

ST. RICHARD CHURCH VBS POLICIES AND PROCEDURES

Arrival/Dismissal

Vacation Bible School begins each day at 9:00 AM and ends at 12:00 PM. Children may arrive at school at 8:45 AM and enter through the glass doors on Pollock St. These same doors will be used for dismissal time. Children will only be released to the person(s) designated on the *VBS Registration Form* you submitted. Children will only be permitted to walk home unaccompanied by an adult if permission has been granted by a parent/guardian as indicated on the *VBS Registration Form*.

Absences

Please call the school office, **215-467-5430**, to report your child's absence from the VBS. We will call your home or emergency number to verify the absence if no prior notification is received.

Accidents/Emergencies

There will be an adult designated as the *VBS First Aid Volunteer*. This person, as well as the Group Leader, will be informed of any child with an allergy or disability as indicated on the registration form. **The emergency phone number listed on the VBS Registration Form must connect the VBS staff to a person who is responsible for attending to the health and well being of the child during the VBS hours: 9 AM to 12:00 PM (no voice mail or pagers please).**

Food/Drink

Fruit juices, bottled water and ordinary food snacks will be offered to the children during snack time. Exceptions/allergies to certain types of food or drink must be indicated in writing by the parent/guardian of the child and noted on the *VBS Registration Form*. If you think your child would prefer something familiar to his/her tastes, please feel free to pack a snack.

Footwear

Athletic footwear is an absolute must! Sandals and flip-flops may prohibit a child from participating in various VBS games and activities for safety reasons. **HEELYS are not permitted.**

Incidents

The VBS Director will call the Emergency number on the *VBS Registration Form* to report any incident due to improper behavior and/or accident immediately to the parent/guardian.