



The Crew's Blueprint

Thank you for serving at our *Concrete & Cranes* VBS! As a group leader of a crew you mean a lot to the kids at VBS-- you are their encourager, safety guide, spiritual leader, and their most important relationship at VBS! Here are a few notes to help make your week a success!

Try to get to know the kid's names ASAP and call them by name often. Ask about their family, school, etc. They need to know you care! Be especially friendly as you greet the parents each morning and afternoon.

Please be fully present. Plan to be completely plugged-in during each rotation. Please no texting or unnecessary phone checking; it's all about the kids! At the crafts rotation, Lynda will be giving instructions to you and showing examples of the crafts so you can help the kids—this is a hands-on rotation!

Please arrive early. Arrive by **8:15am on Monday** and **8:30 the rest of the week.** On Monday everyone needs to be in their designated group's spot (in the sanctuary) by 8:30am so that parents can drop their children off. Tuesday-Friday, parents are allowed to drop their kids off at 8:45am.

Visit the "Contractor's Office" (Stars Classroom): There will be breakfast items, coffee, and snacks every morning, so please fuel-up before starting your day each morning! ☺ Tuesday-Friday we will meet at 8:30am to debrief and pray about anything crucial. Remember to grab your group's clipboard and one radio for your group each day in the "office". Don't forget to check out the whiteboard for important updates and be in the Sanctuary by 8:45am to start welcoming kids to your group.

Breaks: You are invited to visit the "Contractor's Office" for a quick break or the restroom as long as your partner is with the kids. Try to avoid leaving during the worship rallies and craft rotations. If you need coverage so you can take a break, don't hesitate to contact Jenny over the radio.

GET INTO THE CELEBRATION! If you are dancing and singing during the worship rallies, the kids will too—so be an exemplary participant! At game time, bring on the cheering and participation! (Kids thrive with the encouragement ☺). **Please create a cheer/chant for your group to use throughout the week to create some team spirit.** (examples will be given at volunteer rally—check out the addition sheet given later for ideas)

Transitions: Each rotation includes a 5 minute transition. Please stay at your rotation until it is time to leave to eliminate unnecessary waiting. Please have some “ice breakers” or other group games ready to play with the kids if needed during transitions, and drop off and pick-up times (simon says, etc.). This will help children be occupied while they are waiting to start another rotation, or be securely checked-out. We will go over routes at the volunteer training so you know which path to take between rotations.

Bathroom Policy:

*Please escort children to the bathrooms with a **minimum of 2 children per 1 adult**. There should never be one adult with just one child at the bathrooms.

*See that the child safely walks into the bathroom, but please wait at the bathroom exit until they are finished. The bathroom door may be propped open while you wait.

*If a child needs assistance, please note that we have a **“hands-off” policy**. Please use words to guide the kids in the bathroom as much as possible. We understand that a younger child may occasionally need help in the bathrooms, so use your best judgment to help them when needed, and always have another set of eyes around if assistance is needed in the bathroom.

Check-In Procedures: Parents will be checking their children in at our registration table each morning and then escorting their child to you in the auditorium. *Please mark the children on your attendance sheet as they arrive.* It is very important for you to know at all times how many children are under your care. This will ensure that no one gets left behind or lost while attending VBS.

Check-Out Procedures: At the end of each day, parents will come to you to pick-up their child. **Please match the parent or guardians security tag number to the child’s number on their security sticker.** Once the number is matched, please remove the child’s security sticker AND place the corresponding colored sticker for that day. (i.e. Mon=Red, Tues=yellow, etc.) on the front of the child’s shirt, up near the shoulder. Mark the child out on your attendance sheet. We will have a “Security Guard” at the exit doors checking to make sure that children have their security stickers removed and have a colored sticker —this lets us know that they have been properly released. If a parent or guardian does not have a security sticker, please send the parent to Sue Brno at the registration table. She will check their ID and match it with their registration information. Sue will then give them a signed “check-out” slip letting you know they are released.

SAFETY, SAFETY, SAFETY! Our top priority is for all of the kids in our care to be SAFE! When in doubt, ask questions! Please count your group when transitioning from one rotation to the next. Parents are entrusting their greatest treasures in life to US and we want to build a positive name in our community. If you notice a child is missing from your group and wandered during transitions, please let us know over the radio ASAP—we have other safeguards in place to keep wandering kids from leaving our campus, so please let us know so we can help return the child to your group. ☺

First-Aid: If a child gets hurt and needs first aid attention, please follow these procedures:

Please say ***“FIRST AID needed for (group and location)”*** over the radio if a child has a MINOR injury that might require a band-aid or ice pack, etc.

Please say ***“MEDICAL EMERGENCY for (group and location)”*** for any incident that involves CHOKING, CPR, possible BROKEN BONE, ALLERGIC REACTION, etc.

Once the call has been made, we will assist you in getting the child over to the first aid station (Welcome Center in Lobby) to assess. Any type of first aid needed requires that an “ouch slip” be filled out and sent home with the child. The slips will be at the first aid station, and we will help ensure that one has properly been filled out.

Radios: Please keep your radio on and be alert to them throughout the day. Should an emergency or safety procedure need to take place, Jenny or the security team will alert you through the radio.

Evacuation Site: If we ever need to evacuate the building, please go to the grassy field out front, and head to your group’s designated spot. (Group lawn locations will be reviewed at volunteer rally on August 1). Be sure to have your group’s attendance sheet with you.

Allergies: Allergies, or other important medical notes will be listed on your attendance sheet (next to the child’s name in red). Please read over these and familiarize yourself with this information. Allergies will also be posted on the child’s security sticker. If a child has food allergies, please make sure they get an appropriate snack each day.

Pray. Please be in prayer for these kids each day—that their hearts will be open to the gospel!☺ Last but not least, HAVE FUN! ☺