



Parent Handbook





Dear Awana Families,

We are glad to have your child(ren) in our Awana Clubs! Awana is fun with a purpose - to reach boys and girls with the gospel of Christ and train them to serve Him. Awana is an international ministry in over 110 countries, and participating in Awana is a wonderful way for your child to grow deeper in their faith and knowledge of God. They will learn and memorize God's Word (and you'll memorize a lot too!).

What are the AWANA Clubs?

Awana offers different clubs depending upon the age of the children. Home school children should be placed in class with children of the same age.

Puggles – designed for 2 year olds that have turned two by September 1st. The focus is on learning respect for God and His creation.

Cubbies – designed for 3 and 4 year olds for the two years before attending kindergarten. Children must be 3 by September 1st. Classes are co-ed, and focus on learning respect for God the Father, Jesus, and the authority of God's Word.

Sparks – Designed for Kindergarten through second grade students. Children in the Kindergarten class must be 5 by September 1st and be enrolled in kindergarten. Classes are co-ed. Sparks focus is to take Clubbers through the Bible from Genesis to Revelation in three years.

T&T (Truth & Training) – T&T engages third-grade through fifth-grade by answering their questions about God and the Bible, guiding them through this pivotal life stage to grow in Christ's grace.



When & where does Awana meet?

Pizza will be served from 5:30pm to 5:50pm. Awana is from 6:00pm – 7:30pm on Wednesday evenings. For security purposes, please be sure that ALL of your children are checked in using our electronic check-in system. Check in stations are located just inside the Children's Building. We do our best to start and end on time so please be prompt in dropping off and picking up your children. You will need a Security Tag from the leader to pick up your child. (See check In and Out Procedures on the next page). Please let us know where you are. If you leave the building during Awana, we need to be able to reach you in case of an emergency.

In case of an emergency: If we need to evacuate the building, do not attempt to pick up your child at their classroom. We will lead all the children to a safe location; please do not leave with your child until an "all clear" has been given. We need to be sure that all children are accounted for, and avoid having rescue teams looking for children who are already out of the building.

How does Awana start?

It starts with our pledges:

Pledge to the American Flag

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Pledge to the Christian Flag

I pledge allegiance to the Christian Flag and to the Savior for whose kingdom it stands. One brotherhood, uniting all mankind, in service and love.

Pledge to the Awana Flag

I pledge allegiance to the Awana flag, which stands for the Awana clubs, whose goal is to reach boys and girls with the gospel of Christ and train them to serve Him.

Pledge to the Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

The Awana Cheer

Leader: What does Awana stand for?

Responses: Approved workmen are not ashamed.

Leader: What is the first goal of Awana?

Response: To reach boys and girls with the gospel of Christ.

Leader: What is the second goal of Awana?

Response: To train them to serve Him!



Check In and Out Procedure

The following policy is designed to keep our kids safe. The size of our church requires us to take extra caution in regards to the children in our programs. Please help our staff by enforcing the procedure and not making exceptions. If there are any questions or concerns about this procedure please direct them to the director.

All families are required to check in using their last name or phone number at one of our check in stations.

Each child checked in will receive a name tag. Children are required to wear their name tag.

Parents receive a guardian receipt while printing their child's name tags. Each family is assigned a number printed on each name tag and guardian receipt.

During pick up, the guardians match the number on their receipt with their child's name tag.



What do children do at Awana?

The club meeting is divided up into three parts: Game Time, Handbook Time and Council/Large Group Time.

Game Time - The clubbers have fun while learning to be a part of a team. The games are designed to allow each child to participate and encourage team spirit.

Handbook Time – Each clubber will be provided a handbook. With the exception of Cubbies, clubbers work at their own pace to complete the book (Cubbies progress at the same pace each week). Handbooks are designed to be able to be completed at home by Clubbers by the end of the Club year in May. During Handbook Time, leaders work with small groups of Clubbers to listen to them recite the sections they have prepared, and discuss the meaning of the verses they have learned.

No matter what age your children are, they will need help with their Bible memorization. Encourage your child to work on their books during the week, so they are prepared on Club night. Cramming in the car on the way to church may produce a memorized verse for the short term, but usually won't be retained for the long term.

Section Completion Standard: A child needs to recite the required material in the handbook section to their leader. Children will be given a maximum of two "helps" or prompts per section. That means only two hints are provided to complete all the required work and verses exactly as they appear in the text. For older children, sections may include more than one verse and the references must also be learned. Leaders are not permitted to sign the handbooks of their children or relatives, nor should parents sign their child's handbook sections at home (with the exception of Cubbies handbooks, in the designated sections).

Clubbers must complete all handbook requirements to earn the book award at the end of year. For Sparks and T&T handbooks, completing roughly two sections per week (which for most children requires about 5 or 10 minutes of study each day during the week) is enough to complete the handbook during the year.

