

**Ottawa Chinese Alliance Church
Sign-In/Out Procedures For Nursery, Preschool & Elementary
Children (Birth – 12 years) at OCAC**

Effective September 7, 2008

In order to keep our children safe and secure, new Sign-In and Sign-Out procedures have been put in place for all programs run by OCAC's Children's Ministry. These measures are a requirement for the C&MA's "Plan to Protect" policy and will be mandatory for all children age 0 to 12 years.

PROCEDURES FOR CHILDREN AGE 0-2 YEARS

Sign-In/Out Times & Locations:

9:30 am English Service	In: 9:20 – 9:40 am @ Nursery Out: 11:00 – 11:10 am @ Nursery
11:15 am Cantonese Service	In: 11:00 – 11:25 am @ Nursery Out: 12:30 – 12:40 pm @ Nursery
1:15 pm Mandarin Service	In: 1:05 – 1:25 pm @ Nursery Out: 2:45 – 2:55 pm @ Nursery

Some Important Notes for Parents

For All Programs

1. Parents are responsible for children before Sign-In and after Sign-Out.

2. Parents may designate their child's sibling 14 years and older, or another adult whom their child knows and trusts, to Sign their child In and Out. On their child's Student Registration Form, parents must name and authorize designates, and introduce the designates in person to the Sign-In/Out Personnel and Nursery Personnel.
3. Parents or designates must sign their child In and Out, even if they stay with their child in the Nursery.

For 9:30 am and 1:15 pm

1. Children from birth to age 12 are encouraged to worship with their families until they are dismissed. Parents are responsible for their children until dismissed.
2. When children are dismissed, parents should take their infant or toddler to the Nursery.
3. Parents or adult designates must Sign-Out their child from the Nursery no later than 11:10 am (for 9:30 am service) and 2:55 pm (for 1:15 pm service).

For 11:15 am

1. Parents or designates may choose to worship with their children for some or all of the worship service, or Sign-In their child to the Nursery before the service.
2. Parents or designates must Sign-Out their child from the Nursery no later than 12:40 pm.

Sign-Out Procedures for Children Age 2-12 Years:

1. Teachers will meet parents or designates at their classroom door to Sign-Out the children.
2. Parents or designates must return the claim card to the teacher, write the **time**, and **sign** the Sign-Out column beside their child's name.
3. Parents or designates should wait outside the classroom to receive their child, unless they are asked to enter the classroom.

If you have questions, concerns, feedback or suggestions about these procedures, please contact the Children's Ministry Director.

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Thank you for your partnership in keeping our kids safe!

For 11:15 am

1. Children's Sunday School begins with Singspiration at 11:15 am and ends at 12:30 pm. If children are not Signed-Out from their classroom at 12:30 pm, Children's Ministry Personnel will escort them to the supervised Activity Room (207/208). Parents and designates must Sign-Out their child at Room 207/208 no later than 12:40 pm.

Sign-In Procedures for Children Age 2-12 Years:

1. Sign-In/Out sheets are organized by class, with children's names in alphabetical order.
2. Beside their child's name, parents and designates must write the **time, signature, location** (e.g. worship service, Sunday School room #), and any **special instructions** for that program session (e.g. parent will pick up child at noon).
3. If a designate who has not been named on the child's registration form will Sign-In and Sign-Out a child, the parent must introduce the new designate in person to the Sign-In/Out Personnel at Sign-In.
4. The Sign-In Personnel will give the parent or designate a nametag to put on their child, and a claim card with the child's name and ID number to take with them.
5. If the child needs the parent, Children's Ministry Personnel will find the parent.

Sign-In Procedures for Children Age 0-2 Years:

1. Sign-In/Out sheets are organized by children's names in alphabetical order.
2. Beside their child's name, parents and designates must write the **time, signature, location** (e.g. worship service, Sunday School room #), and any **special instructions** for that program session (e.g. parent will pick up child at noon).
3. If a designate who has not been named on the child's registration form will Sign-In and Sign-Out a child, the parent must introduce the new designate in person to the Sign-In/Out Personnel at Sign-In.
4. The Sign-In Personnel will give the parent or designate a nametag to put on their child, and a claim card with the child's name and ID number to take with them.
5. If the child needs the parent, Children's Ministry Personnel will find the parent.

Sign-Out Procedures for Children Age 0-2 Years:

1. Nursery Personnel will meet parents or designates in the entry area of the Nursery to Sign-Out the children.
2. Parents or designates must return the claim card to the Nursery Personnel, write the **time**, and **sign** the Sign-Out column beside their child's name.

3. Parents or designates should wait in the Nursery entry area to receive their child, unless they are asked to enter the Nursery.

PROCEDURES FOR CHILDREN AGE 2-12 YEARS

Sign-In/Out Times & Locations:

9:30 am English Service:	In: 9:20 – 9:40 am @ Main Foyer Out: Before 11:00 am @ Classroom 11:00 – 11:15 am @ Room 207/208
11:15 am Cantonese Service:	In: 11:00 – 11:25 am @ 2 nd floor Out: Before 12:30 pm @ Classroom 12:30 – 12:40 pm @ Room 207/208
1:15 pm Mandarin Service:	In: 1:05 – 1:25 pm @ Main Foyer Out: Before 2:45 pm @ Classroom 2:45 – 2:55 pm @ Room 207/208

For All Programs

1. Parents are responsible for children before Sign-In and after Sign-Out.
2. Parents may designate their child's sibling 14 years and older, or another adult whom their child knows and trusts, to sign their child In and Out. On their child's Student Registration Form, parents must name and authorize designates, and introduce the designates in person to the Sign-In/Out Personnel and their child's teacher.
3. Parents or designates must sign their child In and Out, even if they stay with their child in the classroom.

For 9:30 am and 1:15 pm

1. Children from birth to age 12 are encouraged to worship with their families until they are dismissed. Parents are responsible for their children until dismissed.
2. If parents are not present in the worship service (e.g. parents attend Adult Sunday School), Children's Ministry Personnel are responsible for the children. Children in the care of Children's Ministry personnel during the service will sit together with Children' Ministry Personnel.
3. When children are dismissed, Children's Ministry Personnel will escort children to the Children's Church program.
4. Children's Church 1 ends at 11 am. If children are not Signed-Out from their classrooms at 11:00 am, Children's Ministry Personnel will escort them to the supervised Activity Room (207/208). Parents or designates must Sign-Out their child at Room 207/208 no later than 11:15 am.
5. If children stay for both Children's Church 1 and Sunday School (i.e. from 9:30 am to 12:30 pm), parents or designates do not need to Sign-Out their child at 11 am.
6. Children's Church 2 ends at 2:45 pm. If children are not Signed-Out from their classrooms at 2:45 pm, Children's Ministry Personnel will escort them to the supervised Activity Room (207/208). Parents or designates must Sign-Out their child at Room 207/208 no later than 2:55 pm.