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VBS

**First Baptist Cumming  
2021 VBS  
Classroom Guide  
for Teachers & Assistants**

Thank you for showing an interest in helping with First Baptist Cumming's VBS this year. Your willingness to help guide the children toward Christ is much appreciated. YOU are a critical player on our team!!

Our mission VBS week is to instruct and guide the children, while keeping the children safe, having a good time and demonstrating God's love. This mission will take everyone's efforts.

FBC realizes that parents are leaving their most valuable possession with us, and we need to be sure their child/children are safe and secure.

On the following pages you will find VBS Volunteer Guidelines and Procedures. **Please carefully read through these guidelines and procedures.**

Thank you in advance for taking the time to review this material.

### ONE ATTITUDE: THE CHURCH THAT GIVES ITSELF AWAY

**Our attitude should be one of giving ourselves to God in worship, to people in witness, to the Word in study, to the church in love and to the world in service.**

**"Your attitude should be the same as that of Christ Jesus."**

**Philippians 2:5**

If you have any questions regarding the information within this guidebook, please contact a member of the VBS Leadership team.

**ALL adult volunteers are required to read this information.**

### First Baptist Cumming VBS Values

#### **CHRIST-CENTERED**

We believe in building a solid spiritual foundation in the lives of the children and will use every moment to teach and grow the children in Christ.

#### **SAFE**

We will provide a safe environment for children to enjoy. We want children to be safe and feel safe, and parents to rest assured that their child is well cared for while their children are in our care. Volunteers are never alone with children.

#### **FUN**

We want kids to have fun! Our desire is to see kids have such a good time they can't wait to come back the next day.

#### **VBS – 2 Adult Rule**

Because VBS is an activity that is open to the community, many children attend who do not normally attend FBC and whose parents are not known by the teachers/members of FBC. For the safety of all of the children attending VBS, a *minimum of two adults* will be in each classroom. Teenagers will be allowed to assist in classes, but will not be allowed to be in charge of any class.

All church staff and volunteers must follow the "two adult rule."

This means that **no individual child is to be alone with one adult behind closed doors or in a secluded location, including elevators.**

**All interaction between staff and minors must be observable and interruptable.**

**For bathrooms, youth helper may stay at the bathroom entrance.**

#### **Volunteer Requirements**

- ◆ Register by submitting volunteer application.
- ◆ Read the volunteer guidelines and procedures.
- ◆ Read the VBS Guidebook.
- ◆ Attend **at least one** volunteer informational / training session.
- ◆ Report to the area you are assigned at 8:15 AM.

#### **Volunteer Screening Procedures**

- ◆ ALL adult / college volunteers— 18 years and older must have a background check on file.
- ◆ FBC members have priority / Non-members will be placed on waitlist
- ◆ FBC adult/college members are eligible to teach a class.

#### **VBS LEADERSHIP TEAM**

<b>VBS Director</b>	<b>Amanda Harper</b>	<b>770.262.3829</b> aharperfbcvbs@gmail.com
<b>Minister of Children</b>	<b>Laura Nixon</b>	<b>404.444.2988</b> laura@fbccumming.org
<b>Minister of Preschool</b>	<b>Edna Bridges</b>	<b>404.242.6675</b> edna@fbccumming.org
<b>Minister of Middle School</b>	<b>Brian Weaver</b>	<b>678.633.9740</b> brian@fbccumming.org
<b>Church Office</b>		<b>770.887.2428</b>

# RESPONSIBILITIES

## LEAD TEACHER

- ◆ Be prepared to present daily Bible story, Bible verse, and Life Application
  - ◆ Commit to praying for those you will be ministering to during the week as well as the other leaders on your team and VBS as a whole
  - ◆ Move with children to rotation sites (music, recreation, snacks)
  - ◆ Lead class with predetermined daily craft
  - ◆ Make contact and remain in contact with members of your team, including the youth helpers
  - ◆ Reach out to parents and children who indicate they do not have a church home
  - ◆ Prepare to talk with any child who asks questions about the ABCs of Becoming a Christian
  - ◆ Decorate classroom (door / focal wall)
- 
- ◆ Must be FBC member
  - ◆ Must attend training meetings
  - ◆ Must attend Family Program—*not applicable for 2021*
  - ◆ Must be available all 5 days from 8:15 AM – 11:30 AM

