Checkpoint Implementation Guide

With Checkpoint your organization will know where visiting children are at any time, and especially in case of an emergency. Parents check-in their kids at a workstation (either a manned computer or an unmanned kiosk). Checkpoint handles the rest. This guide is intended to help you understand Checkpoint's check-in system and how its can features fit in with your safety and security plan. It can also help your leadership and staff decide when and how to integrate Checkpoint for the first time.

We recommend that you design a check-in system and then use Checkpoint to adapt to that system. With that in mind, review the sections Check-in Safety and Security and Designing a Check-in System that covers generic check-in information. If you've already created a check-in system, you can skip ahead to Check-in Methods.

Disclosure

Some suggestions and recommendations are for informational purposes only. This guide is not intended to provide legal or risk management advice, nor are any suggested checklists or action plans intended to include or address all possible risk management exposures or solutions.

The Checkpoint Implementation guide covers the following:

- Designing a Check-in System
- Check-in Safety and Security
- Checkpoint Planning and Preparation
- Check-in Tools
- Check-in Methods
- Deciding How Many Check-in Stations You Need
- Arranging Check-in Stations
- Setting Up Badge Printers
- Checking In
- Security Rights for Check-In Stations
- Checkpoint Technical Requirements
- Integrating with ACS Groups
- Checking Out
- Preparing Stations for Check-in