

# Check-In Procedures

## **I HAVE** a permanent ID badge

1. **Go to Children's Check-In counter**
2. **While in line:**
  - grab an adhesive name badge from the wall
  - write your child's first name and family number on it
  - place it on the front of your child's shirt
3. **After your child/children are scanned in, clip your child's ID badge to their back (Toddlers—K's only)**  
(for nursery children, clip badge to diaper bag)

## **I DO NOT** have a permanent ID badge

1. **Pick up a temporary ID badge located near the Welcome Center**
2. Refer to above steps