## ASSISTANT TEACHERS

- ◆ Responsible for assisting lead teacher week of VBS; as well as prior to with: Planning, Decorating, Crafts (predetermined & done in classroom)
  - ◆ Be familiar with daily Bible story, Bible verse, and Life Application
  - ◆ Commit to praying for those you will be ministering to during the week as well as the other leaders you will be serving alongside and VBS as a whole
  - ◆ Prepare to talk with any child who asks questions about the ABCs of Becoming a Christian
  - ◆ Move with children to rotation sites (music, recreation, snacks)
  - ◆ Reach out to parents and children who indicate that they do not have a church home
- 
- ◆ Must attend training meetings
  - ◆ Expected to attend Friday Family Program—*not applicable for 2021*
  - ◆ Available all 5 days from 8:15 AM – 11:30 AM

# IMPORTANT DATES

**Tuesday - June 1**  
**Meeting / Work Day**  
10 AM / Sanctuary  
*\*no childcare\**

**Thursday - June 3**  
**Work Day @ 10 AM**  
*\*no childcare\**

**Sunday - June 6**  
**Final Work Day**

**Prayer Walk @ 6:30 PM**

**June 7 - 11**  
**VBS WEEK**  
9 AM -11 AM

# the GOSPEL

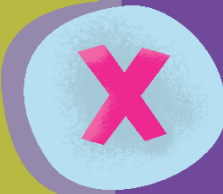
## GOD'S PLAN FOR ME

gos·pel – *noun*. good news. the message about Christ, the kingdom of God, and salvation.



### GOD RULES.

The Bible tells us God created everything, including you and me, and He is in charge of everything. *Genesis 1:1; Revelation 4:11; Colossians 1:16-17*



### WE SINNED.

We all choose to disobey God. The Bible calls this sin. Sin separates us from God and deserves God's punishment of death. *Romans 3:23; 6:23*



### GOD PROVIDED.

God sent Jesus, the perfect solution to our sin problem, to rescue us from the punishment we deserve. It's something we, as sinners, could never earn on our own. Jesus alone saves us. *John 3:16; Ephesians 2:8-9*



### JESUS GIVES.

He lived a perfect life, died on the cross for our sins, and rose again. Because Jesus gave up His life for us, we can be welcomed into God's family for eternity. This is the best gift ever! *Romans 5:8; 2 Corinthians 5:21; 1 Peter 3:18; Ephesians 2:8-9*



### WE RESPOND.

Believe in your heart that Jesus alone saves you through what He's already done on the cross. Repent, turning from self and sin to Jesus. Tell God and others that your faith is in Jesus. *John 14:6; Romans 10:9-10,13*

#### Get Ready for Action

- Read the Scriptures children will study each day. You'll be teaching these truths either directly in a class or indirectly through your comments and example.
- Pray for specific needs shared by your VBS director.
- Pray for the children you will teach and serve.
- Pray for the right words when you have an opportunity to witness about Christ.
- Pray for your VBS co-workers
- Practice sharing the plan of salvation aloud (perhaps with one of your VBS co-workers) before VBS begins.

#### You, The Witness

Most people come to know Christ through the witness of a Christian friend. Develop friendships with children by:

- Learning and using their names!
- Giving appropriate hugs and touches.
- Showing genuine interest in what children have to say.
- Learning about each child's family, interests, likes, and dislikes.
- Staying in touch with the children after Vacation Bible School.

