



Parent/Guardian Information

Mother Last Name _____ First Name _____ Cell Phone _____ Email _____

Father Last Name _____ First Name _____ Cell Phone _____ Email _____

Mailing Address _____ City _____ Zip _____ Home Phone _____

Adults authorized to pick your child(ren) *(include phone #)* _____

If you have concerns regarding the authorized people who may drop off/pick up of your child(ren), please contact Susan Watkins - 360.692.6414.

Emergency Contact *(other than parents)* Name _____ Relationship _____ Phone _____ Cell _____

Parent Location - Sunday Mornings 9:30am _____ 11am _____ Wednesday Evenings _____

Child Information

Child Name <small>(first/last - if different)</small>	Gender <small>(m/f)</small>	DOB <small>(m/d/year)</small>	Grade <small>(2010-11)</small>	Physician Name	Phone#	Allergies/medicine in use/medical conditions	Ministries in which child is involved* <small>(please circle each ministry)</small>				
1. _____	_____	_____	_____	_____	_____	_____	N	KQJr	KQ	A	L
2. _____	_____	_____	_____	_____	_____	_____	N	KQJr	KQ	A	L
3. _____	_____	_____	_____	_____	_____	_____	N	KQJr	KQ	A	L
4. _____	_____	_____	_____	_____	_____	_____	N	KQJr	KQ	A	L
5. _____	_____	_____	_____	_____	_____	_____	N	KQJr	KQ	A	L
6. _____	_____	_____	_____	_____	_____	_____	N	KQJr	KQ	A	L

***Ministry Key:** N - Nursery *(Sat/Sun)* · KQJr - KidQuest Jr. *(Preschool, Sat/Sun)* · KQ - KidQuest *(K - 5th Grade, Sat/Sun)* · A - Awana *(3yrs - 6th Grade, Wednesdays)* · L - Launch *(6th Grade, Sundays)*

Insurance & Dental Information

Insurance Company _____ Policy # _____ Family Dentist _____ Phone _____

Medical/Photo Release

This consent form gives permission to seek whatever medical attention is deemed necessary and releases Silverdale Baptist Church (SBC) and it's staff of any liability against personal losses of named children. I/We also give SBC permission to photograph my child(ren) for publicity purposes and understand that I/We will be given no compensation for the use of those photos. I, the undersigned, have legal custody or guardianship of the child(ren) named above, a minor(s) and give our consent for him/her to attend events being organized by SBC. I/We understand that there are inherent riskQ involved in any ministry or athletic event, and I/We hereby release SBC, it's pastors, employess, agents and volunteer workers from any and all liability for any injury, loss or damage to person or property and requires the attention of a doctor, I/We consent to any reasonable medical treatment as deemed necessary by a licensed physician. In the event treatment is required from a physician and/or hospital personnel designated by SBC, I/We agree to hold such person free and harmless of any claims, demands or suits for damages arising from the giving of such consent. I/We also acknowledge that we will be ultimately responsible for the cost of any medical care should the cost of that medical care not be reimbursed by by the health insurance provider. Further, I/We affirm that the health insurance information provided above is accurate at this date and will, to the best of my/our knowledge, still be in force for the child(ren) named above. I/We also agree to bring my/our child(ren) home at my/our own expense should they become ill or if deemed necessary by the ministry head in charge.

I have read and agree to the Terms and Conditions stated above. Signature _____ Date Signed _____

Additional Notes from other side _____

SBC KidQuest Check in & Out Policy

(applies to Nursery, KidQuest Jr. (preschool), Awana & KidQuest (K-5th grade) & Launch (6th Grade))

Purpose: The purpose of this policy is to have a check in/out policy that fosters better communication and security for our Children's Ministry.

Principles:

- Staff knowing what children are currently in our care and those who have been signed out.
- Children's Ministry staff and the parents/guardians communicate with each other more regularly.
- Parents/guardians have greater peace of mind as they leave their child in our care.
- Children's Ministry staff perform better follow-up and care for absent or new children.

Guidelines:

- 1) For each ministry there will be a sheet for checking in/out. Given the different kinds of ministry, the forms may be different, such as Awana will be different from Sunday Mornings. The sheet used will contain the following data:
 - a. Child's Name
 - b. Who will be picking up the child
 - c. Check in/ Sign out boxes
- 2) The name of the person picking the child up will be written in as the child is dropped off. Only adults (18+ years old) may pick up children, unless the Children and Family Pastor grants an exception.
- 3) In the event of a special concern, and/or a lack of knowing a person, a photo ID matching the name of the person designated to pick up the child must be presented to pick up a child. In the event of a special concern, a child's name will be marked on the check in/out sheet.
- 4) Only the person(s) listed may pick the child up. All exceptions must go through the Children & Family Pastor and/or using the child information sheet in case of emergency.
- 5) The Nursery and Pre-school Ministries will also use the tag system currently in place.
- 6) Check in/out will occur in classrooms or other designated area.
- 7) Check in/out and child information sheets will be kept ready in the event of an emergency for a head count.
- 8) Check in/out sheets will be turned into the Children & Family Pastor for attendance purposes.
- 9) This policy will take place for all Children's Ministry Events, unless the event incorporates an attending parent/guardian(s), and relates to children 5th grade and under.
- 10) A Children's Ministry staff person may take a child of a parent serving at that time after all other children are dismissed or there is appropriate coverage for the other children. In such a case the word STAFF must be written in for who may pick up the child, along with the parent(s) name. Example: A 4th grade teacher may take a 4th grade child to a parent who is serving in the youth ministry at the same service time.
- 11) In the event of the children and family pastor's absence, a designated person will handle all exceptions. During Awana, the Awana Commander has the right to grant exceptions.