



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 at both campuses.

Nursery Care (6 weeks to 2 years) – Sundays. Both 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 pickup ticket. We will enter your information in 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 pickup ticket. We will enter your information 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 Night 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 enter your information 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 Rooms 102-103. Reservations to Kristin Passath (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) and end at 8 p.m. 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!