

KidzPro Security Software

For Volunteers Working in the
Children's Ministry



Dear Volunteers,

Congratulations, your church has just taken a huge step in keeping your children safe while they are in your care! Within the next couple of weeks, a new check-in system will be implemented that will instantly upgrade the security within the children's ministry. As a volunteer, you will play a very important role in making this new software effective. Here are a list of things to keep in mind as you volunteer:

- As a volunteer, you will be required to check in before arriving in your classroom. In order to do this, simply find the centrally located kiosk, and tell the attendant your name or phone number. You will be asked what you will be doing (teaching, helping, crafts, etc.) along with what classroom you will be in (nursery, toddlers, 1st grade, etc.). Once this information is given, a badge will print with your name and the information. Please wear this badge while you are volunteering.
- Every family will be checking at this same kiosk before they enter into your care. At this kiosk, they will receive badges that has their information on them, along with a 3 digit alphanumeric code that every member of the family has on their badge. This connects the family members together.
- When a child arrives in your care, make sure they have this badge placed on them, usually on their backs for the younger children. If they do not have a badge, politely ask the family to go to the kiosk to receive one. No one should enter into a classroom without a badge. Contact your director to see which classes are checking in, and which are not.
- This badge has important alerts to watch out for such as allergies, medical conditions, teething, potty training, etc. Please pay attention to these alerts while the children are in your care.
- Each badge also has which room they are supposed to be in. If your room is a different room than on their badge, politely direct them to the correct classroom.
- When a parent or guardian picks up a child, please make sure one of the volunteers in the room is standing in the doorway in order to check to make sure the code matches. If a code does not match, do not allow the child to be taken by that adult. Contact your director in order to take care of the situation.
- If an adult states that they have lost their badge, politely direct them back to the kiosk where another one can be printed. They will be required to have a photo ID.

Thank you for your cooperation as we implement this new system, and please know that we love your kidz. GOD BLESS

ABS Software LLC

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