



Friends Church Vacation Bible School
July 9th - July 13th, 2017
9 a.m. to Noon

TEEN ORIENTATION INFORMATION

Orientation Meetings

REQUIRED: Sunday, July 8th at 11:00 am >>> Teen Center >>> All crew leaders

OPTIONAL: Saturday, June 30th at 10:00 am >>> Room 227 >>> VBS Overview & Decorating

Communication

- If you **can't be here for one of the days** of VBS PLEASE make sure you note it on the clipboard on the stage so Samantha Richter can ensure your crew does not go leaderless. You can also call the church office 440-944-1026 and leave a message if something happens so you can't come and they will ensure we are told.
- During VBS, if **you have a problem** (be that with a child who is refusing to be cooperative or not feeling well), please call the church office on your cell phone 440-944-1026 or dial '0' on any church phone.
- **Cell phones** should be used for emergencies only. Do not take pictures of the children and post them on social media. Do not spend your time texting instead of interacting with the children in your crew.

Schedule & Start of the Day

- We need all crew leaders in the Activity Center no later than **8:00am on Monday and 8:30 am on Tuesday through Friday**
- You should get your **name tag sticker** from the sheets on the Activity Center stage
 - We will not use the Parent Pager Check In system this for crew leader name tags
 - Please DO NOT take a friend's nametag and only your own
- We need one crew members to get their group's **crew schedule** for the day in the Activity Center. Every crew leader will have a copy of the crew schedule
- Children will be allowed in the Activity Center at 8:45 am
- Please bring a **blanket** to designate your crew area and a **backpack** to carry things for your crew

Crew Makeup

- This year **every group will have 3 to 4 crews**. Every group is assigned a letter of the alphabet from A-P. Each crew is assigned a number from 1 - 4. For example, there will be an A-1, A-2, A-3 and likely an A-4 in the A group.

- Crew 1 has a second **crew leader who is the group floater** who will help where needed in the group but whose primary responsibility is to help with crew 1
- Only a **select number of 5th and 6th graders are assistant crew leaders** this year. They had to interview and be selected for the position. Assistant Crew Leaders do not need to check in to Parent Pager or have a Check In slip
- The **5th and 6th graders** in a crew who are NOT assistant crew leaders DO need to check in using Parent Pager and give a Check In slip to their crew leader.

Check In Slips

- The **check in slips are VERY important to carry** with the crew at all times so if you lose someone you can quickly determine who is missing (or provide a slip to the fire department in the rare case of a fire and someone not getting out with your crew)
- **Please COUNT** how many children are with you when you leave a room and again when you enter the next room. Use the check in slips to know how many and who should be in your group
- The **5th and 6th graders** can be given their own slip to leave at the end of VBS and do not need an adult to pick them up.
- **Check in slips for 4th graders and younger** (the grade is on the slip) should be given to the guardian when they pick their child up from your crew at the end of VBS. Only someone listed on the check in slip should be allowed to pick up the child. We will double check the check in slips at the door. Please alert an adult volunteer if you see someone heading to a door where they are not checking the slips!
- **The check in slips show allergies.** Please alert the snack people if you have someone with a food allergy in your crew when you go into snack
- Get several plastic **name tag holder** that pins on for those days when a sticker just won't stick to a child's clothing. Also pick up a map from the Teen Director showing where the rooms are at VBS and stickers

Teen Lunches

- Every day after VBS, **for a fee of \$6 per person, lunch will be provided** for you and any children that you drive home from VBS). The cost is \$6 per person no matter how many of the staff lunches you attend (no prorated or discounted fee for less days). This year you can pay online by going to the www.whfriends.org/vbs page and following the links (registration on the second page at the bottom). Alternately, we will collect payment the first day of VBS at the lunch room door (hallway on the far side of the worship center). If you forget your \$6 the first day, you can still eat lunch but then need to bring in on Tuesday.
- After all teens and staff have been served and the lunch staff says it is okay, **you can go back for seconds.**
- Please **ONLY eat in the lunch room or cafeteria** and clean up your area when you get up to leave. Do not eat in the Café or foyer as this greatly increases the cleanup burden on the lunch staff and the call to ants to come feast.

Friday Tear Down

- Any teens who can help stay **until 1:30 on Friday** would be greatly appreciated to remove all signs of VBS from the building.

Crew Control

- We will be **using rhythmic clapping** to get your crew's attention. We need your help to teach your crew to respond back to clapping. This helps them keep their hands to themselves and settle down to listen.
- Your crew will need **encouragement with specific instructions** (form a circle by putting knees to knees), words of praise (you are doing such a good job in listening or coloring), and in making the transition time between classrooms go smoothly. Please use encouraging words and fist bumps as a way of encouraging your crew members. Do not bring or give out candy as it can be a choking hazard and our facilities team greatly appreciates not having to clean it up off the floors.
- A **boy should take a boy and a girl take a girl to the bathroom** and you should stand outside the bathroom and wait for them to come out.
- If you have **questions or concerns** about crew leaders contact Samantha Richter. During VBS, you can contact them by calling '0' on any church phone and asking Beth Kelly to notify them they are needed.

Medical Help

- **Do not touch any bodily fluids** or put on band aids. **If a child needs a band aid or medical help**, call '0' on any church phone or call the church phone number on your cell phone 440-944-1026 and ask for medical assistance. Someone will come to your station to assist and they will wear gloves. Alternately, you can take the child to the receptionist desk by the Activity Center.
- **If it is a serious injury**, alert the adults in a station for assistance. All phones in the church can be used to call 911 (use another phone to call '0' and alert the VBS leaders of the problem).

Incident Reports

- We will come to you and **make sure an incident report** is handed out. We will give you a copy of the report to put with your crew check in slips. The incident **report needs to be given to the guardian** who picks up the child.

Safety & Security

- Do not allow your children to **run in the hallways or on the stairs**.
- Do not give **piggy back rides** so your hands are free to help the rest of your crew.
- Never take one child into a closet or **be alone** into a room with them.
- **If a child is in 3rd grade or older**, encourage them to sit beside you and not on your lap and do not touch their bathing suit area. Do not tickle a child.

Prayer Room

- There will **adults praying during VBS** in the Hospitality Room. There will be someone praying for you and the children in your rooms all morning, everyday of VBS. Come expecting God to do some great things!