



# Kids Ministry Lost Security Tag Policy

## Purpose

We will uphold the integrity of security and safety within kids' ministries to the highest level, by creating an environment where adults feel confident in dropping off and picking up their kids.

## Lost Security Tag Policy

1. If a child loses their name tag you can simply reprint that child's tag.
2. In the event a parent loses their security tag the following policy should be executed;
  - a. Situation A: Adult has identification
    - i. Staff will verify information in MyEBC and look for any pick-up restrictions.
    - ii. Staff must collect adult's driver's license or identification card with photo and match the information to the information in MyEBC.
    - iii. Staff must fill out Liability Form. The kids' names must be written out and the form completed fully. *Once the form has been scanned, the original document should be shredded and a copy using the following naming system, "LastNameLST11.07.17", will be saved to the appropriate Lost Security Tag folder.*
    - iv. Reprint the replacement security tag for check out.
  - b. Situation B: Adult does not have identification
    - i. Staff will verify information in MyEBC and look for any pick-up restrictions.
    - ii. 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.
    - iii. The adult who is picking up must recite kids' names, address, and birthdates.
    - iv. Staff must fill out Liability Form. The kids' names must be written out and the form completed as fully as possible. *Once the form has been scanned, the original document should be shredded and a copy using the following naming system, "LastNameLST11.07.17", will be saved to the appropriate Lost Security Tag folder.*
    - v. The completed Liability Form acts as the replacement for the security tag.