

St. Andrew's UMC
VBS General Policies and Procedures

Check-In Procedures:

- Registration will be completed via google doc or the first time that child attends VBS. Parents will proceed to the registration table and complete the required forms/releases.
- Allergy alerts will be posted on the child's sticker, on the VBS leader's roster, and the kitchen staff will be made aware of each reported allergy.
- Parent and child will each receive a sticker each night with matching numbers. Child will wear sticker on his/her back, and parents must present their matching sticker to pick up said child.
- Volunteer will escort each child to his/her group in the sanctuary.
- Each VBS leader will have a printed roster of children in his/her group.

Check-out Procedures:

- Parent must have a security sticker. If someone other than a parent is picking up the child, then that person must have the security sticker, and their name must be included on the list of people authorized to pick up the child.
- Each night, the VBS leader will remove the child's sticker as a signal to other volunteers that the child has been checked out.
- In the event that a parent loses their security sticker, they will be asked to show their driver's license.
- Under consideration is a pick-up system similar to car rider lines at local schools. With children's names being called by walkie talkies, volunteers would then match security stickers, remove child's sticker, and allow them in the parent's car.

General Classroom Security:

- VBS participants should be between age 3 and grade 6 - and must be fully toilet trained.
- VBS volunteers must adhere to guidelines stated in the St. Andrew's Safe Sanctuary Policy.
- VBS volunteers must wear name-tags and leader VBS t-shirts.
- A team of two or more volunteers will be with children at all times. Under no circumstances should a child be left alone or unattended.
- Each leader will keep a printed roster of their group with them at all times.
- Head counts should be done when a group leaves and arrives at each rotation.
- Cell phones should ONLY be used for checking the time or in an emergency. We have a designated person to take photographs for picture frame crafts and the end-of-the-week slide show.
- VBS leaders must be educated as where to go in case of an emergency (fire, tornado, etc.)
- If an emergency arises, the VBS leader will immediately inform the children's director, children's coordinator or pastor.
- Basic church rules will apply during VBS. No running inside the church, observance of manners, and no inappropriate language.
- When assigning volunteer positions, the VBS committee strives to place each volunteer in the area most suited for that particular person. Once the week begins, volunteers could possibly be moved to another area.

Sickness Policy:

- Parents are asked to **NOT** bring their child to VBS if one of the following conditions exists or has existed in the last 24 hours:
 - Temperature of 100 degrees or higher
 - Vomiting
 - Diarrhea
 - Severe coughing
 - Colored nasal drainage
 - Pink eye
 - Head lice
 - Undiagnosed rash
 - Open skin lesions
 - Any infectious disease

- If a child shows signs of sickness, including, but not limited to, all listed above, volunteers or directors should contact the parents and request the child be picked up.
- If a child's condition requires the use of an epi pen or rescue inhaler, then parents are to bring those items to VBS.
- All leaders must to know the location of the first aid kit. Disposable gloves will be available for volunteers, if needed.

COVID-19:

- In accordance with guidelines issued by the State of Mississippi, the City of Oxford, and the United Methodist Bishop's mandates in Mississippi, if you or someone in your household are experiencing COVID-19 symptoms, or have tested positive for COVID-19 or are awaiting test results for COVID-19, we kindly ask that you do not attend.

Restroom, Sanitation, and Hygiene:

- Two volunteers should go into the restroom with children as a group for necessary supervision.
- The very nature of childhood behavior can create an environment that has the potential to spread infection. Therefore, it is our commitment to maintain the safest, cleanest atmosphere possible to ensure the health and welfare of the children.
- Hands should be washed with warm water and soap after using the restroom.
- A disinfectant spray will be used each night following VBS to sanitize areas that are routinely in contact with children.

All policies are subject to change

By signing below, you are stating that you have read and understand this copy of General Policies and Procedures for VBS. Your signature also confirms that you have been trained on all policies covered in this checklist and that you agree to comply with all the material listed within.

VBS Volunteer Signature: _____

Trainer Signature: _____ **Date:** _____