# General Check-in Procedure:

- All children must be checked in at one of the computer kiosks.

- A name tag will be issued for the child to wear, with a security number. A second tag will be printed for the parent (or anyone picking up the child), with a matching security number. This tag will be used to match with the child's tag at pick up.

- If someone else needs to pick up the child, please provide them with the security tag. If that is not possible, please notify the teacher of their full name, and they will be asked to show identification.

- Please tell us about any allergies. Allergies will be confidentially noted on the child's name tag.

- If the security tag is lost, the parent will be asked to show identification before the child will be released.

- For security reasons we prefer that parents/guardians do not enter the classroom when dropping off or picking up child.

## Additional Procedures for Nursery:

- Pagers are provided, if needed.
- If your child is under 1 yrs, we ask that you fill out an Infant Care Card so we know what you would like us to feed your child.

TKCM Staff