IT ALL POINTS TO JESUS — THE SCHOOL & CAMPUS KIT

Shape F3 (Clubs & Released Time) — Packet

Final master — assembled from the F3 draft and the three editors' reviews, with every open decision settled.

Three parts for a local released-time program or voluntary club: Part 1, a Leader One-Pager; Part 2, a Parent-Consent Outline a local program can put on its own letterhead; Part 3, an Off-Campus Checklist for a new site.

Part 1 — Leader One-Pager

What Shape F3 is

Shape F3 carries the whole program — Scripture readings, devotionals, prayer, and music — into voluntary released-time programs and clubs where a parent or guardian has given written permission. The readings, weeks, and standing question are the same as in the Weekly Teaching Kits. The program is Christian and is sponsored locally, not by the school. This kit is provided at no cost to you.

Two names used in this packet. **The kit** means It All Points to Jesus. **The local sponsor** means the church or local group that runs the meetings.

Where it meets, and who leads

- **Released time** (the child leaves school during an approved period to attend this off-campus program): off school grounds, under the release arrangement the school or district's own policy provides, with the family's approval.
- **After-school clubs:** outside school hours, under the lawful arrangement that applies to the site.
- The local sponsor — never the school — sponsors and leads the program. The school's name is used only to identify the release arrangement or the meeting place, never as an endorsement.
- Two approved adults from the local sponsor are present at every meeting, from the first child's arrival until the last child's departure. The sponsor approves its leaders and owns any background checks its setting requires. School personnel do not sponsor, lead, or supervise.

Groups and roles

Readers work in cooperative groups of two to four, formed on purpose to balance confident and striving readers, and kept together for four to six weeks. Roles rotate weekly:

- **Reader** — runs the film, or leads reading aloud from a printed Bible.
- **Question Keeper** — holds the standing question and invites every voice to answer.
- **Summarizer** — retells the day's reading in one or two sentences.
- **Encourager** — marks the progress chart, and notices absent partners.

In a group of three, the Summarizer also serves as Encourager. In a group of two, the roles are Reader + Question Keeper and Summarizer + Encourager.

The weekly rhythm: PQRST

1. **Preview** — Watch the week's preview film and artwork. Ask: "What do you think this week is about?" Then do **Hard Words First**: break long names into syllables and say them together; for big idea words, give the pocket meaning first and the richer meaning when the group is ready.
2. **Question** — Before every reading, hold the standing question: **"What stood out to you today?"**
3. **Read** — Play the day's film, about seven minutes, with the words on screen. Readers follow with eyes, ears, or both, and may also open printed Bibles.
4. **Summarize** — Readers retell in their own words: Little Ones draw the scene, Kids use two plain sentences, and Youth state the main claim and what it means for real life.
5. **Test** — At the week's last session, talk through the discussion questions, mark the chart, celebrate, and close with prayer in the small-group circles. Each reader may offer one simple sentence for the person beside them.

A daily sitting runs 15 to 20 minutes around the film. Little Ones sit for 10 to 12 minutes with an adult guiding them. Youth may add a weekly 20-to-30-minute student-led discussion; College and adult groups may use a weekly 45-to-60-minute seminar.

If your site meets once a week

Many released-time programs meet only once a week, for about 45 to 60 minutes. A once-weekly site walks through a kit week this way:

- **Preview the whole week's arc.** Watch the week's preview film, look at the artwork, and do Hard Words First for the week.
- **Watch one anchor film together** — the day's reading at the heart of the week (in Week 1, Day 1 or Day 6). Hold the standing question, talk it through in the small groups, and let the Summarizers retell it.
- **Mark the chart, celebrate, and close with prayer** in the small-group circles, as in Test.

- **The other six days' films are the family's free choice at home.** The family decides whether to watch. Nothing is tracked, nothing is homework, and there is no penalty. A child who watched none of them is not behind, and joins the next meeting exactly like everyone else.

Fitting the year into about 40 weeks

The program is numbered Day 1 through Day 365, never dated. Day 1 is wherever you start, so no group is ever "behind." Groups may also use Semester Halves (Days 1–182 and Days 183–365), the 40-Day Shape, or a January 1 Start.

For a full school year, the master pacing table fits all 52 kit weeks into about 40 teaching weeks: 28 kit weeks stand alone and 12 pairs share a school week. Every kit week is used exactly once — none repeated, none dropped. Pairing only decides which two kits share a school week; it never changes a kit or the PQRST rhythm. The full table is in the Shape F1 guide.