#### Sharing Your Testimony

As you prepare to share, remember that:

- Children think in concrete terms. Choose your words carefully.
- Children without church experience will not understand church jargon. Jot down some definitions that will make sense to children.
- Children come to know Jesus one at a time. Avoid high pressure group appeals.
- Children should be reassured that it's OK if they don't feel God's Holy Spirit leading them to accept Jesus right now.
- Children may ask questions at unexpected times. Be ready to suspend or interrupt your plans to talk to a child who has questions about becoming a Christian.

#### IF A CHILD ACCEPTS CHRIST . . .

If a child accepts Christ during Vacation Bible School, celebrate!

Please take a few minutes to fill out the **yellow Decision Card** with them and turn it in to the VBS Leadership Team.

We will follow-up with them, reach out to the family, and/or make their home church aware of their decision.

We would love for you to continue a relationship with them as well.

Keep in mind that the results of your efforts during Vacation Bible School may not be immediately visible.

God's timetable does not always match our own! Claim God's promise in Isaiah 55:11, leave the end result to Him, and thank Him for allowing you to share the good news of Jesus with boys and girls.

#### IMPORTANT DEFINITIONS

##### SIN

Sin is choosing my way instead of God's way. Sin separates people from God.

##### SAVIOR

Jesus Christ, the One who provided a way to keep us from being separated from God.

##### LORD

God, the One in charge.

##### REPENT

Turn from doing wrong and determine to do right.

##### CONFESS

Telling that Jesus is your Savior and Lord.

## **DECORATING**

Present a welcoming and exciting atmosphere in your area / classroom by decorating:

- ◆ classroom door / entrance
- ◆ a corner or a wall of room
- ◆ minimal decorating is encouraged - remember: quality over quantity

Rooms will be available the week *prior* to VBS for volunteers to meet in for planning purposes, as well as for **limited** decorating of the rooms. *Any special request from the Room Set Up form will be handled under custodial supervision. Room Set Up form due at Final Meeting.*

*Decorating must not **change** the room set-up, in order for the classrooms to remain intact for Sunday morning.*

*Do not change/move: coffee carts, bulletin boards and white boards till **AFTER** services Sunday.*

Rolls of butcher paper for decorating can be found in the preschool hall resource room.

### ***Please, be sure you do NOT***

- ◆ use clear or masking tape to hang items on walls
- ◆ hang items from lights
- ◆ cover electrical outlets
- ◆ cover thermostat
- ◆ cover fire extinguisher
- ◆ cover window on or beside the classroom door

FBC will reimburse up to **\$25 per classroom** (*with receipts only*) to cover your personal expenditures for your children. *Receipts must have your name written at top and submitted to **Edna Bridges** no later than end of June.*

## **SUPPLY FORM**

Use this form for requesting *decorating* supplies and lesson activity supplies.

*With the guidance of your Director, request items with other teachers in your grade.*

*Note: minimal decorating is encouraged (quality over quantity)*

The Daily Craft is provided.

**Preferred Supply Websites:** [orientaltrading.com](http://orientaltrading.com)      [lifeway.com](http://lifeway.com)

Supplies and requested items will be bagged by class and ready for pick-up following the Final Meeting.

If household or recyclable items are needed that you do not personally have access to, please let us know. We will request assistance from the congregation.

## **CLASSROOM SUPPLIES**

*Basic supply box will be ready for pick-up from 1st floor FirstKidz Resource room, following the final meeting.*

SCOTCH TAPE (NOT FOR WALLS)

MASKING TAPE (*K-4TH ONLY*)

SCISSORS (ADULT & CHILD)

COLORED PENCILS (*K-4TH ONLY*)

PAPER CLIPS

SHARPIES

CRAYONS

PENS

STAPLER / WITH STAPLES

GLUE STICKS

PENCILS

STAPLE REMOVER

LIQUID GLUE (*K-4TH ONLY*)

PENCIL SHARPENER

WALL MOUNTING TAPE

HOLE PUNCH

POST-IT NOTES

MARKERS

RUBBER BANDS

## **ARRIVAL**

Greeters & Runners will be on hand to assist families as they arrive.

