

## Check-in and Pickup Procedures

Welcome! In Children's Ministries at Hyde Park United Methodist, we seek to partner with parents to make God's love real to our littlest disciples in a fun and safe environment. In order to ensure the safety of all our children, we have specific procedures in place for check-in and pickup for all our children's programming at both campuses.

### Nursery Care (6 weeks to 2 years) – Sundays. All Campuses

At our computer check-in stations, either in the Wesley Center lobby on the Hyde Park Campus or the second floor at The Portico Campus, you'll receive a personalized name tag and receipt that indicates where to check in and pick-up your child.

- If you are a first time guest or not yet in our check-in system, please fill out a yellow "First Time Guest" form and hand write a name tag and a pick-up ticket. We will get you into the computer for the following week.
- If you need to update your information in the computer, please fill out a green "Update Information" form.
- 

### Sunday Morning Live – Hyde Park Campus

At either 9:30 or 11 a.m., check your child into one of the two worship rooms in the Wesley Center:

- **Ages 3 years – kindergarten:** Wesley Center Room 206
- **Grades 1-5:** Wesley Center Room 306

At our computer check-in station, you'll receive a personalized name tag and receipt that indicates where to pick up your child on the same hallway following Sunday Morning Live. If you are a first time guest or not yet in our check-in system, please fill out a yellow "First Time Guest" form and handwrite a name tag and a pick-up ticket. We will get you into the computer for the following week.

If you need to update your information in the computer, please fill out a green “Update Information” form.

## **Sunday Night Live – The Portico Campus**

When you arrive your worship, check-in your child on the second floor.

At our computer check-in station, you’ll receive a personalized name tag and receipt that indicates where to pick up your child on the same hallway following Sunday Morning Live. If you are a first time guest or not yet in our check-in system, please fill out a yellow “First Time Guest” form and handwrite a name tag and a pick-up ticket. We will get you into the computer for the following week.

If you need to update your information in the computer, please fill out a green “Update Information” form.

## **Nursery Care (6 weeks to 2 years) – Wednesdays**

The nursery will begin to accept children at 6 p.m in Wesley Center 102-103. Reservations to Kristin Passath ([kpasath@hydeparkumc.org](mailto:kpasath@hydeparkumc.org)) are suggested so we can provide a safe and warm environment for our children and staff, as well as be good stewards of our budget.

## **The Zone, Jr. Zone and Club 45**

The Zone and Jr. Zone (Ages 3 — Grade 3) and Club 45 (Grades 4 and 5) will open to accept children at 6:15 p.m.

If your child will attend Wednesday Night Programming but you have an early class/activity, please check them in and drop them off in the nursery area; staff will escort them to the second and third floor at 6:15 p.m.

All classes are located in the Wesley Center: Jr. Zone (205), Zone (306), Club 45 (308). All end at 8 pm. Pickup will continue until 8:10 p.m. in Wesley Center Room 206 (Jr. Zone), the Activities Center (the Zone), and Wesley Center Room 308 (Club 45). After 8:10 p.m., children will be taken to the nursery. If you have an adult class or activity that goes until 8:30 p.m., please send a quiet activity (book, homework, etc.) for your child to work on until pick up at 8:30 p.m.. Please help us be good stewards of our nursery staff budget by picking up your children promptly after your class or activity ends. Thank you for partnering with us!