



Lost Security Tag Policy

(Kid-O-Deo and Elevate)

Background and Purpose

Our goal is to make sure we uphold the integrity of security and safety within kids' ministries to the highest level. We want to create an environment where adults feel confident in dropping off and picking up their kids.

Lost Security Tag Policy

Situation A: Adult has identification

Step 1: Kids staff will verify information in MyEBC and look for any pick up restrictions.

Step 2: Staff must collect adult's driver's license or identification card with photo and match it to what is in MyEBC.

Step 3: Staff must fill out Liability Form. The kids' names must be written out and the form completed fully. The completed Liability Form acts as the replacement for the security tag.

Situation B: Adult does not have identification

Step 1: Kids staff will verify information in MyEBC and look for any pick up restrictions.

Step 2: Kids staff will ask for identification and if adult does not have identification, a second paid staff member must be present to complete check out process. Staff members must enter adult's information into MyEBC.

Step 3: The adult who is picking up must recite kids' names, address, and birthdates.

Step 4: Staff must fill out Liability Form. The kids' names must be written out and the form completed fully. The completed Liability Form acts as the replacement for the security tag.