VBS begins at 9:00 AM

- **ALL volunteers must arrive by 8:15 AM and be at there assigned area no later than 8:30 AM.**

## **ATTENDANCE**

Registration will deliver class rolls, to your designated row.

Registration will collect the class roll from outside your door no later than 10 AM.

*Lead Volunteer or adult assistant* should take roll.

Do **NOT** write student names on your roll **UNLESS** the child has a signed "Walk Up Slip" from Registration.

Do NOT write in names of FLOATERS, as they are accounted for on a separate roll.

Each class will have a master roster, if a random child shows up in your class, you can check the roster and direct him/her to the appropriate class.

If the child is NOT on the master roster - they must check-in with Registration.

*At **NO** point should a teacher, assistant, or parent decide to move a child.*

## **CLASSROOM TIME / CURRICULUM**

The purpose of VBS is to share the Gospel with our children, ***it's paramount to have a good understanding of the lessons we'll teach.***

**Spend time reviewing contents of your curriculum packet and planning your day.** Your leader book will tell you just about everything you need to know. It will show you how to teach the children and some helpful tips on what to say and do.

*Remember, you don't have to do or say everything that is included in it, but only use what is best fitting for the time and atmosphere.*

There are many lesson activities to choose from incorporated into the leader book. Select the activity you feel would be most helpful to illustrate the lesson.

### **Use your time wisely.**

Review your leader book as often as you can.

*The focus of the classroom time should be on the Bible lesson and all activities should reinforce that message.*

## **CRAFTS**

Crafts are pre-determined for each age level and will be done in the classrooms.

Sample craft will be provided for each class following the Final Meeting.

Each day, return any extra crafts to craft table in atrium

## **DAILY ROOM CLEAN-UP**

Every day as you leave the building, please throw your trash bag(s) in either the large hall canister on first floor or the rolling dumpster on second floor, located outside kitchen.

The custodians will not be able to individually clean the rooms, so the more we can do to assist, the better.

If needed, please vacuum your room. For major problems and messes, please let us know immediately.

## **DECISION CARDS**

There will be **YELLOW** Decision Cards for teachers to complete with any children that have made a decision or have a special prayer request.

Turn into the VBS Leadership Team.

We will follow up with each child, reach out to the family, and/or make their home church aware of their decision.

## **DISMISSAL PROCEDURES**

*Worker's Children must be picked up from their classroom as soon as possible.*

*NOTE: Middle school age and older may pick-up younger siblings.*

*VBX 5th Graders will NOT be released on their own, parents need to pick up from middle school building.*

## **EARLY PICK-UP**

Should a parent need to pick up early, parents will complete sign-out sheet located at Registration, ID will be verified. Appropriate director will be instructed to bring child to atrium.

## **LATE PICK-UP**

If a child has not been picked:

1. Refer to your class roster.
2. Confirm if a note was sent for that day - if someone else to pick-up (permission slip).
3. Write child's class, first & last name on slip of paper.
4. Bring child with slip of paper to VBS Headquarters.

If you have any problems or concerns about a situation, direct them to the VBS Leadership Team.

## **TAKE HOME ITEMS**

Bags for children's take home items will be delivered to your class on Sunday.

*Important—label bags with **child's FIRST and LAST name, grade and class.***

Verify with parents if child will NOT be attending Friday to ensure they get their take-home items.

Bags not taken home Friday must be labeled and brought to 1st Floor FirstKidz Resource Room.

## **VERSE MEMORIZATION**

Verse memorization should be encouraged in your classroom.

Let your director know if a child needs a Bible.

## **LOST & FOUND**

Is located at desk *across* from VBS Headquarters, please check each day and especially on Friday before you leave.

## **MISSIONS OFFERING**

Each day during VBS and at the Family Night Program, we will be encouraging the children to bring in money for the missions offering.

Our friendly competition between boys and girls will close on Friday with a surprise from our Leadership Team.

## **NAME TAGS**

All volunteers must wear their name tag during VBS hours.

This is a major component of our campus security.

Anyone without a name tag should be approached, offered assistance and/or personally escorted.

