

E-mail Format for VBS registration

To: Grace.VBS@hotmail.com

Subject: VBS REGISTRATION – [child's name]

- A. Name of Child
- B. Male or female?
- C. Age:
- D. Date of birth (dd/mm/yyyy)
- E. Last grade completed
- F. Home address
- G. Home phone
- H. Any allergies?
- I. Medical conditions?
- J. Dietary restrictions?
- K. Emotional, physical, mental, behavioural limitations?
- L. What medication child bringing with him/her?
- M. Mother's name & cell number
- N. Mothers address [or same as child]
- O. Father's name & cell number
- P. Father's address [or same as child]
- Q. E-mail contact:
- R. Emergency contact (Name)
- S. Phone number
- T. Relationship of emergency contact to child
- U. Authorized drop-off & pick-up person(s)
- V. Permission granted to photograph child participating in VBS activities to be used in Grace Baptist Church of Ottawa promotional material [YES or NO]

Type one of these two Statements:

I have signed and e-mailed/mailed the Child Consent, Waiver and Release Form to Grace Baptist Church

OR

I will sign the Child Consent, Waiver and Release Form on the first day of VBS when I drop off my child.

Comments [add here if any]

Your name
and phone number

Example of completed Registration E-mail

To: Grace.VBS@hotmail.com
VBS REGISTRATION- John Owen

- A. John Owen
- B. male
- C. 10 years old
- D. 17 May 2008
- E. Grade 4
- F. 14 Oak Dr. Munster, ON, K0A 3P0
- G. 613-555-1110
- H. Anaphylactic reaction to bee stings
- I. None
- J. None
- K. None
- L. EpiPen auto injector See comments.
- M. Mrs. Ruth Owen, 613-555-5050
- N. same as child
- O. Major Cecil Owen, 613-555-0999
- P. same as child
- Q. ruthowen7@hotmail.com
- R. Mrs Ruth Owen
- S. 613-555-1110 or 613-555-5050
- T. Mother
- U. Ruth Owen , Brent Owen or Jill Ivy
- V. Yes

Statement: I will sign the Child Consent, Waiver and Release Form on the first day of VBS when I drop off my child.

Comments: I'll arrive a bit early on first morning and demonstrate use of Johns' EpiPen to his teacher and explain what must be done if John gets stung. It is essential to call 911 if John gets stung so please have a phone close by at all times.

Thank-you

Yours sincerely

Ruth Owen
613-555-5050