Large Group Time – In Large Group Time, Clubbers come together to learn a Bible lesson or hear from a guest speaker. In our Awana Club, Clubbers hear the gospel message every week in large group, as well as ways to apply truths of Scripture to daily life and gain tools for Biblical living.



Club Standards

We ask that you do not bring Clubbers who have active colds; please make sure clubbers are fever, vomiting and diarrhea free for 24 hours prior to coming.

We expect them to obey their leaders, stay with their group, and not wander around the church building unsupervised.

Like all Awana Clubs, we observe the "5-Count" and the "3-Count" Awana Discipline Rules. (See Club Discipline Rules on next page) If a leader needs a group of children to quiet down for a lesson or instruction, the leader will raise his/her hand and begin to count to five. Children are to immediately come to order. Children not in compliance with the 5-count will receive a warning, the first under the 3-Count.

Clubbers should:

1. **Be on time.**
Pizza starts at 5:30pm and will stop being served at 5:50pm. Club starts promptly at 6:00pm.
2. **Be in Uniform.**
Clubbers should wear their uniform vest or shirt and gym shoes.
3. **Be Prepared.**
Clubbers and parents should spend time working on the handbook sections at home and should bring their handbook ready to complete sections.
4. **Be Respectful.**
Clubbers are expected to listen to leaders and to follow directions.

AWANA Clubs annual enrollment registration fee

\$25 for the first two children and \$10 for each additional child in the family. This is an annual enrollment fee.



CLUB DISCIPLINE

Discipline begins with the opening ceremony and is part of every aspect of the club. There are three types of discipline as it pertains to Awana Clubs.

The Five-Count should be used any time during the club meeting when clubbers are getting out of control or when you need to refocus their attention. The person in charge begins to count to five slowly and loudly enough to be heard. Clubbers should stop talking and direct their attention to the person counting. If the clubbers are at Game Time, they should line up on their color line, in order. The goal is for everyone to be quiet before the five-count is finished. The best way to ensure clubbers do this is if leaders set the example. That means you too should stop talking and direct your attention to the person in charge.

The Three-Count is an individual punishment and should be used when a clubber deliberately misbehaves or distracts other clubbers. A clubber receives a warning, or "one", from a club leader when they misbehave. If the clubber misbehaves again during the same club meeting the leader will give them a "two." At this point the clubber will be removed from the room and taken to the director. The director will discuss with the clubber what they have done wrong and what will happen if the behavior continues. IF the clubber misbehaves a third time, the director may bring the child to the commander, and if needed, the clubber's parent will be called. The director, or leader, should explain the reason for removal to the parent and encourage the clubber to return to club when he or she can behave appropriately. Remember to respond with grace and love. The purpose of discipline should always be to help the clubber improve.

Positive Discipline should be used every chance you get. Instead of emphasizing punishment for bad behavior put emphasis on awarding good behavior. Be quick to compliment clubbers and teams that display disciplined behavior.



Puggles – 2 year olds

Awana Puggles is a Club for children that are 2 years old as of September 1st. Specifically, Puggles focuses on supporting parents and Oakwood in training these preschoolers Respect – for God, for His Creation, and for His Power.

Puggles recognizes the learning ability of 2-year-olds by introducing Biblical Precepts at church and equipping parents to teach them at home. Twos love having their very own Awana club just like the older Clubbers!

In Puggles, children are welcomed each week with play time, music and simple activities. Leaders present age-appropriate lessons using large, colorful teaching cards, finger puppet plays and more. Lessons teach and reinforce four basic Biblical Precepts:

- God Made Everything
- God Saw That It Was Good
- God is Love
- Give Thanks

Special Puggles At-Home cards that correspond to each week's lesson help parents nurture their child's faith at home. Participating in Puggles will give your child a head start on the path to loving and following God for life.





Cubbies – 3 and 4 year olds

Awana Cubbies is a weekly club for preschoolers in the two years prior to kindergarten and they must be 3 years old by September 1st. Our purpose is to help your children take their first little steps on a lifelong spiritual journey.

In the Bible, parents are instructed to teach their children about God's ways...in routine activities...passing along their faith, little by little, day by day. The Cubbies program is designed to help leaders and parents in this critical role.

The teaching begins at home. Each week, the parents help their Cubbie complete the scheduled Bear Hug. Each aspect of the Bear Hug reinforces the same Bible truth. At club, we will center everything we do on the same truth that you have worked on at home. Our story, games and activities will reinforce the teaching your child has received from you. By creating this partnership, we hope to really "cement" that week's truth into our Cubbies' minds!





About the Cubbie Materials...

