



REGISTRATION COORDINATOR

Responsibility

- Schedule three people to be at VBS early Monday morning (8:30 a.m.) to handle registrations
- Greet newcomers' warmly
- Assist parents and children in completing VBS registration forms
- Read over registrations and inform Snack leaders and teachers of any children with food allergies and/or health issues
- Be ready to inform parents and children of location of classrooms, teachers' names, etc.
- Help find "guide" or "buddy" to escort new children to their classroom
- Place registration forms in folder for each class