Leave it in your classroom before going home each day.

## **NURSE / FIRST AID STATION**

Located in the atrium.

Parents have been instructed to coordinate all medications with the Nurse prior to VBS week.

## **SECURITY**

In order to keep children in a safe and secure environment, the following security measures will be in effect:

- Volunteers will be at the main doors during drop-off and pickup.
- There will be at least two people at the Welcome Center monitoring anyone entering the building.
- Every classroom or environment will have two adults present.
- **VOLUNTEERS ARE NEVER TO BE ALONE WITH A CHILD.**

## **SPECIAL FRIENDS**

This is a separate class offered for our church members with special needs children. This is not to be confused with a self-contained class, and is *NOT* advertised to the public as we're not fully equipped to offer this to the public. Children will each have an assigned Shadow. Children will be dropped off and picked up from this classroom. They will attend worship rally and have Bible study / activity (room 317). Once rotations begin, the children along with their assigned Shadow will go with their designated class to rotations.

## **T-SHIRTS**

FBC will provide a VBS t-shirt for ALL volunteers.

We encourage everyone to wear their shirt every day of VBS week and *especially* on Family Night.

*Volunteer t-shirts will be ready for pick up following the final meeting.*

T-shirts will be bagged and placed in assigned room.

Direct questions to the T-shirt Coordinator.

T-shirts will be ordered for every child.

FBC will cover the cost of anyone unable to pay.

Do not leave t-shirt money in your literature packet.

Student t-shirts will be distributed to your classroom in time to go home with child on Monday.

## **VOLUNTEER QUICK STOP - NOT APPLICABLE FOR 2021**

We want to express our appreciation for you during the week of VBS.

Please make a visit each day for delicious refreshments.

Make sure at least 1 adult is with your class at ALL times.

Teachers should NOT visit during music rotation.

**Closes promptly at 11:30 AM each day.**

DO NOT SIT *in the Quick Stop room / hallway outside the Quick Stop room / on sairs in atrium*

*ADDITIONAL location for volunteers serving on the 1st floor*

## **FAMILY PROGRAM—NOT APPLICABLE FOR 2021**

VBS t-shirts are to be worn by everyone.

**Remind children to wear their t-shirt for Family Program.**

A flyer/letter will be sent home with all children on Thursday.

Following the program, ALL are invited to attend the Family Picnic.

Please take advantage of this opportunity to mingle and meet the parents of your children.

Make them feel welcome and invite them to First Baptist, if they do not already attend.

## **ROTATIONS**

### **MUSIC**

Music will be during Worship Rally.

Teachers are expected to participate and learn the choreography and music.

Teachers must stay with their class during this time.

### **RECREATION—NOT APPLICABLE FOR 2021**

Team will meet in Room 349.

Youth volunteers must be minimum 7th grade to serve..

### **SNACKS**

Snacks will be in classroom.

A light snack & water will be served each day during VBS.

The daily snack is provided in the parent letter.

### **FOOD ALLERGIES:**

**Attendance roll will specify if there is an allergy.**

The safest solution for children with food allergies is to bring their own snack from home.

If a parent has a concern with the snack, they may bring a substitute snack, in a clearly labeled disposable bag and give to child's teacher upon check-in.

***IMPORTANT: If a child has a SEVERE food allergy that requires an EPI PEN; a parent MUST bring the child's snack in a clearly labeled disposable bag; and give to child's teacher upon check-in.***

**CLASSROOMS**

**NURSERY**

- Babies - Room 111
- One's - Room 122
- Two's - Room 120
- Three's - Room 118

**4 YEAR OLDS**

- A - Room 116
- B - Room 114

**CLASSROOMS**

**FIRST GRADE**

- A - Room 346
- B - Room 347
- C - Room 322
- D - Room 324b
- E - Room 328
- F - Room 325
- G - Room 323
- H - Room 321a

**SECOND GRADE**

- A - Room 206
- B - Room 208
- C - Room 210
- D - Room 212
- E - Room 215
- F - Room 213
- G - Room 211
- H - Room 209

