



**VBS Policies & Procedures
Handbook**
(Updated May 2026)

Arrival, Drop-Off & Pick-Up

ARRIVAL

- Every day, families will enter through one of two entrances: the Family Entrance (Preschool) and the Main Entrance (Kinder-6th Grade).
- Small Group Leaders will find a team bag in their designated section in the Worship Center. The bag will include a clipboard with class rosters, kids' lanyards, allergy alert wristbands, a sharpie, a pen and the team circle sign.
- Children will be dropped off at their team's designated section in the Worship Center and checked in by Small Group Leaders. Parents will receive an email prior to VBS indicating the grade-level team that their child will be in.
- Each Team Lead will have an alphabetized master list of every child in the grade level to help parents locate the correct drop-off area.
 - There will be greeters on either side of the Atrium with master lists to help parents locate the correct drop-off area.

DROP-OFF

- On Day 1, Small Group Leaders will give each parent their child's security code at drop-off. That security code will be used all week to pick up their child.
- Starting at 8:40am, children in Kindergarten-6th Grade may be dropped off in the Worship Center. Children in Preschool will be dropped off in their designated classrooms.
- Team Leads will be in their grade's section with class rosters to assist as needed.
- To check-in each child, Small Group Leaders will:
 1. check each child's name off on the class roster
 2. give each child their lanyard
 3. give the parent their security code (on Day 1)
 4. put an allergy bracelet on the child, if needed (on Day 1)
 5. help the child find a seat in their team section

PICK-UP

- Parents will pick up their children between 12:00-12:15pm each day in the same location as drop-off.
- Parents must show their child's security code to a Small Group Leader in order to pick up their child (a picture of the code is acceptable).
- Small Group Leaders will sign children out on the class roster and collect each child's lanyard at pick-up.
- If someone arrives at pick-up without a security code, please direct them to the Help Desk located in the Atrium.

Allergies

- We are a peanut-free zone!
- Class rosters will have allergies listed for Small Group Leaders.
- If a child has a food allergy, Small Group Leaders will give them a red wristband at drop-off on the first day. *The child will need to wear this band for the entire week.*
- If a child loses their red wristband, another one can be obtained at the Help Desk in the Atrium.
- If a child needs an alternative snack, they will bring something from home.
- If a child brings medicine or an epi-pen for an allergy, it needs to be dropped off at the Nurse's Station located in the Atrium.

VBS Security & Emergency Guidelines

Please follow these procedures to help create a secure environment at VBS.

SAFETY DURING TRANSITIONS

Count, count and count your group! Before leaving a location, count your group. While your group is traveling, place leaders in the front, middle and back of the group. When you arrive at a location, count your group. If a child is missing, report this immediately to your Team Lead.

LANYARDS

All children must wear their lanyard for the duration of VBS. Collect all lanyards at drop-off and leave them in your team bag in the Worship Center. If a child loses their lanyard, let your Team Lead know so that a new lanyard can be made.

PRESCHOOL HALLWAY DOORS

The glass doors into the Preschool hallways will be locked outside of drop-off and pick-up times. All unmanned doors must remain closed and locked.

ACTIVE SAFETY

When children are at play, be aware of the safety of all children. Caution children if needed to avoid accidents. Refrain from being on your phone and inattentive at all times.

NURSE

The Nurse Station is located in the Atrium. The nurse will have a radio and be available to travel, if needed.

- Any injury involving a blow to the head **MUST** be assessed by the nurse. An incident report will be filled out by the volunteer who witnessed the incident, and the nurse will sign the report.

FIRST AID

First aid kits for minor injuries will be stationed on the playground and in the Gym. There will also be band-aids in your team bag. Please call for the nurse or staff for serious injuries. Any injury involving a blow to the head **MUST** be assessed by the nurse.

INCIDENTS

Serious incidents (whether the nurse is called or not) must be documented on an Incident Report and signed by a Heights staff member that day. After staff is informed, parents are to receive a copy of the Incident Report (on the same day) and sign when they receive it. The carbon copy must be turned in to your Team Lead by the end of day. Contact your Team Lead for all Incident Report questions and forms.

RESTROOMS

When taking children to a restroom with multiple stalls, prop open the entrance door and stand in the doorway. Do not go into a restroom by yourself with a child. If you must enter a restroom, make sure that there is at least one other adult present as well. Groups of children may go into the restroom together, but monitor them from a distance, staying visible to others outside the restroom as well. Request that children wash their hands before leaving.

DEVICES

Children are not permitted to bring personal devices to the event. If a child does bring a device, it must be handed over to the child's Small Group Leader upon arrival and will be securely kept until the end of the event. Volunteers may use devices if necessary for event-related purposes. Please refrain from being on your phone and being inattentive to children. In addition, volunteers should not take pictures of the children in their group on their personal device.

INCLEMENT WEATHER

In the case of inclement weather, Heights staff will monitor and direct you accordingly. If there is a temporary power outage, please open the blinds in your classroom and use the flashlight on your phone. For other threats such as tornado or hailstorm, we will announce when to move downstairs or to interior rooms in the building.

FIRE

In case of a fire, please refer to the exit map by the door of each classroom. Become familiar with where to lead your group. Please count the children in your class and confirm that you have every child on your roster before exiting the building. Exit calmly and stand away from the building. Please keep your class huddled and contained outside. If parents are present at drop-off/pick-up, have them evacuate with your class and write down their name on your roster. This will help us to know who has evacuated when the fire marshal arrives. Wait for the all-clear before returning to the building. Team Leads and Heights staff will be there to assist you.

LOCKDOWN

If our security team initiates a lockdown, everyone on campus (including parents) must go into lockdown position. Close and lock the door of your classroom, turn off lights and stay quietly out of sight of windows. If you are in an area with hallway doors, please close them. The lockdown can only be reversed by the Police or a Heights staff member.

Special Programs

BUBBLE TRUCK BEST PRACTICES (Kinder – 2nd Grade Leaders)

Bubble Truck is a favorite part of VBS for K–2nd graders and happens on each class's assigned day. This activity can feel a little hectic, but it creates so much joy and excitement for the kids — enjoy the fun and whimsy of it!

- On Day 1, every child will bring:
 - A dry change of clothes in a labeled baggie
 - If unlabeled, use a classroom Sharpie to label it
 - Put baggies in the large blue bag that held your class' VBS t-shirts
- **On Your Bubble Truck Day bring the blue bag with you** to the Bubble Truck station
- Along the brick wall of the family entrance line up:
 - Clothes bags
 - Shoes
- Kids who do not want to get wet can use sidewalk chalk instead

After Bubble Truck

- Have kids take their dry bag into a bathroom stall to change.
- Boys' restroom has fewer stalls, so additional pop-up changing tents will be available in the hallway.
- Help kids place wet clothes back into their bags when finished.
- If the Bubble Truck is your last rotation of the day, or a child feels comfortable in their clothes, they do not have to change.

KIDS SHOP

Located in The Atrium, the Kids Shop will feature fun Kids Ministry branded items available for purchase! The shop will only accept payments through credit card or tap to pay. All proceeds directly support ministry to kids in and through The Heights Church.

Shop Hours

- Sunday, May 31 — Before and after the All Leader Meeting
- During VBS — Daily from 11:30 AM–12:30 PM
 - 11:30 AM–12:00 PM — Parent shopping only
 - 12:00 PM–12:30 PM — Kids may shop with a parent

Supplies are limited, so leaders are strongly encouraged to shop on Sunday for the best selection!