

Checking in Your Kids


We have updated our check-in system to be touchless, faster and more efficient for you!

We have also moved the check-in location to ensure a one-way flow of traffic and to have the allotted space to ensure physical distancing.

Check-In Location

- Check-in desk will now be located by the mailboxes (straight ahead once you enter the atrium)

Check-In Process

- Instructions for checking in your kids:
 - 1) Download the 'church center app' 
 - Follow the prompts to set up Harbour Fellowship Church
 - 2) Click the check-in icon along the bottom
 - 3) Select Power Up Regular Sunday Service
 - 4) Select the child/children you wish to check in
 - The system will automatically select their location based on their grade
 - 5) Click next
 - 6) You will receive a QR code
 - 7) Once you arrive at church, scan the QR code on the ipad located at the check-in desk
 - 8) Child(rens) names will print
 - 9) A pick up label will not print but will be available to you in the church center app (you will see it after you scan your QR code)
 - 10) Place your child's name tag on them and drop them off at their classroom
 - 11) Exit through the double doors by the kitchen
- You are able to check-in your kids on the church center app any time after 8:00am Sunday morning. You can do this from home, your car or when you are walking in the building!

Check out Process

- If your child is in grade 4 or below, they will need to be checked out by you in order for the leader to release them
- Please enter the Children's Ministry area through the doors near the mail boxes
- Show your pickup code in the church center app to the leader to retrieve your child
- Exit through the double doors by the kitchen

**having trouble with the church center app? No problem, our team will be happy to help you at the check-in desk once you arrive at church.