**5 YEAR OLDS**

- A - Room 113
- B - Room 112
- C - Room 107
- D - Room 106
- E - Room 104
- F - Room 102
- G - Room 100
- H - Room 101

**KINDERGARTEN**

- A - Room 136
- B - Room 138
- C - Room 140
- D - Room 142
- E - Room 137
- F - Room 139
- G - Room 141
- H - Room 143

**THIRD GRADE**

- A - Room 236
- B - Room 238
- C - Room 240
- D - Room 242
- E - Room 237
- F - Room 239
- G - Room 241
- H - Room 243

**FOURTH GRADE**

- A - Room 337
- B - Room 339
- C - Room 341
- D - Room 343
- E - Room 336
- F - Room 338
- G - Room 340
- H - Room 342



## **DISCIPLINE**

(Please read the following section very carefully)

Our church strives to present loving and consistent attitudes when dealing with discipline problems.

We believe our primary goal is to teach children to “know, love, and follow Jesus.”

Therefore, discipline is not handled as punishment or by the same method of consequences others may find necessary.

Most problems arise when children are frustrated or bored; therefore, it is important to plan ahead with flexibility and patience when dealing with attitude problems.

### **Practice preventive discipline...**

1. Be prepared and start class on time. Have all materials ready before you start.
2. Provide meaningful activities.
3. Have extra activities planned.
4. Help children develop simple policies at the beginning of the week, post them in a conspicuous place, and discuss them frequently.
5. Set realistic standards that can be enforced.
6. Be confident and in control. Children are very intuitive and recognize your weak spots.
7. Recognize accomplishments and good behavior; positive praise works miracles!
8. Understand the age-group characteristics of the children with which you are working. Know what you can reasonably expect of them.
9. Give choices and let children feel they have at least a small part in your plans.
10. Know when to use logical consequences and when to overlook small things.
11. Eliminate power struggles between teacher and child or child and child.
12. Develop an atmosphere of love, acceptance, and order.
13. Pray for these kids starting now and during VBS. Pray for God to use you. Pray to be Spirit-led.

### **Practice mechanical discipline...**

Effective learning cannot take place when children are physically uncomfortable or distracted. Be sure:

1. The temperature is comfortable in the room.
2. The tables, chairs, and other equipment are appropriate for the age of the child. Sit on the floor occasionally; children enjoy doing so.
3. Children have adequate space for freedom of activity.
4. The room is attractive. Don't get too carried away on the decorations so as to be distracting.
5. Supplies are organized and readily available.
6. Teaching aids are on the child's eye level and learning level.
7. The room is neatly arranged with no clutter.

### **When problems arise...**

1. Sometimes a simple tap on the shoulder can redirect a child's attention.
2. Deal with the problem individually and in private.
3. Have the child tell what he or she did.
4. Be sure the child understands why the behavior is not acceptable in the classroom.
5. Redirect the child to change his behavior in a positive manner.
6. Let the child experience the consequences of his behavior as the seriousness of the offense warrants (i.e., not participating in the activity.)
7. If it becomes necessary to remove a child from the group, you may use a “time-out chair” in the room facing the group. Older children may be asked to wait just outside the door of the classroom with an adult for a cooling off period. Separation from the group should not last more than 10 minutes. Don't make it a humiliating experience. These steps need to be taken by an adult not a youth.
8. If the situation is serious or a repeated-problem, bring the child to the appropriate division director. Examples are fighting, cursing, or blatant disrespect for leaders. In this case, we may contact parents.
9. Avoid discussing even the smallest of problems with parents in the halls. If an issue is serious enough to be discussed with a parent, don't catch them off guard to share it with them. Talk with your division director about making a call home. We ask that you always let us know before you make a contact with a parent. Due to the wide variety of programs we offer, chances are if a child is having a problem in one area, they are experiencing a problem in another area. Repeated contacts by various groups can leave parents feeling “zeroed in on” and discourage a family from attending altogether. Also, we may be aware of particular contributing factors such as learning problems. Therefore, we want to work together with them in a positive team approach to helping correct behavior problems.

