



Dear Parents of Preschoolers,

Sunday, February 7th, we will begin a new check in system in the preschool wing. It is our desire to provide the most loving and secure environment for your child and we think this will help to accomplish that. We have enclosed an example of the security sticker that will be used during all activities in the preschool department. **These activities include Sunday mornings and evenings, AWANAS, preschool choir, and all childcare activities. This system will be used for children ages birth through four years of age (Kindergarten and older children will use stickers when they are in the preschool wing only).**

Below are the guidelines that will help you to understand the procedures.

New Drop-Off Procedures:

- Parents will use their scan cards to enter the preschool wing.
- Parents will complete security stickers at the preschool desks.
- Parents will put the large part of the sticker on the back of the child.
- Parents will keep the small part of the sticker.

New Pick-Up Procedures:

- Parents will present their sticker to the teacher when picking up child.
- Teacher will match both child and parent parts of sticker.

Changes from previous check in procedure:

- Parents will no longer sign in children at the classroom door.
- Parents will no longer use ID cards to pick up children.

Please notice that scan cards will still be used when entering the preschool wing. However, your ID cards will not be needed. There is a four digit security number on the child's part of the sticker and your part of the sticker. There will be no need to memorize the number as they will be different each time. We will continue to use the call boxes in the sanctuary and will use the number from the child's sticker. **Your old security numbers will no longer exist. Children must be picked up by an adult and that adult must have their part of the security sticker.**

We hope that the new check in procedure will ensure a loving and safe atmosphere for your child. If you have any questions, please call the preschool office. We love your children and want them to have a pleasant experience at the train station!

See you at the Station!

A handwritten signature in cursive that reads "Laura Kulp".

Laura Kulp
Preschool Minister