

NEW Sunday Check-In/-Out

LOCATIONS & PROCESSES

Beginning Sunday, March 26th families with children will experience a whole new, simplified and secure Check-In & Check-Out process and new kiosk locations for all Kids and Junior Youth Sunday programs (West Wing and Centre Building). Please review the new processes and locations below.

TPC Kids

CHECK-IN

- Opens - 8:30 AM and 11:00 AM
 - Closes - 20-minutes after the worship service begins
- Check-In Kiosk
 - **Check-In kiosks have been relocated to the entry door of each child's program room***, see below (No more Lobby Check-In). When you arrive, please go directly to your child's new space* to check them in using the touch-screen kiosks and receive your child's security tags. Once they are checked in, a team member will take them into their room. (You no longer need to adhere another tag in a binder to confirm the child is attending the class.)

Security Tags - Parents, please always keep the security tag with you. If your child needs you their security tag number will flash on the auditorium side screens. This tag is required during Check-Out.

CHECK-OUT

- Opens - Directly after each worship service
 - Closes - 20-minutes after service ends
- Check-Out Support Stations (with volunteers)
 - **Visit your child's Check-Out Support Stations:**
 1. Show your child's security tag
 2. Provide your phone number
 3. The volunteer will then choose an authorized pick-up person from the list on file and check your child out of program. Your child will be called and will meet you outside of their program room.

Authorized People - are the people allowed to pick up your child from the program. All parents listed on the family record are automatically set as an Authorized Person on your family record. Children will not be released to anyone not on this list, even if they have your child's security tag. To add other people (older siblings, relatives, etc.) to pick up your child, visit the Check-Out Support Station with a volunteer.

>>> [Turn over/click here to see your new Check-In/-Out locations.](#)

*Kids & Junior Youth – Sunday Programs

Age, Grade	Check-In/-Out Location
0-24 Months	C102
2 Years	W104
3-5 Years	W100
Grade 1-5	W200
Grade 6-8	Auditorium / Lobby pick-up
C: Central Building, W: West Wing	

TPC Junior Youth – Sundays

CHECK-IN

- Students enter the auditorium to sit together on the lower-level west side or sit with their families.
- After worship, the host will dismiss students to West Wing 3rd floor. Our team will be around to guide you.
- Before they enter the Junior Youth room, students will Check-In using their parent phone number. Our team is there to assist and can look up students by name if they don't know their phone numbers.

CHECK-OUT

- **Students will be dismissed to the Main Lobby when service ends to meet their parents. Our team will be with students to help make sure they find their parents. Students will meet you in main Lobby.** (Junior Youth no longer are picked up by parents because we are in the main building.)
- **All parents must come inside the Lobby to pick up their Junior Youth.**

TPC Junior Youth – Fridays

Check-In - Students continue to Check-In at the Connection Centre then head to our program space.

Check-Out - After the Friday program ends, parents will meet their students inside the Connection Center.