

# VBS 2019

## “God Speaks”

August 5<sup>th</sup> thru August 9<sup>th</sup> - 9:30am to 12:30pm

Dear V.B.S. Parents,

Each year we are blessed to see the Holy Spirit working in the renewal and transformation of your child's heart & mind. This year is no exception, and we are truly looking forward to another great week of watching the Lord minister to His children!

The information below will help you be prepared for VBS week - please take a moment to look it over.

### 1. Classroom Assignments/Snack Information

- **Classroom Assignments** will be posted on the wall outside of the Elementary Entrance and outside of the Children's Ministry office beginning July 21<sup>st</sup>. Lists are alphabetized by the family's last name, and will have all registered children listed underneath. Once located, please write down the group # & color, along with the classroom # for each child, (ex. Red Group 1 Rm. #89). This info. will tell you where to take your child on Monday morning.
- If you do not see your child's name listed on the classroom assignments, please go to the CM office or registration table ASAP so we can see what happened.
- If your previously registered child cannot attend VBS, please let us know so we can place one of the kids from the wait list.
- **Snack** information will be listed near the classroom assignments as well. If your child has an allergy and cannot eat the snack planned on a particular day, please let the sign-in person know when you drop your child off. If you would like to provide your own snack, please put it in a bag and label it with your child's name, group# & color, then give it to the sign-in person when you drop your child off.

### 2. Drop-off & Pick-up Information

- All children **MUST** be signed in each day – ***No drop offs are permitted!***
- Elementary Entrance doors will open at 9am for drop off and then again at 12:15pm for pick up. All other doors, including the handicap and church office door, will **not** be accessible.
- Sign-in is from 9am to 9:20am. Anyone arriving after that time will need to go to the late sign-in table. Your child's group color & # will be needed in order to sign them in.
- Each age group is color coded and coincides with the information on the classroom assignment lists, so you can go directly to your child's room to sign them in.

- VBS promptly ends at 12:30pm and will be dismissed at that time. Please do not arrive any later than 12:40pm to pick your child up. If you have an emergency and know you will be late, please let us know by calling the church office (215) 969-1520 and leaving a message. If there is a custodial order or situation, and someone is not permitted to pick up your child, please let us know *prior* to the start of VBS and then again *each day* when you drop your child off.

### 3. Sign-In/Sign-Out Procedure

- In addition to providing your signature upon signing your child in, you will be given a plastic ID card as well. This card must be presented along with your signature when you come to pick your child up. If you lose or forget this card, you will be required to show a valid photo ID that we will copy for our records. **Please note: The person signing a child in, must be the same person signing the child out.** If someone different will be picking your child up at the end of the day, please tell the sign in person and write it in the comment section of the sign in sheet upon dropping your child off. **Please note: The person picking your child up will need to show a Valid Picture I.D.**
- If an unexpected emergency arises after your child has been signed in, and someone other than you needs to pick them up, please call the church and let us know who will be coming. In addition to the name of the person coming to get your child, we will need to know your child's name, grade, and group # so we can notify the sign in person that there is a change. Again, a **Valid Picture I.D. will be required before your child will be released.**

### 4. General Information

- There is a recreation portion of our VBS day, so please make sure your child wears sneakers or something comparable to that each day. Flip flops & sandals are not very good for the recreation activities we usually have planned.
- If your child has any medical problems or conditions that can affect them during recreation, (or throughout the day), that you did not indicate at the time of registration, please let us know asap! If they are unable to participate in recreation, please let the sign in person know at the time of drop off, so we can provide a "quiet/sit down" activity instead.
- Any Epi-Pens, Inhalers or any other "Rescue" Medications that your child may need, must be taken to the nurse before you drop your child off. You will be given an "instruction of use" form will to fill out which will be kept on file for the week.

**Feel free to invite friends or family members, however please remember that registration is required :-)**

**Any questions or concerns, can be e-mailed to Rose at  
Rsimon@ccphilly.org**