

# Indiana Ave Baptist Church

VBS – June 18-21, 2018

Entering Kindergarten – Completed 5<sup>th</sup> Grade

6:30 – 8:30 pm



<p><b>VBS Motto:</b></p> <p><b>Gearing Up For Life's Big Game</b></p> <p><b>Gear Up! Get Ready! Game On!</b></p>	<p><b>VBS Bible Lessons:</b></p> <p>Mon.6/18: Jesus Cares About Me (The Lost Sheep, Luke 15-17)</p> <p>Tue.6/19: Jesus Gives Me Hope (The Resurrection of Lazarus, John 11:1-44)</p> <p>Wed. 6/20: Jesus Helps Me Believe (Thomas Believed, John 20:19-31)</p> <p>Thur. 6/21: Family Game Night (Bible review)</p>
<p><b>VBS Scripture:</b></p> <p>His divine power has given us everything required for life and godliness through the knowledge of him who called us by his own glory and goodness. 2 Peter 1:3</p>	<p><b>VBS Scripture for younger kids:</b></p> <p>God has given us everything we need. 2 Peter 1:3</p>

## Mark your Calendar:

Sun. 6/17: Kick-off Rally in 9:30 Sunday School with Juggler for Jesus

Mon.6/18 – Wed. 6/20: VBS Workers Hospitality Room: Dinner for Volunteers & their family.  
Open 5:10 – 6:10 pm, located in the Summit

Thur. 6/21: VBS Family Game Night 6:30 PM followed by hot dogs dinner

Sun. 6/24: Family Day in Worship at 10:50 am

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## Class Colors & Room Assignment

### Going Into Kindergarten –

Rm 10: Light Purple Footballs  
Rm 11: Light Purple Basketballs  
Rm 12: Light Green Soccer Balls

### Kindergarten (completed) – Purple

Rm 20: Group 1 - Footballs  
Rm 21: Group 2 - Basketballs  
Rm 22: Group 3 - Soccer Balls

### 1<sup>st</sup> Grade (completed) – Orange

Rm 115: Group 1 - Footballs  
Rm 117: Group 2 - Basketballs  
Rm 118: Group 3 – Soccer Balls

### 2<sup>nd</sup> Grade (completed) – Yellow

Rm 123: Group 1 - Footballs  
Rm 121: Group 2 - Basketballs  
Rm 120: Group 3 - Soccer Balls

### 3<sup>rd</sup> Grade (completed) – Green

Rm 108: Group 1 - Footballs  
Rm 103: Group 2 - Basketballs  
Rm 107: Group 3 - Soccer Balls

### 4<sup>th</sup> Grade (completed) – Blue

Rm 111: Group 1 - Footballs  
Rm 109: Group 2 - Basketballs

### 5<sup>th</sup> Grade (completed) – Red

Youth Area: Group 1 - Footballs



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## **Discipline:**

- Communicate a few general disciplinary rules that are easy to remember. 1. Take care of self. 2. Take care of others. 3. Take care of property. Make guidelines clear on the first day and consistently throughout the week.
- Be prepared for kids to push the boundaries and break the rules at times. When it happens, take a deep breath, provide firm and loving guidelines as needed, and love the kids you teach.
- Plan ahead. Place supplies and instructions nearby to eliminate or minimize down time. Proper planning prevents problems.
- Prevent discipline problems by providing plenty of leaders to interact with kids. Encourage leaders to model positive behavior.
- Give instructions only when you have the attention of the entire group.
- Limit instructions to two or three steps at a time before adding new ones, especially with younger children. Frustration leads to disruption.
- Break activities into short time segments that do not outlast kids' attention spans. In general, kids can focus one minute for each year they are old.
- Begin with something positive when correcting behavior. (Example: "Jeff, I appreciate your enthusiasm, but we all need to listen before we can ....." )
- Handle disruptions quickly and discreetly.
- Give positive reinforcement and praise. Kids are starving for genuine, appropriate affirmation. Make eye contact and speak directly to kids.
- If all else fails call Brenda Loftus or Lori Smith.

## **Dress Code:**

**Workers:** Fun, casual, comfortable, **MODEST!!!!** (Sports Theme) (No tank tops, no Short shorts)

**Children:** Fun, casual, comfortable, **MODEST.**

## **First-Aid:** Medical staff on duty in the Summit & at the Children's Information Booth.

All injuries must be documented using an accident report form (available from the VBS nurse).

## **Hospitality Room**

**Monday – Wednesday: 5:10 – 6:10 pm** – Dinner for VBS Volunteers & their family (located in the Summit)

**Thursday – 6:30 pm** Family games followed by hot dogs (located in the Auditorium & Summit)



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## Security & Safety

- Do not leave a child unattended.
- Do not go in a bathroom by yourself with one child.
- Do not leave one teacher alone with a child in a classroom.
- Do not let a child leave with an adult without a security card.

\*Special Circumstance: If a parent comes to pick up a child without a security card, release must be approved by Brenda Loftus, Lori Smith, Maria Divine, or Misty Lester.