Standing alone, by rule: Week 1 (the foundation), Week 5 (Passover and the sea), Week 7 (the cross and resurrection), Week 17 (Luke's Passion), Week 21 (David's forever throne), Week 22 (John's cross and ascension), Week 23 (Pentecost), Week 27 (Jerusalem exiled), Week 31 (the return home), Week 39 (the suffering Servant), Week 43 (Jerusalem falls), Week 46 (dry bones), Week 49 (Revelation opens), and Week 52 (the end — and the beginning again).

The guardrails, in short

- **Consent first:** no child attends until a signed parent or guardian form is in hand. Any family may withdraw at any time, with no friction and no penalty.
- **Invitation only:** the kit is a gift, offered freely and never pressed, at no cost to you.
- **No data — ever, from the kit:** It All Points to Jesus does not collect children's names, email addresses, phone numbers, accounts, sign-ups, tracking information, attendance, or progress charts — not through the kit and not on the webpage.
- **What the local sponsor keeps — stated openly:** the sponsor keeps the signed consent forms and any attendance record the school or district requires, and keeps its own progress chart at the meeting site, only to prove permission and run safely. The sponsor decides who may see these records, how they are stored, and how long they are kept, and handles them under its own privacy and safeguarding practices. These stay with the sponsor and are never sent to the kit.
- **Safeguarding:** No adult is ever permitted to contact a child individually through any channel of this ministry.
- **Honest frame:** no school-led devotional reading or prayer, no religious teaching inside the school day by outside groups, no teacher-led profession of faith, and no pressure machinery — no sign-up drives, and no rewards or penalties tied to taking part.

Close With Music — Jesus' Birth

Every weekly kit closes with music, mirroring the way each reading day concludes. During this season, our music celebrates Jesus' birth via Robert May's Christmas album:

- YouTube: https://www.youtube.com/playlist?list=OLAK5uy_mvxf-89PsHpg25EHy4-sckWNEh_MU60_I
- Spotify: https://open.spotify.com/album/3uiWp2OdvGo8V7vUuQCpsb

(Note: During late winter and spring, this section transitions to hymns celebrating Jesus' sacrifice: YouTube: https://www.youtube.com/playlist?list=OLAK5uy_kMqg8P9thskoY8PV3HuN_DNt553yomiTw · Spotify: https://open.spotify.com/album/4TK9tcGf1yNAYclOaEBwIp). In printed editions, this block stands at the very end to allow straightforward seasonal updating without disturbing the core guide.

Part 2 — Parent-Consent Outline

Print on the local program's own letterhead. The sponsor fills in every bracketed line before giving this form to a family, and deletes any bracketed line that does not apply to its site. The local sponsor should review the completed form for its own legal and safeguarding requirements.

Parent or Guardian Permission

Program: [local program name] **Sponsored by:** [sponsoring church or local group] **Meeting place:** [name and address of the off-campus meeting place, or the lawful after-hours club location] **Meeting day and time:** [day, starting time, and ending time] **First and last meeting dates:** [dates] **Cost to families:** [none, or the amount] **Program leaders:** [names of the approved adult leaders] **For questions, contact:** [program leader's name and contact information]

The short version

- This is a voluntary Christian Bible reading program. It is run by [sponsoring church or local group], not by your child's school.
- Your child meets at [meeting place] on [day and time], with two approved adult leaders.
- Children listen to Bible readings, talk in small groups, and take part in prayer and a closing song.
- The reading kit collects nothing about your child. We keep this signed form, and any attendance record the school requires, only to show you gave permission and to keep your child safe.

- Your child cannot attend until you sign. You may withdraw your child at any time, for any reason or none, with no penalty.

Dear Parent or Guardian,

You are invited to give permission for your child to take part in [local program name]. Please read this form. Ask us about anything that is not clear. Your child may take part only after you sign and return it.

What the program is

The program uses **It All Points to Jesus — The School & Campus Kit** ("the reading kit"). Children read through the Bible in day-numbered readings, Day 1 through Day 365. Your local program will tell you its meeting schedule. Each day's reading is read aloud in a short film, with the words on screen, so children can listen and follow along with their eyes.

Children work in small groups of two to four. They listen, read, answer one question — **"What stood out to you today?"** — and retell the reading in their own words.

