

Attendance & Dismissal Procedures Nursery & Preschool Updated August 2021

Note: Due to the ongoing Covid-19 pandemic, all Eliot members and friends will be required to sign-in at the main entrances to the chapel upon arrival for contact tracing purposes. The procedures noted below are specific to preschool and nursery-age children and parents/caregivers participating in the Religious Education programs and are in ADDITION TO the chapel-wide procedures.

Nursery & Preschool

Fall 2021 Note: In September & October 2021, **supervised play on the Eliot Nursery School Playground (weather permitting)** is available for preschool-age children during the outdoor worship services. Children younger than two (2) on August 1, 2021 should stay with their family during the worship services. At this time, we do not have any indoor programs or activities due to the ongoing Covid-19 pandemic.

Arrival: Families wishing for their children to play on the playground during the service should check-in at the playground gate upon arrival where Religious Education Staff will greet them. A sign-in sheet is provided every Sunday. When families arrive, parents/caregivers should sign their children into class by noting the following information on the sign-in sheet:

- Child's Name
- Parent/Caregiver Name(s)
- Cell Phone Number (in case you need to reach them)
 - **Important:** Ask parents/guardians to keep their cell phone on vibrate during the service. This is how we will contact them if a need arises.
- Email Address
- Names of adults authorized to pick up the child(ren) at dismissal time

Latecomers: Staff are responsible for ensuring that any **latecomers** are signed in upon arrival.

For Parent Volunteers: If you are volunteering, please sign your own children into the playground space. This officially documents how many children are in your care, better enables the RE staff members to track attendance, and is necessary for potential contact tracing purposes.

Guest Forms: If you have guest families, please ask them to complete a **guest form** upon arrival (or at pickup if easier). Guest forms will be available every week along with the sign-in sheets..

Dismissal: When parents/caregivers arrive to pick up their children, they should sign the sign-in sheet and note the time of check-out. This documents that the child is no longer in your care.

- **IMPORTANT:** Staff and volunteers are responsible for ensuring that the individuals picking up the child are authorized for pick up (noted on the sign-in sheet at the time of arrival). **You may request to see a photo ID if you have any questions or are unsure.**