## VBS Photos – Tuesday

Photos will be taken on Tuesday during recreation. The photographer will come to you.

Encourage children to come on Tuesday for picture day! Photos will be distributed on Wednesday.

Each child will receive a **FREE photo**.

## VBS Prizes for First Time Visitors

Children who bring a guest will receive a prize each time they bring a first-time visitor. The child that brings the visitor and the visitor each receive a prize from the grab bag. Each teacher will be given a grab bag

for children to select a prize from.

## VBS Daily Take-Home Prize, Bible Review Card

Children K – 5<sup>th</sup> grade will receive a different VBS prize each night and a Bible Review Card at the end of each evening when their security card is returned by the parent. Prizes will be brought to your pickup location in the Worship Center.



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## **Registration**

- Registration for workers' children is in the Children's Building
- Registration for entering Kindergarten is in the Children's Building
- Registration for K – 5<sup>th</sup> grade is in the Auditorium

### **Early Drop Off for Teacher's Kids:**

- Infants – 2's go to class room after checking in at computer
- 3's to entering-Kindergarten go to Worship Zone after completing registration; sign in with VBS Volunteer
- K – 5<sup>th</sup> go to Auditorium. Check in with VBS Volunteer wearing a referee shirt

### **Registration Helper Responsibility:**

- Assign child to class (kids need to be with at least one friend)
- Make name tag (print first name and last name initial) \*Nametags will be pre-made for those who registered early
- Record security card on attendance sheet, then give parent security card for pick-up
- Escort child to teacher and introduce child to teacher
- Before classes leave the Auditorium write the security number for each student on the teachers clip board

### **At the End of each night:**

- Help teachers with check-out
- Collect security cards from parents, verify security # against # on roll sheet
- Arrange name tags on registration table by class; paper clip security card behind name tag
- Collect clip boards
- File new registration forms alphabetically in binders by grade

### **Check-In**

- All workers (adult & youth) will use computerized check-in to obtain their nametag (located in Summit)
- Children 4 and under who are workers' children need to be checked-in on computer to receive security tags (computers are located in the Summit & Children's Building)
- Children entering K will check-in at the tables in the Children's Building
- Children K – 5<sup>th</sup> (grade completed) will check in at the appropriate table in the Auditorium

## **Entering K Registration Helper Responsibility:**

- Record Security Card # on attendance sheet then give Security Card to Parent
- Write first name & last initial on nametag and give to parent for child
- After everyone is checked in write the security number for each student on the teachers clip board
- At end of night teachers collect security tags
- Registration will paper clip the security tag to the corresponding name tags

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**VBS Infants – 4 year olds:**  
**Not open to the public - Volunteer's Children Only**

**Infants – Younger 2's**

Teacher & Helpers Responsibilities:

- Study each day's Bible material, Bible story, memory verse, and life application
- Commit to pray for all children who attend VBS and their families
- Participate in training and planning session
- Be in place in your classroom at 6:00 pm
- Greet children, check children in, get parent's cell number
- Encourage children to participate
- Take care of children and their needs
- Stay with your group until all children are signed out by parent

**Older 2's – 4's**

Teachers & Helpers Responsibilities:

- Study each day's Bible material, Bible story, memory verse, and life application
- Commit to pray for all children who attend VBS and their families
- Participate in training and planning session
- Be in place in your classroom at 6:15 pm.
- Greet children, check children in, get parent's cell number and give security card to parent
- Encourage children to participate in Centers, Craft activities & Worship Rally
- Take care of children and their needs
- Move with the children to Recreation and help supervise children
- Stay with your group until all children are signed out by parents

**Preschool Worship Team**

- Helps assist large group Bible story teacher
- Lead VBS music



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## **Entering K – Completed 5<sup>th</sup> Grade Lead Bible Teacher**

### Responsibilities:

- Study each day's Bible material, Bible story, memory verse, and life application
- Commit to pray for all children who attend VBS and their families
- Prepare to lead small group Bible Application
- Request supplies needed, gather supplies
- Always open your Bible when teaching the Bible lesson
- Always keep clip board listing children in attendance with you at all time
- Check to make sure you have all the children listed on your clip board before and after moving from each location
- At the end of each night place clip board on registration table

## **Entering K - Completed 5<sup>th</sup> Grade Bible Helper**

### Responsibilities:

- Study each day's Bible material, Bible story, memory verse, and life application
- Commit to pray for all children who attend VBS and their families
- Be in place in the Worship center at 6:15 pm
- Greet children, check children in and give security cards to parents, help collect security cards at the end of each night (release each child after you have received the matching security card)
- Encourage children to participate in Worship Rally
- Help with Small Group Bible Application activity
- Move with the children to the Recreation activity and help supervise children
- Stay with your group until all children are signed out by person **with a security card**

## **Entering K – Completed 5<sup>th</sup> Grade School Worship Team Coordinators**

- Help worship team
- Lead VBS Praise Team rehearsals



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## **Recreation Team**

- Coordinate space and schedules with other leaders as needed
- Help set up game each night
- Lead appropriate recreation activities each evening
- Study each day's Bible material, Bible story, memory verse, and life application
- Use review questions to help children learn Bible truth for the day
- Commit to pray for all children who attend VBS and their families
- Help plan and participate in VBS Family Day on Sunday following VBS
- Help wipe down game and clean-up area

