



VBS



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 (leader meeting, rotations, etc)
- Be sure two leaders are in your classroom at all times. If you need to step away, position the flag outside your door in an outright position, or use the designated procedure appropriate at your location.
- Bathrooms for volunteers are located outside of the preschool ministry
- 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

- Don't bring things / do anything that would not be allowed at VBS (No smoking, vaping, dipping, or drinking alcohol)

Bathroom Policy:

- Remember that, for security purposes, preschoolers are never to be taken to the bathroom by anyone other than part-time or full-time staff members
- Never go into a "kids only bathroom"
- Bathrooms are not changing stations

Check-in / Check-out Policy:

- The child's name must be on your roster in order for them to check-in on your team
 - Exceptions:
 - New registration – they will provide a "New Registration" card or have a bracelet on
 - Child wanting to switch teams – must have the approval by staff or hall leader
- Remind parents to take a picture of their child's check-out card which will have their child's security #
- Parents must match their security # with their child's security # located on their wristband (lost security # at pick-up must be approved by your group leader)

Social Media / Photo Policy:

- You are not allowed to be on your phone – you are there 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

- Pants are preferred, but shorts must be finger tip length (with arms straight down at side) & no spandex
- Shirts cannot cover your shorts
- Swimsuits – all leaders must always be wearing a shirt and shorts if participating in Water Day on Thursday
- Must wear your VBS leader name tag every day

VBS Schedule: Day 1 schedule is below. Review detailed schedule of rotations for each day provided in assigned rooms.

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

7:45am	Leader Arrival & Meeting	Preschool
8:15am	Doors open for Check-In	Assigned rooms
9:05-9:10	Travel to Rotation 1	
9:10-9:50	Kids Church	25 Room
9:50-10:00	Travel to Rotation 2	
10:00-10:40	Rotation 2	See schedule
10:40-10:50	Travel to Rotation 3	
10:50-11:30	Rotation 3	See schedule
11:30-11:40	Travel back to rooms	
11:40-11:50	Snack & Little Life Groups	Assigned rooms
11:50am	Doors open for Check-Out	

Daily Activities:

Check-In / Check-Out:

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

Kids Church:

- Keep your kids in your designated area
- 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!
- Follow our appropriate guidelines to ensure that preschoolers are only held (1) on an adult's hip when standing, or (2) sideways on the lap with the child's legs positioned sideways over the outside of the adult's legs when sitting in a chair. **Preschoolers must sit only beside a leader in Kids Church.**

Travel to Rotation Times:

- Travel in a line (one leader at the front, one in the back)
- Make it fun! Keep kids engaged and moving to the next area together.

Crafts:

- Make sure every child on your team has a craft!
- If you finish crafts early, then just be together as a team and play a game, talk about the message, etc.

Water Day: We will review details at the Leader Meeting on Thursday morning.

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. Ensure outside food is NOT allowed inside WC/Kids classrooms and drinks have a secure lid.

One of the kids fell down during a rotation and has a scrape on their knee, what do I do?

- Contact your hall leader. Your hall leader will have access to a first aid if they just need to apply a band-aid, but will determine if they need to see the nurse. If a child receives a band-aid, has an incident, or sees the nurse, that must be communicated to the parents at pick-up. Staff will complete an ouch report and provide to the room leader for parents.

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 staff or hall 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 a 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 hall leader.

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

- We trust you as a leader, but your hall 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 hall leader.

