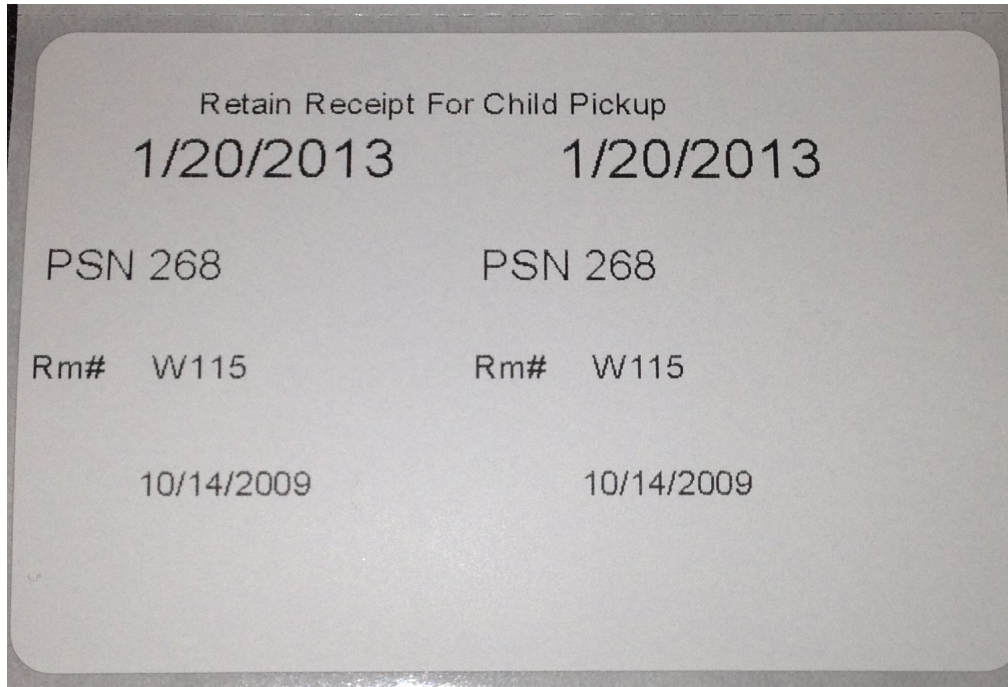


Preschool Check-In Procedures

1. Using the touch screen, login using the last four digits of phone number
2. The screen will display all Shades members associated with that phone number
3. Select each family member who is present by checking the box
4. The program will automatically print a strip of stickers:
 - 3 tickets will print for birth- 4 year olds.
 - 1 ticket will print for Kindergarteners.
5. Give the top sticker (Teacher Copy) to the teacher or Worship Care volunteer when child is dropped off in the classroom.

Child's Name _____
PSN 268
Father's Name
Mother's Name
Teacher Copy

6. The middle sticker is your copy. It is *very important* that you keep this ticket in order to pick up your child after church.



You *must* have this ticket to pick up your child.

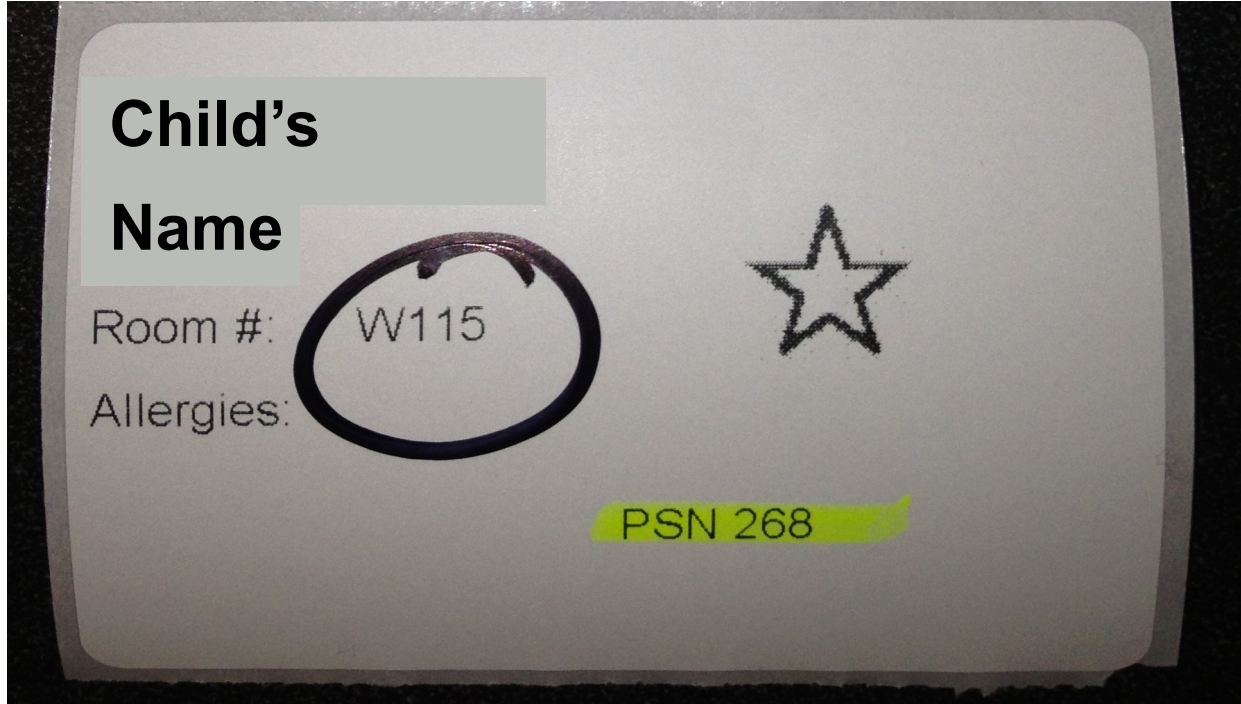
7. The third (bottom) sticker is your child's name tag.

Birth - 3's: place nametag on child's back

4's - Kindergarteners: place nametag on front of child

***Note: Kindergarteners only receive a nametag and do not have a PSN number.**

Example of third/bottom sticker



- Child's room number is circled in the example above
- The highlighted PSN number is the security number assigned to members and repeat guests. This is used in the instance that we need to reach you during Worship
- The star indicates the 11:00 Sunday School hour