

VBS

LEADER TRAINING

What's VBS all about?

Our vision for VBS is that children will experience Jesus and have fun!

- **Jesus** – Jesus is our #1 focus in everything we do!
- **Friends** – Children that feel connected to peers will have a better experience
- **Fun** – It is our responsibility to do everything we can to make sure every child is having a great experience at VBS

Leader Rules:

Our rules are set up to help create a safe, healthy, and positive experience for everyone.

- You must respect all leaders at VBS
- Be where you are supposed to be and be on time
 - Daily leader meeting/team check-in @ 7:30am
 - Rotations (follow your schedule)
- Always keep your team together – constantly do head counts to make sure every child is accounted for before you depart and as you arrive at a rotation
- Never be alone with a child
- Foul language / adult language will NOT be tolerated at VBS (Be Kid Appropriate!)
- Don't bring things / do anything that would not be allowed at VBS (No smoking, vaping, dipping, or drinking alcohol)

Bathroom Policy:

- Bathrooms are clearly labeled – Boys only, Girls only, Adults only
- Never go into a “kids’ only bathroom”
- Bathrooms are not changing stations!

Check-in / Check-out Policy:

- Digital Roster / Check-In
 - Step 1: Access your team’s roster by going to WC.org/vbscheckin
 - Step 2: Click on your team’s name (ex. Eagles 15)
 - Step 3: A list of your kids will show up with a “Check-In” Button
 - Step 4: As parents drop off their kids, click “Check-In”
- Paper Rosters will be available as an emergency option if technology fails
- Reminders:
 - The child’s name must be on your roster in order for them to check-in on your team
 - Possible reasons why a child is not on your roster:
 - They are at the wrong team (verify their team with their vbs child info)
 - Child wanting to switch teams – in order for a child to switch teams, please notify your group leader.
 - Give each parent their check-out card (write their security number on the card - # is on the wristband you give the child)
 - Remind parents to take a picture of their child’s check-out card which will have their child’s security # (expedite the check-out process)
 - Parents must match their security # with their child’s security # located on your digital roster (lost parents pick-up tag must be approved by your group leader)

Social Media / Photo Policy:

- You are not allowed to be on your phone unless for check-in – you are here for the kids!
- You are not allowed to take pictures or post pictures of kids

Dress Code Policy:

- Must wear your VBS T-shirt every day
- Shorts – must be appropriate length
- Shirts cannot cover your shorts
- Swimsuits – all leaders must always be wearing a shirt and shorts if participating in water inflatables
- Must wear your VBS leader lanyard every day

Daily Activities:

Check-In / Check-Out:

- Make sure every child has a wristband
- Match parent's security # to child's security #
- Limit bathroom trips during this time

Service:

- Keep your kids in your designated aisle
- Please help keep your kids engaged – standing up during worship, sitting down and listening during the message
- Be thinking of ways to reinforce the main point of the message throughout the day!

Travel to Rotation Times:

- Stay with your group (your color)!
- Travel in a line (one leader at the front, one in the back)
- Traveling to rotations is the best time to go to the bathroom / water breaks
- Make it fun! Make up team cheers, etc.

Water Slides/ Changing Stations:

- Establish a meeting area!
- Be with your team / be at a water slide – help keep things safe!
- Ensure to leave water slides at a decent amount of time so all your kids can get fully changed.

Crafts

- Make sure every child on your team has a craft!
- Make sure every child on your team has snack!

Game Time:

- Keep your kids in the designated aisle during all team games
- Listen closely to the instructions for each game
- Make sure kids are having fun! Be with your team!

VBS Schedule:

It is vital that everyone follows our VBS schedule to keep children safe and having fun!

| | | |
|---------|---------------------------|-----------------|
| 7:30am | Leader Check-In | Main Auditorium |
| 7:45am | Leader Meeting | Main Auditorium |
| 8:15am | Child Check-In Begins | Main Auditorium |
| 9:00am | VBS Begins / Service | Main Auditorium |
| 9:50am | Travel to Rotation 1 | |
| 10:00am | Rotation 1 | See Lanyard |
| 10:25am | Travel to Rotation 2 | |
| 10:35am | Rotation 2 | See Lanyard |
| 11:00am | Travel to Rotation 3 | |
| 11:10am | Rotation 3 | See Lanyard |
| 11:35am | Travel to Main Auditorium | |
| 11:45am | Worship / Check-Out | Main Auditorium |

Common Questions / Situations:

My child has allergies/dietary restrictions, what are the snacks? Can I bring my own snacks?

- We will tell you the snack every morning at the leader meeting. We will have special snacks (gluten free, etc) available. All outside snacks must be approved by a group member or staff member.

One of the kids has a scrape on their knee, what do I do?

- Contact your group leader. Your group leader will have a small first aid kit if they just need to apply a band-aid, but will determine if they need to visit the nurse. If a child receives a band-aid, has an incident, or visits the nurse, that must be communicated to the parents at pick-up.

What if someone comes to me and wants to switch teams?

- We want every child to have the best experience at VBS. A child switching teams is allowed but must be approved by the group leader.

I saw a leader doing something that I don't think is allowed at VBS and is against the rules, what do I do?

- Say something, stop it immediately, and notify your group leader or staff member.

A couple of the kids on my team had an altercation (verbal, physical, etc), what should I do?

- Your number 1 priority is to stop it immediately and then notify your group leader.

Something came up on my team, but the pastors and group leaders are too busy, so I'll just handle it on my own.

- We trust you as a leader, but your group leader is there to support you. We want to be able to address minor situations before they become major situations. If something happens, please notify your group leader.