

Christ Episcopal Church

Nursery Check-in Procedure

1. Complete Check-in sheet with the following:
 - a. Child's name
 - b. Pager #
 - c. Location of parents/guardians
 - d. Any special instructions or information
2. Take the pager you have checked out to use.
3. Alert staff to anything new they need to know!
4. Say goodbye and leave your child with staff.
5. Remain on the Church property at all times.
6. Return the pager when you pick up your child.
7. Complete check-out by highlighting your child's name when you pick them up.
8. Retrieve any personal belongings
9. Thank the staff.
10. Discuss any issues directly with the staff or contact the Nursery Coordinator, Michele Craig.

We hope to see your child every week!