

VBS General Information:

Dates: Sunday, July 17- Thursday, July 21

Schedules-

Registration Team arrives at 5:30 pm – All other VBS Team needs to arrive at 5:45 pm –

Sunday – Wednesday Schedule: July 17-20

Registration Doors Open at 5:45 pm

6:00 pm – 8:00 pm

Thursday Night -Family and VBS Closing Program Night: July 21

Doors open at 5:45 pm

6 pm – 6:45 pm – VBS Closing Program

6:45 pm – 7:45 pm – Dinner

Important Information:

1. Please wear your “You Are Loved” shirt from last year’s VBS each night.
2. Please make sure to sign in and receive your name tag each night in the Pioneer kitchen. Make sure to drop off your name tag each night in the same location. (If you have a child attending VBS make sure to sign them In and Out each night.)
3. We have a new system for check in and out. Please be patient with this process and help our parents be understanding too. (We set the tone)
4. Please park in the parking lot by the playground. All drop off and pick up parking will be in the parking lot in the front by the sign and across from the Chapel. (Except for Thursday, all parking will be by the gym)
5. All doors will be locked between 6:30 pm – 7:30 pm for safety.
6. We have a closed VBS Facebook page this year and the parents are invited to ask to join. We will be posting videos, pictures and more. Please do not post photos of the children at VBS on your personal Facebook page or Instagram account. If you have a great photo that you would like to share please send them to Ashley or Justin and we will put them on the closed VBS Facebook page.
7. Each night you get the amazing job of catching our kids doing amazing thing. Give praise points out to children with good behavior, who are participating, and showing Super Star Love to others. Let’s praise them for the great kids they are!! (Praise points are in crew leader bags and at each location)
8. Sharing the Gospel with Kids is our main goal at VBS, so I have included tools to help in your Leader Bags. If you have any questions, please let me know.

VBS Locations:

Sunday - Wednesday -

- Pioneer Room - Pre- registration, Sign In and Out for 3 yrs-6th Grade
- Parlor- Registration for 3yrs – 6th Grade
- Chapel: Open and Closing Celebration
- Blue Room: Craft Room
- Purple Room: Bible Study Room
- Gym: Recreation
- 2 yr old Room & 4 yr old Room- Preschool Areas

Thursday –

- Gym – VBS Closing Program and Dinner

New to VBS:

1. **New Time- 6:00- 8:00 pm** – Please arrive at 5:45 pm
2. **New Sign In and Out Process for Leaders and Kids-** We will be using our electronic sign in program called Planning Center Check-Ins. We will have one registration person for VBS Teaching team and their children in the Pioneer Kitchen.

We will have labels printed for each child with a security label for parents. These will be used to pick up children.

3. **We will have Student Books for each child.** These will be used during snack and chat time.
4. **New Adult VBS Bible Study** is included in each one of your folders. I encourage you to do this either before VBS or during VBS.
5. **New Family Night/ VBS Closing Schedule**

Thursday – Family Night - Gym

5:45 pm – Arrive at VBS and Help Welcome families

**Crew leaders please sit in your group designated area and welcome children from your group.
All children will sit in their team designated area and then will be dismissed to parents after program.**

6:00 pm – End of VBS Program Starts

6:45 pm – Dinner Begins

7:45 pm – Please help to clean up and thank families for coming

Roles for Family/VBS Closing Night:

Crew Leaders:

5:45 pm – Arrive at VBS and Sign In

6:00 pm - Go to your team area, which will be marked and wait to meet your crew members and families

6:45 pm – Dinner Begins – Make sure to mingle with families and Eat 😊

7:45 pm – Please help to clean up and thank families for coming

Location Leaders:

5:45 pm – Arrive at VBS and Sign In

6:00 pm – Greet and Meet our families and children

6:00 pm - 6:45 pm - Media Leader – Take videos and pictures during event and run the worship script.

