



Pioneer Clubs

Parent Welcome Packet



FIRST
PRESBYTERIAN
CHURCH

Welcome



We are excited to start another year of Pioneer Clubs! Last year, we were blessed to see exponential growth in this ministry, including ending the year with over 100 K-6th grade students! We don't take your trust in us lightly and are determined to keep your precious children safe. This year, we are emphasizing security, and so we are implementing a few new things. Please remember that we are making these changes for the safety of your children. These changes include:

- a new parking lot flow
- a check-in and registration system
- a new pick-up procedure.

We know changes are hard and can be inconvenient, however, we see them as a necessary step in managing a healthy and safe space for your children. Please be patient with us as the season begins and we work out the kinks in the new system. There will be several Pioneer Club volunteers to help you with these changes.

Parking Lot

For the safety of our club members, we are **closing the Williams Street** entrance. This will allow for the safety of our students before and during Pioneer Clubs as they participate in outside activities.

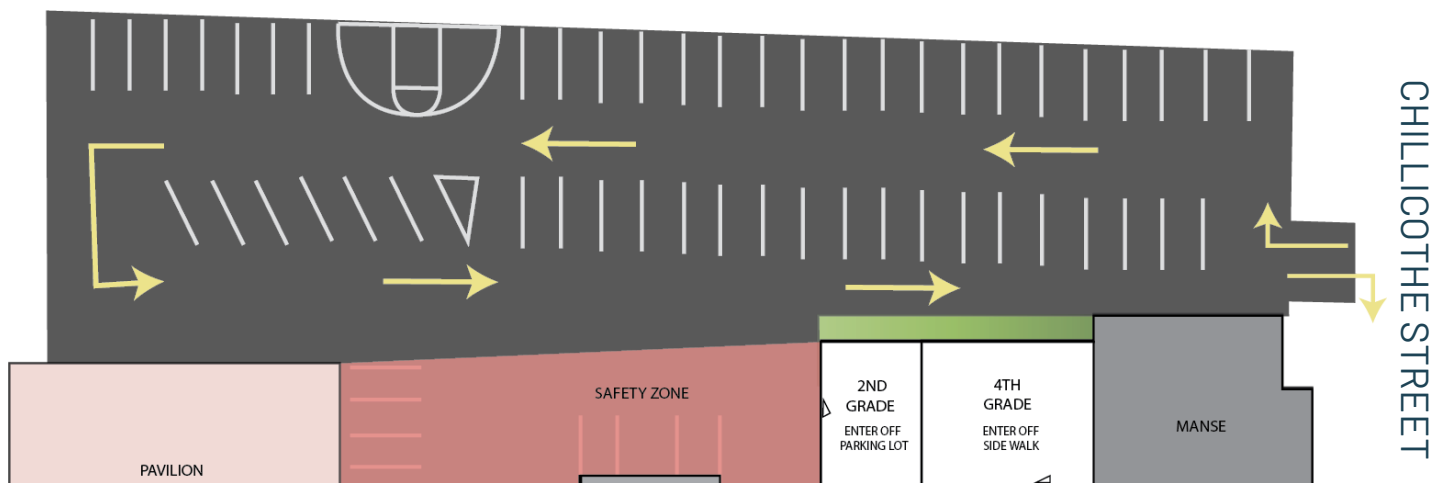
As you leave the parking lot, you will notice that we are implementing a **right turn only** out onto Chillicothe St. Since there are so many parents coming and going and we are only using one entrance, this will prevent backup in the parking lot.

The parking lot will be a **one-way loop from Chillicothe St**, entering the entrance on the right and exiting on the left (see diagram). When you bring your children to Pioneer Clubs, please enter on the right side of the Chillicothe Street entrance and follow the cones into the parking lot. You can then find a parking space. We hope that as the season progresses, check-in will get faster and allow parking spaces to be freed up sooner. You may also park on the street.

There will be Pioneer Club volunteers helping direct traffic.

NEW TRAFFIC PATTERN

NOTE: THE WILLIAMS STREET ENTRANCE WILL BE CLOSED.



Registration



Every year, we need an updated registration and liability form filled out for each child. This year, you will notice there are a few new topics to fill in: *trusted persons*, a *mandatory medical section*, and *5th/6th grade walkers*.

The trusted persons list tells the teachers and volunteers who is allowed to pick up your student other than their parents/legal guardians. This can include grandparents, neighbors, older siblings, etc. This allows us to have a better understanding of who has left with whom in case any questions arise.

Medical concerns allow teachers to quickly see if students are allergic to anything or have any issues they need to watch for. Their medical concerns will be listed on their name tag.

The **walkers** section tells us which 5th and 6th graders have been given parental permission to walk home from Pioneer Clubs without parental supervision. These students are also allowed to check in and pick up their younger (4th grade and below) siblings, if we have written permission from the parent (via the appropriate section of the registration form).

