**VACATION BIBLE SCHOOL FAQ SHEET**

**What ages can attend VBS?**

VBS is for all children ages 3 years (must be completely potty-trained) through entering 5th grade in 2023-24 school year. If you have older siblings, you can register them to VOLUNTEER as a crew leader assistant.

**What does completely potty-trained mean?**

Completely potty-trained means that your child is fully capable of using a restroom without ANY assistance. To ensure the safety of our children and protect our volunteers, we do not allow volunteers to assist children in the restroom.

**How much does VBS cost?**

Registration is $35.00 per child. Registration includes all materials needed for VBS including a T-shirt if registration is received by May 5th. If you wish to purchase music or other goodies, they will be available at the registration desks. Registration is non-refundable once VBS begins. Walk-in registration is only available if there is room – we are limiting registration so don’t wait until then to register! Registration MUST be paid in full before the child enters the worship center. If you pay by Credit Card online after June, 2nd, please bring your receipt as we may not have received record of it from our bookkeeper! Also, when paying online, please make sure to pay under CHILDRENS MINISTRY/VBS so that it is applied to Children’s ministry and not our preschool or church office.

**What if my child has an accident?**

The child will be taken to the front office and a staff member will call the parent to come and pick up the child. We realize that VBS is very different from our normal program and we recognize that accidents happen, however, if it happens a second time, the child will not be allowed to attend VBS.

**How does VBS work?**

VBS is very different from our normal preschool atmosphere. Children are put in Crews of 10-12 children broken up into 2 categories: preschool-kindergarten and 1st – 5th grade. We make every attempt to make sure that your child is with friends/relatives if we know them, but, these groups ar created the weekend BEFORE VBS -so early registration and friend requests are key to this. We will not change your child’s crew/group unless it is 100% necessary once VBS starts. These groups are mixed in age, and we also try to balance gender. Crews travel in groups of 3-4 crews to 5 different stations and start and end with Crews meeting in the worship center. Crews follow the same rotation every day with a 5-minute break in between stations to allow time for restroom and travel. VBS is very **LOUD** and moves at a ***FAST*** pace. If your child has a hard time transitioning – it may be best to wait until they are old enough to transition easily.

**How many volunteers are in each crew?**

Your crew will have 1 crew leader who is either in High school or an Adult along with at least 1 assistant.

**How do I drop off and pick up my child?**

Every morning you will find an alphabetical list in the preschool entrance. It will show your child’s crew name/number. You will then escort your child to their designated crew in the worship center and the crew leader will check your child in. At the end of the day, you will go into the worship center and sign your child out with your crew leader. Pack your patience on that first day. We need medical/media waivers signed by each family and to verify payments received. The more you do online ahead of time, the easier it is to get in quickly. Allow yourself time to arrive about 15 minutes early that first day and remember – this is mostly volunteers donating their time to take care of you. Mistakes happen so please show grace if we make one! Please arrive ON TIME to pick up your child…they panic when everyone starts leaving and you aren’t there! If running late, please call the office to let us know when you will arrive.

**What measures are taken to protect my child?**

All volunteers over the age of 18 are required to have a background check. We provide training to all our volunteers. Your child is never left unsupervised or alone with one adult.

**Who can pick up my child?**

Only people authorized on your registration sheet will be allowed to sign your child out. If someone different is coming to pick them up – or they are going home with another VBS friend, we will need WRITTEN permission authorizing that person to take your child. This can be in the form of an email or handwritten note and **MUST** be received no later than the morning drop off – emails are not checked until the end of the day – so I suggest the day before for emails.

**What if my child gets sick or hurt?**

We do our best to keep everyone safe. If there is an accident that is minor – meaning the child is not hurt bad enough to need to go home, we will write up an incident report explaining what happened (i.e.. Johnny fell and skinned his knee.) and how it was handled (i.e., We cleaned the area, applied cream and band aid, and comforted him until he was ready to re-join his group.) If it is a more serious accident or the child is ill, they will be taken to the front office and someone from registration will call you to come get your child (this is why a good emergency contact name/number is so important) In the case of a serious emergency we will contact 911 and then call you.

**What about Allergies/Medical Conditions?**

We strive for our snacks to be peanut free. We can also make some accommodations for any other allergies if you make us aware of them. It is important to list any Medical Conditions so we can prepare for them in advance. EX – diabetic needs or EPI pens. We have trained staff members that can handle most normal medical conditions. Please remember that our snacks are small and not meant to replace a healthy breakfast…trust me they will be ready for lunch when you arrive at pick up! All medications your child needs, need to be given by YOU prior to arrival – including sunscreen.

If you have any further questions, please submit them to Beth Hixon, Director of Children’s Ministry and Director of Vacation Bible School! You can reach her by email at [bhixon@elcsh.org](mailto:bhixon@elcsh.org) We look forward to a fun week of VBS this summer!