

Zion Lutheran Church
Vacation Bible School
Policies and Procedures for Parents and Students

Registration

To register your child, a registration form must be completed. Registration forms can be found on Zion's website, in the school lobby and in the church narthex. You may also register your child at any time during the week of VBS (please see the Limited Registration section for more information). Make sure to include all information requested on the form. There is a \$5.00 registration fee per child that must be paid at the time of registration.

Classes Offered

Our Vacation Bible school program is offered to children who have completed grades Preschool through 6th grade. When asked the grade level of your child, please list the grade that your child just completed, not the grade they are going in to. For preschoolers, please indicate clearly if your child is Preschool 3 yr. old or Preschool 4 yr. old.

We do realize that some 3 year olds may be ready for their first Vacation Bible school experience. Perhaps they have attended some sort of nursery class and will be attending preschool for the first time in the fall. However, we can *only* accept children who have completed one full year of actual preschool classes. This ensures for our volunteers that the child is better able to handle a classroom setting, separation from parents, is potty-trained, etc. We look forward to teaching your little one next year!

Limited Registrations

It is our goal to share the Gospel with all children and their families. However, Zion's classroom sizes are limited and the number of registrations is growing. In order to offer a quality experience for all children, we may be unable to accept all registrations if class spaces have been filled. It is important to turn in your form early. If you choose to register during the week of VBS, please keep in mind that some classes may already be filled.

Classroom Assignments

We are very happy to be able to provide multiple Preschool/Pre-K classes. In light of this, there may be special instances when friends or siblings of the same age want to be in the same Preschool/Pre-K class together. If you have a special class assignment request of this nature, please indicate it on the VBS registration form prior to the start of VBS. We are unable to accommodate these requests on the first day of VBS.

The first day of VBS

The first day of Vacation Bible School is always the most hectic! We will do our best to make your first day as seamless as possible for you and your children. When you arrive at Zion, all guardians and children are to go to the front of the church (where the big cross is located). There will be TWO tables:

1. Pre-Register: If you have already filled in a registration form and paid the registration fee, you will go to the table marked "Pre-Registered". Your child's name will be marked and he/she will receive a name tag.
2. Register: If you have NOT filled out a registration form, you will go to the table marked "Register". After we verify that there is room available in the class for your child, you will be asked to fill out a form and pay the registration fee. A name tag will be filled out and given to your child.

Each name tag will include vital information on the back. Please check this information to make sure it is correct. Your child is now ready! As you escort your children into the church

sanctuary, you will see a big water jug. This jug is used for our Mission Project (go to the Mission Project link for more information). As you continue, look for the signs marked with your child's grade level. It is up to you to stay with your children, leave them with their teacher, or sit towards the back during the opening. After the opening, children are dismissed to go to their classes.

Picking up your Child(ren)

There is a short closing for the children at the end of the day in the church sanctuary. After the closing, children will be dismissed back to their classrooms. Because we are using every space available and to avoid hallway congestion, we ask that guardians refrain from going directly to the classrooms until after the closing has finished. To ensure safety for your child, please allow teachers to deliver your child to you.

Early Dismissal

Please make arrangements with your child's teacher if you need to pick your child up early. We will have your child ready for you at the front of the church at the specified time. If your child needs to go home, we will call you to come and pick up your child. Again, your child will be ready at the front of the church.

Allergies

Please list any allergy that your child has on the registration form. Also, please check that your child's allergies are written properly on the back of their name tags. To ensure your child's safety, each teacher and our refreshment crew will have a list of children and their allergies. You may send in your own snacks for your child. Please mark your child's name clearly on the packaging and make sure his/her teacher is made aware. (For a list of daily snacks, please see the Snack List link.)

Who do I ask if I have a question?

During the week of VBS, our volunteers will all be wearing light blue Zion Lutheran t-shirts. If you have a question, you may ask any one wearing that t-shirt. If they are unable to answer your question, they can direct you to someone who can.

If you have a question before the week of VBS:

Registration
Susie Bishop
412-257-5089

VBS Director
Katie Gielarowski
724-713-6523
winechick123@yahoo.com