of their children.
2. Show the parent/guardian how to sign-in their child on the registration sheet.
3. Give the parent the corresponding number tag. Give them a Visitor Brochure and briefly explain the Security Tag System.
4. Continue with regular procedures (above).
5. A returning visitor can redeem a Visitor's Coupon for a gift.

D. REGISTRATION RULES

1. You must be at least 18 years old to volunteer to work registration.
2. Parents are not allowed beyond the registration gate.
3. Do not admit a child that has had any of the following symptoms in the past 24 hours: suspected fever, diarrhea, vomiting, consistent coughing and sneezing, colored nasal discharge, any discharge from the eyes, any communicable disease manifesting in a rash.

II. CHECK-OUT

1. Go the Registration desk about 10 minutes before the service ends.
2. Only release a child to an adult with the Security Tag.
3. Return the child, their belongings, and take-home class work.
4. Highlight the child's name on the Registration Sheet when the child leaves.
5. Place used registration sheets in the file.
6. Make sure all registration items are put back in the Registration file.
7. Turn in Connection Cards to the Planet Kids Coordinator.
8. Put all Registration items in the tub for the Road Crew.