



Fun Factory VBS 2017

Frequently Asked Questions

Q. Can I have my child placed in the same crew with their friends?

A. Yes. If your child would like to be placed in a group with a friend, their registration forms must be stapled and submitted together. Online registration is **not available** if you are requesting friend placement. We will place a maximum of 3 friends in the same group, your child plus two friends.

Q. What if my child and their friend/s are not in the same grade? Can they still be in the same crew?

A. Friends of different grade levels can be placed together if there is a grade level difference of only one year. Both children will be placed in the **younger** of the two grade levels. Example: a 2nd and 3rd grade friend can be placed together in a 2nd grade crew.

Q. If I am not registering online, where can I turn in my registration form(s)?

A. There will be VBS collection tins located on the St. John campus in the following areas.

- Next Generation Center lobby / St. John School lobby
- Information Station in the Sanctuary Lobby
- Church office – Ministry Center Lobby on the west side of campus
- You may also mail your completed forms to :

15800 Manchester Road, Ellisville MO 63011-2208, Attn. Fun Factory VBS

Q. Will I receive confirmation of my child's enrollment in Fun Factory VBS before Monday, June 19?

A. Yes. A welcome letter packet with confirmation of enrollment will be mailed to families who register by the June 4 early registration deadline. This packet will include information about your child's classroom/crew placement and much more. Please look for your welcome packet to arrive no later than **June 12**.

Confirmation letters for registrations received **after June 4** will be available at the registration table on the west side of campus for pick-up on Monday, June 19. You will receive your child's classroom/crew placement at that time.

Q. How do I know where to drop off my child?

A. The welcome letter will include your child's drop off and pick-up location. Participants should be walked to their drop off location by an adult. We encourage you to drop off your youngest child first.

Q. What are the pick-up procedures?

A. For the safety of all children, pick-up cards will be required for each child. Bring your pick up card and pick up your child in the same location that you dropped them off.

Q. What if someone else will be picking up my child?

A. Please give them a pick-up card. If they will not have a pick-up card, advanced notice from the parent will be required and the pick-up person will need to show a photo ID.

Q. What if I lost my child's pick-up card or forget to bring it with me?

*A. ANYONE without a pick-up card, including parents, will be required to show a **photo ID** to VBS staff at the Information Station in the Sanctuary lobby or to a Preschool Hallway VBS Staff Director.*

Q. What if I need to pick up my child early on one of the VBS days?

A. Bring your pick up card and go to the Information Station in the Sanctuary Lobby. VBS staff will retrieve your child for you.

Q. What measures do you have in place to ensure the safety of participants?

A. Safety is a top priority for us at St John VBS.

- *All VBS staff are identified with volunteer t-shirts and name badges.*
- *VBS staff are trained in emergency procedures.*
- *Hall monitors are stationed throughout the campus.*
- *Schedule tracking allows VBS staff to locate a child at any time during VBS.*
- *Each participant grade level is identified with its own VBS t-shirt color.*
- *A registered nurse is on-site at the First Aid station.*

Q. What if my child becomes sick or is injured while they are at VBS?

A. An adult VBS staff member will assist crew leaders with sick or injured children. There will be a registered nurse on duty each day during VBS hours to assist with any of these needs. Please make sure that we have accurate emergency contact information.

Q. What if my child has a food allergy or a special need?

A. Please give us all the details on the registration form as indicated or in the designated box online. This information will be kept confidential and only shared as needed with those who have direct contact with your child. All snacks are nut free. As a precaution, children with food allergies are given an allergy wristband to wear.

Q. How can I help my child be prepared for a fun VBS experience?

A. Joining us for the Fun Factory adventure at St. John is an awesome experience. Fuel your child in the morning with a good breakfast and have them dress appropriately in close-toed shoes for lots of fun and sometimes messy play. We suggest that young preschool children come with an extra set of clothing. Children will be outside each day for approximately 20-30 minutes. Sunscreen should be applied prior to drop off.

Q. Can I take pictures and/or record video at VBS?

A. Due to privacy issues, posting pictures or videos on Facebook or other social media of anyone other than your own child is not allowed, this includes VBS participants and VBS staff and volunteers.