**Physical force of any sort is never appropriate in a church-setting.** Examples include grabbing a child by the arm or other area to move them or get their attention or striking a child. In the event you witness a child physically harming or fighting another child, it is acceptable to separate the children from each other. If you disagree with this policy or have a problem remaining calm in dealing with misbehavior, you should discuss the possibility of working in another capacity without direct contact with children.

Please feel free to discuss any problems you are having with the division director, Minister of Children, Minister of Preschool, or VBS Director.

We will work together with you to develop solutions.

We don't want you to feel “trapped” into having to “put up with” a particular problem. I

f you feel like you have done all that you can do with a discipline situation, please turn the situation over to our VBS staff immediately.

## **EMERGENCY RESPONSES**

### **Medical**

The grade-level director should be notified immediately and they will then radio the nurse and the appropriate church staff. All VBS directors, nurse(s), and appropriate church staff will have radios for communication. The VBS rotations will be suspended in the event of a medical emergency and will not resume until notification is given by appropriate church staff.

### **Severe Weather**

Severe weather instructions and response will be communicated via radio to grade-level directors who will then communicate to volunteer leaders. The VBS rotations will be suspended in the event of a severe weather emergency and will not resume until notification is given by appropriate church staff.

### **Fire**

In the event that a fire alarm sounds, the following procedures should be followed:

- Line your class up and take a headcount
- Take your roll book with you
- Quickly but calmly take your class to the parking lot out of danger using the evacuation routes on the maps located in the classrooms
- All children should be kept quiet and walk as they follow their leader
- Take a headcount once in the parking area to verify all children are present
- Wait for further instructions
- Please keep the children calm by staying calm yourself

### **Lock-Down**

In the event of a crisis situation the following lock down procedures should be followed:

- Volunteers will be notified either in person or via radio that the building is being locked down
- Take in any refuge-seeking children into your room immediately
- Shut/lock all doors and windows and close all blinds
- No one is admitted into the classroom except the children's ministry staff or government personnel
- Have students sit on the floor away from doors and windows
- Wait for further instructions from the children's ministry staff or government personnel

# ACTIVITY SCHEDULE

## WORSHIP RALLY

9:00 - 9:45	2nd Grade	Sanctuary
	3rd Grade	Sanctuary
	4th Grade	Sanctuary
10:15—11:00	Preschool	Sanctuary
	Kindergarten	Sanctuary
	1ST Grade	Sanctuary

## BIBLE STUDY

9:00 - 9:45	Preschool	Classroom
	Kindergarten	Classroom
	1st Grade	Classroom
10:15—11:00	2nd Grade	Classroom
	3rd Grade	Classroom
	4th Grade	Classroom

## **FRIDAY FINAL CLEAN UP - *Your attention to detail is GREATLY valued!***

Return your room to the way it was prior to VBS (excluding chairs/tables).

Put trash in the large trash receptacles.

Collect the children's lanyards.

Send children home with their take home bag home containing: Craft / Name Tag

***At the end of such a busy week, your cooperation with the following instructions is much appreciated.***

This will ensure FBC receives proper credit on unused material and a great start to being organized for next year.

Return to **VBS Headquarters**

- ◆ T-shirt money—*DO NOT place in literature packets*

**SORT and RETURN to FirstKidz **AUDITORIUM 3** in clearly labeled bins:**

- ◆ Any UN-OPENED Lifeway supplies
- ◆ Literature Packets (neatly packed)
- ◆ UNOPENED / leftover lesson activity supplies
- ◆ Reusable decorations (*in very good condition*)
- ◆ Extra Crafts

**SORT and RETURN to FirstKidz **1st FLOOR RESOURCE ROOM:****

- ◆ Supply Boxes (*neatly packed*)
- ◆ Clips
- ◆ Volunteer Lanyards
- ◆ Children's Lanyards