

mlkidz

check-in process

- check-in opens 15 minutes before each gathering.
- keep your parent security tag. you'll need it to pick up your child.
- children born on or before august 1, 2023 (up to 5th grade), check in at the mlkidz building. children born after this date will be in the mlkidz nursery in the main building.

first-time families

welcome! visit the *new family check-in* station in the mlkidz building where our team will help you with registration and walk you through the check-in process.

if you have nursery children only:

- check in at the ipad stations in the main building.
- print your child's name tag and keep your parent security tag.
- escort your child through the mlkidz nursery hallway to the room listed on their tag.

if you have children in the mlkidz building only:

- check in at the ipad stations.
- print your child's name tag and keep your parent security tag.
- escort your child to their designated drop-off location:
 - + 3-5 years: rooms 1 or 2 (printed on their tag)
 - + kindergarten-5th grade: mlkidz auditorium
- please follow the arrows to exit.

if you have children in both nursery & mlkidz:

- we recommend dropping off at the mlkidz building first.
- you have two check-in options:
 - + **recommended:** check all children in at one location and receive two parent security tags, one for each building (*same* security code).
 - + check in separately at both locations and receive two parent security tags, one for each building (*different* security codes).

check-out process

- check-out begins as soon as the gathering ends.
- please help us by promptly picking up your children before enjoying snacks and fellowship.
- have your parent security tag ready. it is required for child pick-up.

if you have nursery children only:

- present your parent security tag to enter the nursery hallway.
- a volunteer will scan your tag at your child's room before releasing your child.

if you have children in the mlkidz building only:

- present your parent security tag at the mlkidz building entrance.
- pick up your children:
 - + 3-5 years: room 1 or 2 (listed on their tag)
 - + kindergarten-5th grade: group number listed on their tag
- a volunteer will scan your tag before your child is released.
- please follow the arrows to exit.

if you have children in both nursery & mlkidz:

- we recommend picking up your nursery children first.

mlkidz building map