## **Parking & Security**

- Help set up & take down cones to mark traffic flow (by 3 pm, daily)
- Give directions in parking lot
- Help with traffic before and after each VBS session

## **Snack Team**

- Prepare snacks for children
- Deliver snacks to pick-up areas
- Clean-up Kitchen (may prepare snacks for next day if time allows)

## **Hospitality Team**

- Set-up Hospitality area
- Clean-up Hospitality area
- Clean-up Kitchen



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## Preschool – Entering K Schedule

**6:00 pm – Early Bird Room for Infants – Young 2’s: Blue 2, Yellow 4, Yellow 5**

**6:00 pm – Early Bird Room for 3’s – Entering K: Kid’s Worship Zone**

**6:15 pm** All teachers in classroom ready for children

**7:30-7:50 pm** Large group worship in the Children’s Worship Zone (3’s, 4’s and Entering K)

**7:10-8:10 pm** See playground rotation

**8:35 pm** Late pick-up in the Kid’s Worship Zone (Kids/clip boards must be verified before entering Zone)

Class	Ages	Time	Mon.	Tues. (Picture Day)	Wed.
Yellow 5	Young 2’s	7:30 – 7:50	Toddler Playground Outdoors	Toddler Playground Outdoors	Toddler Playground Outdoors
Red 6	Older 2’s	7:30-7:50	Outdoor playground	Indoor playground	Outdoor playground
Orange 7	3’s	6:45-7:05	Indoor playground	Outdoor playground	Indoor playground
Orange 8	4’s	6:45-7:05	Outdoor playground	Indoor playground	Outdoor playground
Purple 10 & 11	Going-into-K	7:50:8:10	Indoor playground	Outdoor playground	Indoor playground
Green 12 & 13	Going-into-K	7:50-8:10	Outdoor playground	Indoor playground	Outdoor playground

## Completed Kindergarten Schedule

6:00 Bible Coordinator arrives and make sure all clip boards and supplies are ready for the evening.

6:15 **All teachers need to be in place in the Auditorium and ready for children**

6:30 -7:00 Opening Worship Rally in Auditorium

(Tuesday: Kindergarten Group Photo following Worship in Kids Worship Zone)

7:00 – 7:10 Bathroom Break

Class	Time	Monday	Tuesday (picture day)	Wednesday
Kindergarten 20	7:10-7:30	Outdoor playground	Outdoor playground	Indoor playground
Kindergarten 21	7:10-7:30	Indoor playground	Outdoor playground	Outdoor playground
Kindergarten 23	7:10-7:30	Outdoor playground	Indoor playground	Outdoor playground
Refreshment / Bible / Centers	7:30-8:15	Classroom	Classroom	Classroom
Closing Time	8:20-8:30	In Auditorium	In Auditorium	In Auditorium

## **Thursday Schedule for all children (including PS VBS)**

**6:30 pm** Games and Worship Rally in the Auditorium  
Family Dinner in the Summit

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<b>Completed 1<sup>st</sup> grade (Orange) – 2<sup>nd</sup> grade (Yellow)</b> Mon/Tue/Wed Schedule	<b>Completed 3<sup>rd</sup> grade (Green) – 4<sup>th</sup> grade (Blue)</b> Mon/Tue/Wed Schedule
6:00 pm Bible Coordinator arrives and makes sure all clip boards and supplies are ready for the evening	6:00 pm Bible Coordinator arrives and makes sure all clip boards and supplies are ready for the evening
6:15 All teachers need to be in place and ready for children	6:15 All teachers need to be in place and ready for children
6:30 -7:00 Opening Worship Rally in Auditorium	6:30 -7:00 Opening Worship Rally in Auditorium
7:05 - 7:25 GAMES (Tuesday - photo day in front of stage)	7:05 - 7:35 BIBLE
7:30 – 7:40 REFRESHMENTS	7:40 – 8:00 GAMES (Tuesday - photo day in front of stage)
7:45 – 8:15 BIBLE	8:05 – 8:15 REFRESHMENT
8:20 – 8:30 Closing Time in Auditorium (when Parents check-out kids; send take-home bookmark)	8:20 – 8:30 Closing Time in Auditorium (when Parents check-out kids; send take-home bookmark)

<b>Completed 5<sup>th</sup> grade (Red)</b> Mon/Tue/Wed Schedule
6:00 pm Bible Coordinator arrives and makes sure all clip boards and supplies are ready for the evening.
6:15 All teachers ready for children.
6:30 -7:00 Opening Worship Rally in Auditorium (Tuesday - photo day following Worship Rally outside at basketball court)
7:05 – 8:15 Bible/Games/Refreshments
8:20 – 8:30 Closing Time in Auditorium



### **Thursday Schedule for all children (including PS VBS)**

**6:30 pm** Games and Worship Rally in the Auditorium  
Family Dinner in the Summit

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