This is a Christian program. Jesus is at the center of the readings and the meetings. The meetings include prayer and a closing song. Each child may offer one short sentence of prayer for the child beside them; no child is required to.

The reading kit is provided at no cost to you. The local program is privately funded and is not led by school personnel. [Released time only: your child's release is arranged with the school so that it does not take core-subject class time.]

Where and when your child will meet

Meetings are held at [meeting place and address] on [day] from [starting time] to [ending time]. Released-time meetings are held off school grounds. Club meetings are held outside school hours under the arrangement for that site.

Who will supervise your child

Two approved adult leaders from [sponsoring church or local group] are present at every meeting. The sponsor approves its leaders and handles any background checks its setting requires. School personnel do not lead or supervise this program.

How your child will travel

Please check the arrival and departure arrangements you approve:

My child will arrive at the program by:

- ☐ Walking with program volunteers from the designated school release point.
- ☐ Bus/van transportation provided by [sponsoring organization].
- ☐ Parent/guardian drop-off directly at the meeting facility.
- ☐ Other authorized arrangement: _____

My child will depart from the program by:

- ☐ Walking with program volunteers back to the school for afternoon dismissal.
- ☐ Parent/guardian pick-up directly from the meeting facility at ending time.
- ☐ Bus/van transportation provided by [sponsoring organization] to: _____
- ☐ Other authorized arrangement: _____

Adults authorized to pick up my child: _____

The leaders will receive and release my child according to the plan checked above. If the plan changes, I will tell the leaders in writing first.

[Sponsor: add here any emergency contact, medical or allergy notes, and photo permission your program uses. These are yours to write; the reading kit does not supply them.]

What your child will do

At a meeting, your child may:

- listen to the day's Bible reading and follow the words on screen;
- read along in a printed Bible;
- talk in a small group about what stood out — a child may answer, draw, or pass;
- retell the reading in their own words, or draw it if they are in the youngest group;
- pray in their small group, if they wish;
- hear a closing song.

No child is required to read aloud in front of others unless they volunteer.

What is collected — and by whom

The reading kit collects nothing, ever. It does not collect children's names, email addresses, phone numbers, accounts, sign-ups, or tracking information — and it does not collect attendance records or progress charts.

The local program keeps a little paper, and says so plainly:

- this signed form, including the travel arrangement you checked on it;
- any other information you chose to give on it (see the bracketed line above);
- an attendance record, if your child's school or district requires one. [Released time only: we give the school whatever record it asks for.]; and
- the group's progress chart, which stays at the meeting site.

We keep these only to show you gave permission and to keep your child safe. They are kept by [sponsoring church or local group] for [how long] and seen only by [who]. They are never sent to the reading kit.

Taking part and withdrawing

Taking part is voluntary. You may withdraw your child at any time by telling a program leader. You do not have to give a reason. There is no penalty for withdrawing. This program has no part in your child's grades or standing at school.

Permission and signatures

Child's full name (written by the parent or guardian): _____

I have read this form. I understand that this is a voluntary Christian Bible reading program, that it is sponsored by [sponsoring church or local group] and not by my child's school, and that my child will meet at the place and time written above. I give permission for my child to take part.

Parent or guardian printed name: _____

Parent or guardian signature: _____

Date: _____

Received by (program leader): _____

Date: _____

Part 3 — Off-Campus Checklist

For the local sponsoring group starting a new Shape F3 site. Every box should be checked before the first meeting unless a line plainly applies only to released time or only to clubs. The site director completes and signs this checklist before the first family is invited.

The setting

- ☐ The local sponsoring group is named, and it — not the school — is responsible for the program.
- ☐ Independent sponsorship: all operational liability, financing, curriculum decisions, and volunteer management belong entirely to the sponsoring organization, never to the school district.
- ☐ The meeting place is off school grounds for released time (for example, an adjacent church hall, community room, or private bus). After-school clubs meeting on school grounds hold a fully executed, lawful facility-use agreement on identical terms as other non-school community organizations.
- ☐ The program is privately funded; no public funds, tax revenues, or school district resources are used.
- ☐ No school personnel sponsor, lead, supervise, or evaluate the program during their contracted school day.

- ☐ The school’s name is used only for release or meeting logistics, never as an endorsement, partnership, or co-sponsorship; the school’s name and logo never appear on promotional material.
- ☐ For released time, no child is pulled from core-subject class time; students are released only during approved non-core elective hours or recess, in compliance with state law and district policy.
- ☐ For released time, attendance is handled and reported exactly as the school or district requires.
- ☐ The sponsoring group has checked the released-time requirements that apply in its jurisdiction.