6:45 pm – Dinner Begins – Make sure to mingle with families and Eat 😊

7:45 pm – Please help to clean up and thank families for coming

Registration Team:

5:30 pm – Arrive at VBS

5:45 pm – Arrive at VBS and Prepare for sign in for the night

6:00 pm – Greet families and sign in children attending

When finished – Please put all registration supplies back in green file drawer

6:45 pm – Dinner Begins – Make sure to mingle with families and Eat 😊

7:45 pm – Please help to clean up and thank families for coming

Volunteer Rules:

- Volunteers, employees and assistants shall observe the two-adult rule at all times so that no adult is ever alone with children.
- Cell Phones should not be used except for contacting Ashley or other leaders in case of emergency.
- If you are unable to attend a night you volunteered for, you must contact Ashley and co-leader so they know what is going on.
- If you are teaching a rotation, you need to have read the paperwork prior to the night so you are prepared. The children should never feel that you are unprepared.
- All Discipline must be given in a positive and respectful manner. All leaders must follow the club rules and discipline policy.
- All constructive criticism, comments or issues between VBS teaching team members or parents should be considerate of person and place.
- All clothing, comments, attitudes, and behavior should be appropriate for kids.
- Please keep level of affection to safe and appropriate level.
- No yelling at, hitting or play fighting with children or other adults.
- All children must be treated equally.
- The children must have our full attention at all times.
- Please do not post pictures on facebook, Instagram, etc of the children.

Emergency Information: (We also have more detailed emergency plans in Blue, Purple, and Wee Street Rooms)

Fire Safety:

- Stay calm.
- Count your children.
- Go to the nearest exit- If you are upstairs we have 3 exits. The two stairways in the main upstairs hall and then down the stairs in the old part of the building.
- Close the door behind you.
- Gather in the parking lot behind the church. Located across from the stone chapel. This is to keep the children away from the incoming fire trucks.
- Count your children again.

First Aid:

- Each team crew leader has Band-Aids in their bags, and one crew leader in each group has a full first aid kit with them at all times. Also first aid kits are located in the purple room, and blue room.
- Please notify Director of any accidents.
- A Hugs and Hurts form will need to be filled out for all accidents and signed by the Director and Parent. These forms can be found in your crew leaders' bag.

Safe Sanctuary:

- Encourage all parents to sign their children in.
- Know your children and their parents.
- Never allow a child to leave with someone you don't know.
- Two adults in the classroom at all times. Floaters count as a person. Ashley is usually that floater.
- Take **group** bathroom breaks and water breaks. Children should be with their group at all times.
- Leaders must stay with and in front of their children while moving from one location to another.
- No Inappropriate displays of affection, horse playing or fighting with the children.

VBS Rules:

1. Respect God, each other, and our space
2. Have a positive, kind and generous attitude
3. Listen to each other
4. Be honest
5. Take care of our rooms and supplies
6. Play safely and fairly
7. No hitting or play fighting
8. No Cell Phones, Ipods, Ipads , or other personal electronics

Important Policies

Our Goal is to make Jones Memorial a safe and healthy place for all of our children. Please help us in our goal by following the policies below.

Lice Policy-

We have a No Nit "Eggs" Policy. If we find head lice we will contact you immediately for you to pick up your child. Your child will not be able to return to the Children's Programs until they are nit and lice free. We ask that you please notify us if lice are found so we can prevent outbreaks within our programs. If we are notified of a lice issue we will send an email out to let you know so you can check your child but we will not disclose the names of anyone involved, so please do not ask. Please remember that lice do not pick and choose their host. Everyone is a candidate.

Discipline Policy-

IMPORTANT: Please note that if a child continually chooses to break any rules three times during a program or event they may not be allowed to participate in the remainder of those activities. If necessary, the child's parent will be called to take them home. The Rules for Our Programs are not meant to be restrictive, but to ensure a safe and fun atmosphere where everyone has a sense of security.

Positive Consequences

1. Verbal praise
2. Receive Awana Bucks or Team Points
3. Special recognition

Negative Consequences

1. Verbal Warning
2. Time Out From Group (1 minute for age) example 5 yr old = 5 minutes.
3. Talk with the Commander and will not be allowed to participate in the remainder of the night's activities
4. Talk with the Parents

Dismissal Policy-

Due to safety problems we have experienced in the past, only parents or approved individuals, who have been listed on the information sheet will be allowed to pick up your child. No one under 18 will be allowed to pick up your child unless a Permission Consent Form has been provided and signed by the parent. Please inform us if there are any custody or legal issues that we should be aware of for your child. As a reminder, we will not dismiss your child to anyone not on the approved list, even if your child knows the individual. Your child's safety is our number one priority.

Health Policy-

If your child has had a fever in the last 24 hours, or has been diagnosed with at contagious disease please do not bring your child to the children's events or programs.