

## KidzPro Checklist for Ministry Directors

### Preparation

- Let the church know well in advance that this will be the new check-in procedure. Explain to the parents exactly how everything is going to work. Communication is very important in order to make the transition smooth. ( You can find a downloadable form to give to your parents on our website)
- Have a training session with your volunteers, updating them on the new system. Make sure they all know what to expect, and are given an updated timeline. (You can find a downloadable form to give to your volunteers on our website)
- Hold a special meeting with those that will be running the security check-in computers, along with each of your directors. (It is important that your directors are able to “fill in” when no one is available to check-in.) For those that purchase *on site setup (see price list)*, this training can be done by a KidzPro representative. This step is vital in the success and efficiency of your start-up day.
- It is **VERY IMPORTANT** that the majority of information on your families is gathered prior to your start-up day, and input into the software. The less families that are entered in, the less efficient this day will become.
- When using older computers, it is best to find computers that are used solely for the purpose of KidzPro. The more they are used for other applications, the more likely it will be to have problems when they are used for the KidzPro software.
- Provide trash cans for label peeling near each check-in station.
- If possible, have a check-in station dedicated to first-time guests. This will prevent the other check-in stations from being backed up, and will allow more attention to your guests.
- It is recommended that you start with only a few groups of children, such as the nursery and preschool, before you unveil the check-in procedure to the entire children’s ministry. This will allow you to get all of the “bugs” worked out before it is used fully.
- Make sure the check-in kiosks are clearly marked, and all of your greeters know where they are, and can direct a family to them.
- It is recommended that there is one person that will not be working with the computer, but is there to help first time guests find their way to their classrooms. This first impression is very important to a new family.

## Setting up the computers

- To set up your computers, please be sure to use the KidzPro Help File. This file can be found once the software has been installed by clicking **start** then **all programs** then **KidzPro** then **KidzPro Help**.

## Day of “Go Live”

- To make the check-in process as quick as possible, hand all of the badges printed to the guardian, and have them place them on each individual child and corresponding bags. This will free up the check in worker to move on to the next family.
- Make sure each of your teachers and helpers know that the children are not allowed to let anyone in the classroom without a label. It is also recommended that all of the volunteers check-in before entering the classroom.
- When the parents pick up their children, it is important that either the helper or the teacher of each classroom stand at the doorway to match the alphanumeric code on both the parent and the child.
- It is recommended that your volunteers peel the security labels off of the children as they leave the room. This will make sure they check the alphanumeric code, along with prevent the badges from ruining their clothes when they are washed.
- If a parent loses a badge, make sure they go back up to the kiosk and show their driver’s license matching the person that checked into the computer with the person’s photo id. A new badge can then be printed.
- A smiling, friendly person running the check-in station can make the day of a struggling mom or dad after getting their kids ready and rushing to church. It is more than security. It can help your parents feel encouraged after a rough morning.