Leaders and safeguarding

- ☐ Two approved adult leaders will be present at every meeting, from the first child’s arrival until the last child’s departure.
- ☐ The sponsoring group has approved every leader and completed any background checks and child-protection verifications its setting requires. The sponsoring group owns that process, and the records are kept securely by the sponsor.
- ☐ Every leader knows the safeguarding rule: No adult is ever permitted to contact a child individually through any channel of this ministry — no calls, texts, emails, social-media messages, online gaming, or other outside-meeting contact.
- ☐ Groups of two to four are planned, with confident readers balanced alongside striving readers.
- ☐ Leaders know the No-Spotlight Rule: no child is required to read aloud in front of peers unless they volunteer.

Permission forms

- ☐ A signed parent or guardian permission form is **in hand before the first meeting** for every child who will attend; no child attends or boards release transit without one.
- ☐ Each form names the meeting place, day, starting time, and ending time.
- ☐ Each form states the child’s approved arrival and departure arrangement, checked by the parent.
- ☐ Forms are kept by the local sponsoring group. They are not sent to It All Points to Jesus.
- ☐ The sponsor has decided who may access the forms, how they will be stored, and how long they will be kept, and keeps them stored securely.
- ☐ Leaders know which families have withdrawn a child, and that child no longer attends. Withdrawal is honored immediately, without question, fees, or delay; for released time, the school is notified of the schedule change.

If a child arrives without a signed form: welcome the child warmly, explain with kindness that the form must come first, and do not admit the child to the meeting until the signed form is in hand. Guide the child safely back to the school administration office or their pre-authorized school study hall. The child is never turned away in spirit — the door stays open, and they may join as soon as the form arrives.

Travel and physical safety

- ☐ The walking or transportation arrangement is written down before the first meeting: how each child arrives, where leaders receive them, how each child leaves, and who is responsible at each step.
- ☐ The exact walking path or vehicle transit route between the school building and the meeting site is mapped and documented.
- ☐ Walking lines are staffed with adult volunteers positioned at both the front and the rear of the group, wearing identifiable safety vests or badges.
- ☐ No part of the travel arrangement is left assumed. If the route or the responsible person changes, the parent or guardian and the leaders agree to the new arrangement in writing first.
- ☐ Leaders receive and release each child according to the arrangement on that child's permission form.
- ☐ The meeting room has been checked: verified working smoke alarms, unblocked emergency exits, clean restroom facilities, and an accessible first-aid kit.
- ☐ A severe-weather and emergency plan is established, and emergency phone numbers for all parents (from the sponsor's own form section) are easily accessible to leaders on site.

Materials ready

- ☐ The week's sheet and readings are ready.
- ☐ A way to play the day's film, with the words on screen, is tested and working.
- ☐ Printed Bibles are available for children who want to follow along in them.
- ☐ The standing question — **"What stood out to you today?"** — is written where every group can see it.
- ☐ Group role cards or a role list are ready: Reader, Question Keeper, Summarizer, Encourager.
- ☐ The group progress chart is ready, and it will stay at the meeting site. The sponsor knows what information it records and who can see it.
- ☐ Hard Words First is prepared: the week's two or three hardest words, their syllable breaks, and their pocket meanings.
- ☐ If the site meets once a week, the week's anchor film is chosen in advance.

- ☐ The season’s closing music is ready, with the music block kept at the end of the meeting.

Before the first family is invited

- ☐ The parent-consent form has been read aloud by a leader who did not write it, and every bracketed line has been filled in.
- ☐ The invitation is plain and unpressured: what the program is, where it meets, when it meets, who leads it, and how a parent gives or withdraws permission.
- ☐ All invitations spoken in the community remain purely invitational, polite, and completely free of coercion or pressure.
- ☐ The sponsoring group has confirmed venue permission, insurance, emergency contacts, pickup and release procedures, background-check standards, and accessibility arrangements for its site.
- ☐ The sponsoring group has checked any local rules that apply to released-time programs and any school or district procedures it must follow.
- ☐ Photo and video permissions, if photos or videos are planned, are handled separately by the local sponsor.
- ☐ No child is invited to attend before the sponsor has completed its required preparations and received the signed permission form.

Completed by (site director): _____

Date: _____