

# A Word to Families

Dear Westwood Moms and Dads,

I have exciting news to share with you! As always, Westwood is committed to providing a safe and caring environment for your children to learn of Christ's love for them. We also want to provide a fast and easy way for families to check in and out each week. We have found a great way to do both!

We are launching a new web-based check-in/check-out system on November 13 called Fellowship One. This easy-to-use system has the same great security we have now along with many enhancements.

The beauty of Fellowship One also lies in its ability to serve our entire church community, not just Children's Ministries. It will help track individual ministry participation, enhancing our ability to respond to the needs of our congregation, as well as allowing us to more effectively target communications. It will maximize our efficiency by streamlining many systems currently in place. Another benefit is that we can use much of the Parent Pager system we already have. You will be able to utilize existing kiosks, as well as new ones that are being added around the building.

This brochure will help to explain Fellowship One's family-friendly check-in process more fully, so be sure to read it fully.

Finally, I invite you to help us launch this new initiative! Volunteers are needed to assist parents as we learn the new system together, so please consider coming alongside as we make the transition. To find out more about helping or have questions about Fellowship One, contact Teri Braun at 952-224-7330 or [teri.braun@westwoodcc.org](mailto:teri.braun@westwoodcc.org).

Blessings!

*Miss Danise*

Danise McMillen  
Director of Children's Ministries



## Westwood Community Church Children's Ministry

# How to Check-in and Pick-up Your Children

New procedure begins Sunday, November 13, 2011



**WESTWOOD**  
COMMUNITY CHURCH

3121 Westwood Drive • Excelsior, Minnesota 55331

**B**eginning in November, a new check-in/pick-up procedure will be implemented that will be significantly faster than our current system. Not only will it be used in Children's Ministries, but also in other ministries churchwide. The new system will be implemented beginning with Birth-5th grade on November 13. Specifically, check-in locations will no longer be at your child's classroom. Instead, with the assistance of trained volunteers, you will check in your child at one of the kiosks located on the lower level (see map on back for locations).

## Your Part:

- Come Friday, November 11 (noon-10:00pm) or Saturday, November 12 (8:00am-10:00pm) to pick up your check in key tag.
- Allow extra time on Sunday, November 13 for check-in.

## Our Part:

- If your child has participated in our programming (birth-5th grade) in the last four weeks, we have entered them in the new system.
  - We will have extra check-in stations and volunteers to help speed up the process on November 13.

# Five Steps to Checking-in and Picking-up Your Child

**One** Check in your child(ren) at the check-in station closest to your youngest child's classroom. In general, we recommend using the lower level east entrance, especially families with nursery or preschool children.

**Two** You will receive an adhesive-backed nametag displaying your child's name that is to be placed prominently on your child's clothing (no access to nursery rooms or classrooms will be granted without a nametag).

**Three** In addition to your child's nametag, you will be given a printed "receipt" for child pick-up that contains a randomized alphanumeric code (this will match the code on your child's nametag).

**Four** With the change to Fellowship One, we will be switching to a text message notification system if there is a need to contact you while your child is at church. Please make sure that we have your cell phone number(s) and that your phone is in "silent" mode. When necessary, pagers are still be available at the Children's Welcome Desk upon request.

**Five** When picking up your child, go directly to your child's classroom. Your child's teacher (or greeter) will match the code on your child's nametag with the one on your receipt. Once the match is verified, your child will be released to you (you must have a receipt to pick up your child).

## New Identification

**Check-in Name Tag**

Child's name: Jack Doyle  
 Service date/time: CHN 9:45 Children's Servi Sunday, 11/13 9:45 AM  
 Age/Grade (Room Number): 4th Grade (B102)  
 Security Code: SP7  
 Allergies or Medical Conditions: If applicable: Peanut Allergy  
 Small group Coach: Christopher W. Grades 2-5

Each time you check in your child, you will receive an easy-to-stick adhesive nametag that displays your child's name along with a family code. The security code will change each week. Place this nametag prominently on your child's clothing. Once checked in, please bring your children directly to their classrooms.

**Check-in Receipt**

Retain receipt for child pickup

Date: Sun, 11/13  
 Security Code: SP7

Each time you check-in, a new receipt will print out with a matching security code to the one on your children's nametags. Retain this, and at the end of class time, present this check-in receipt to pick up your children 5th grade and younger.

