**St. Luke Lutheran Church**

**Vacation Bible School Guidelines**

 Adopted \_\_\_\_\_\_\_\_\_\_

 Last Amended \_\_\_\_\_\_\_\_\_\_

**Vacation Bible School Guidelines**

**Assigned duties and responsibilities**

* The VBS team leader will act as lead person during any safety related emergency.

**Dropping off Children**

* Adult volunteers and a member of the Safety and Security Action Team will be posted at the entrances to the building. Parents/adults should be instructed where to park and to bring the child/children into the building.
* One of the pastors will also be in this area.
* The parent/adult must bring the child/children into the sanctuary each morning and sign them in with their crew leader.
* At this time the parent/adult will provide the crew leader with the name of the adult picking up the child at the end of the day.

**Registration**

* On the first day the parent/adult with their child/children will be directed to the registration table.
* Preregistered students will be directed to the Sanctuary or Fellowship Center where their crew leader will be waiting.
* Unregistered children with their parent/adult will go to the registration table and fill out the required forms. Following registration the child will be assigned a “crew”.

**Name Tags**

* Each student shall wear a name tag that indicates the “crew” they are in, allergies, and may include other health related issue.
* Different colored lanyards name tags differentiate preschool and elementary “crews”.

**Picking up Children**

* Two volunteers are assigned to stand at the sanctuary door and make sure no child leaves without an adult.
* The parent/adult must enter the sanctuary and sign out each child with the crew leader.
* The crew leader shall check to make sure the adult picking up the child matches the name provided that morning.
* If it is not the correct person, the individual will be directed to the registration table. The parent/adult will be contacted to check the change before releasing the child. Photo identification may be required prior to releasing the child.

**Crew Leaders and Assistants**

* Crew leaders shall be high school age or older.
* Assistant crew leaders shall have completed at least 6th grade.
* Occasionally a 5th grader may be permitted as an assistant.
* All adult volunteers shall have an annual background check.
* Each crew will be comprised of a crew leader and assistant.
* If a crew exceeds 15 students an additional assistant may be assigned.

**Hallway Conduct**

* Preschool crews will be provided with a rope for the students to hold while moving from station to station.
* Crew leaders will keep one adult at the front of the group and an assistantat the back.
* VBS coordinators and volunteers will move around during transition time to help as needed.

**Bathroom Break**

* A crew leader or volunteer must accompany each child (preschool or elementary) to the bathroom.
* The crew leader or volunteer will remain outside the bathroom.

**Snacks and Allergies**

* A snack is provided each day for students.
* If a student has an allergy, the parent/adult shall provide their own snack each day.
* St. Luke snacks may contain milk, gluten, egg, and other common allergens. We cannot guarantee that students will not come into contact with allergens if they eat our prepared snacks.
* If allergies are listed on a name tag the student will not receive a snack, no matter what the snack option is for the day.
* Apples are available for students who do not have snacks.
* Epi-Pen, if provided by the child’s parent/adult, will be kept with the crew leader at all times.

**Doctor/Nurse**

* A physician, nurse, or other licensed medical professional will be present each day.

Revised 6/26/19