We strongly encourage online pre-registration to allow a smoother first week of Clubs. Scan below or click on the link.



[Register Online!](#)

Check-In

[CLICK HERE TO WATCH A VIDEO ON CHECK-IN](#)

We love how much Pioneer Clubs has grown over the last few years; however, with the increase in students, we have implemented a check-in system for your child's safety.

The doors will open, and Check-In will begin at 6:20pm. We kindly ask that students not be dropped off any earlier. Every week students in K-4th grade must be checked in using the method listed below.

(Fifth and sixth grade students may go straight to their classroom/outside activity without going through the registration line. They will be checked in by their teachers.)

After checking in, students can then go to the Pavilion outside or in the Sanctuary (location is weather-dependent) until 6:30pm when we will send them to their classrooms.

Please come into the building with your K-4th grade child(ren) and locate one of the Check-In Stations. We will have two self-stations and one manned station.

SELF-STATION

(ONLY IF ALREADY REGISTERED)

- 1 Enter the last 4 digits of a parent's phone number.
- 2 Select the student(s) you wish to check-in.
- 3 Confirm who is checking in the students in the lower left-hand corner.
- 4 Click Check-In.

The tablet will then automatically print name badges for each of your students as well as a pick-up ticket. *Please make sure your students are wearing their name tags before you leave.*

MANNED STATION

REGISTRATION DESK

- 1 Go to the registration desk to check in. *If you have not registered yet or have questions, please use the manned station.*
- 2 You will receive a sticker for each of your children and a pick-up ticket for yourself.

Please make sure your students are wearing their name tags before you leave.

IMPORTANT: You will need to keep track of the pick-up ticket or take a photo of it because we will ask to see it when you (or whomever) pick up your child.



Pick Up

K-4th Grade

This year to increase safety when releasing students, we are implementing a new routine for student pick-up. The following applies to students in grades K-4th. (See next page for 5th/6th grade pick up.)

See page 7 for a map of all the classrooms.

At Check-in you will receive a pick-up ticket/sticker. Please keep track of that ticket or take a photo of it so you have it on your phone. **Pioneer Clubs ends at 8pm.**

When you arrive to pick up your child, please go to your child's classroom. If you are picking up on the 2nd floor of the Edu. Wing, we ask that you use the main stairwell (through the door on the left/north end of the Fellowship Hall) and exit using the back stairwell (on the right/south end). This will help with a smoother pick up.

Once there, the teacher will ask to see your pick-up ticket and confirm that it matches the code on the student's name tag. This allows us to know that the person picking them up has permission to do so. Then you are free to go.

NOTE: Children of Pioneer Club leaders will need to remain in their classrooms until their parents come to get them.



Pick Up

5th-6th Grade

Fifth and sixth graders do not have to be checked in through the tablet system, because their teacher will check them in during the class. **However, we do ask that parents go to their classroom to pick them up.** When you arrive to pick up your child, please go to your child's classroom. We ask that you use the main stairwell (through the door on the left/north end of the Fellowship Hall) and exit using the back stairwell (on the right/south end). This will help with a smoother pick up.

See page 7 for a map of all the class rooms.

If they have written permission (see page 3) to walk home after Pioneer Clubs, they will be released at 8pm to walk home. They may not loiter in the building or on the grounds.

If a 5th or 6th grade student is responsible for picking up and walking their younger sibling(s) home, they will need to keep the pick-up ticket received at check-in (or have a photo of it) and go to their sibling(s) classroom to pick them up (see page 5).



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Campus Map

Questions

We know changes are hard and can be inconvenient, however, we see them as a necessary step in managing a healthy and safe space for your children. Please be patient with us as the season begins and these new changes are implemented. Below are answers to a few questions that might arise. If you have any additional questions, please don't hesitate to ask.



What if someone who isn't specifically listed on my Trusted Persons List needs to pick up my child due to an emergency?



Please send the unlisted person a picture of the pick-up ticket for them to show at the registration desk, and they will receive a copy of the pick-up ticket. We may ask to see photo ID.



Can I add a Trusted Person throughout the year?



Definitely! To add a person to your account (or make changes), just tell the volunteers at the registration desk.



What if I lose my pick-up ticket?



Please stop by the registration desk to receive a copy of your ticket to show to your child's teacher. We may ask to see photo ID.



What if I'm dropping off my children and someone different is picking them up, but I won't see them to give them my pick-up ticket?



Take a picture of your pick-up ticket and send it to the person picking them up. This should be a person on the Trusted Persons list.



What if my child wants to bring a friend?



That's great! The parent who brings the child will be responsible for checking them in and out. To do so, please stop by the registration desk. We will send out an online registration form to the child's parents after Club.