APPLE ACRES ENTRANCE BOOKLET

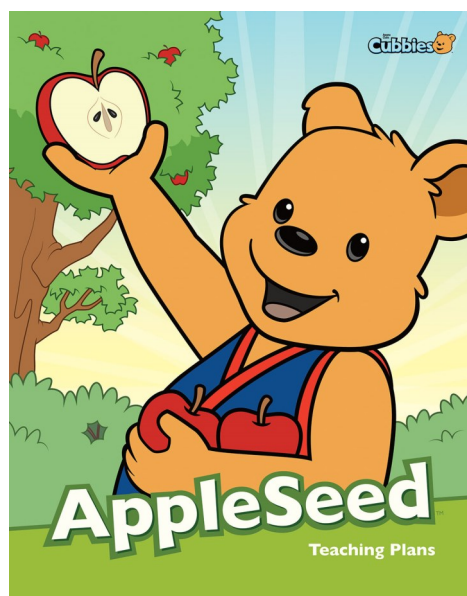
This brochure is the first part of Cubbies, and contains two “Bear Hugs” as well as basic information about the Cubbies program. All Cubbies must complete this booklet before they receive their handbook and are allowed to wear the vest.

APPLESEED HANDBOOK

This handbook includes stories from the “Apple Acres” apple farm, Biblical teaching, and memory verses – all divided into weekly Bear Hugs focused on teaching Cubbies respect for God, His Son, and His Word. Cubbies are to complete each week’s Bear Hug at home as background for the teaching at club the following week. They then recite the memory verse to their leader at club during Handbook Time. Completing every Bear Hug in the book over the course of the year (one Bear Hug per week), earns the Cubbie AppleSeed Book Award at the end of the year. Each Bear Hug also contains an extra credit “Under the Apple Tree” section. The fun Under the Apple Tree activities at the end of each Bear Hug in the handbook are optional, and are not required for book completion or for the end-of-year book award.

Cubbie Memory Work Order:

Each Cubbie must complete the Apple Acres Entrance Booklet before work in the Appleseed Handbook may begin.





Requirements for Cubbie Memory Work:



- Cubbies are allowed two “helps” per Bear Hug. A “help” is assistance in the form of between one and four words provided by the leader to help the Clubber remember and recite the verse.
- Bear Hugs must be recited at one session. If there are two verses in the Bear Hug, both must be recited at one session and in the order they appear.
- Four year olds must recite the verse AND reference. Three year olds are encouraged to recite the reference, if they are capable, but are not required.

Again, memory verses are to be learned at home and then recited during Club – leaders will not spend much time “teaching” the verses in Club. For Cubbies, just 3 or 4 minutes spent on the weekly Bear Hug verse each day is usually more than enough for them to learn it.

Tips on How Parents Can Help their Cubbie



- Establish a regular time to work on the Bear Hug with your child...many families work on verses at the dinner table after a meal, or early in the morning, for example.
- Read each week’s Bear Hug story, Bible lesson, and verse to your child and follow the simple instructions in the Handbook. Use the included audio CD in the back of the Handbook to add to the story depth, and to help your child learn the memory verse.
- Listen to your child recite the verse and sign your name in the Handbook. Remember to be encouraging! Only one Bear Hug should be done per week. The Cubbies will all recite the same Bear Hug each week.
- Find a special place at home to keep your child’s book and vest, so it can always be found on Cubbies night. Be sure your child wears their vest to club. The vest is where their awards are displayed; proudly wearing the vest motivates them to learn and work in their books.
- Bring your child to club on time, so we can begin and end promptly.



Sparks - Kindergarten through Second Grade

The Sparks ministry builds on the material taught in Cubbies. Focused on teaching Wisdom, the aim of the curriculum is to take clubbers a step deeper into God's Word while giving them the opportunity to hear the gospel and come to faith in Jesus Christ. A Sparkie must be 5 years old by Sept. 1 and enrolled in Kindergarten to start. Please enroll your child in the correct grade. If your child is not attending kindergarten yet, please enroll them in Cubbies. It is a lot easier to repeat a year in Cubbies than in Sparks.



All students starting in Sparks (no matter what grade) need to complete the Flight 3:16 Entrance Booklet before they can receive their handbook or purchase the uniform. All Sparkies, regardless of grade, start in the HangGlider handbook (the Sparks 1st book).

HangGlider Series

The HangGlider handbook is the first in the Sparks series. The HangGlider handbook covers the Old Testament from Creation through Joshua. The handbook contains a CD which includes Bible biographies and a timeline.

WingRunner Series

This is the second book in the Sparks series. This handbook explores Judges to the birth of Christ. The handbook contains a CD which includes Bible biographies and a timeline.

SkyStormer Series

This is the third book for Sparkies. This handbook focuses on the New Testament, covering the life of Christ to Revelation. The handbook contains a CD which includes Bible biographies and a timeline.



Kindergarten Progression

Flight 3:16, HangGlider handbook, HangGlider review (either in the handbook or by purchasing the HangGlider Frequent Flyer Cards), additional Frequent Flyer memory verses contained in the HangGlider Frequent Flyer Cards purchased separately.

A Kindergarten student must stay in the HangGlider series for the club year. They may not progress into the WingRunner Series. To help clubbers achieve this we encourage them to try and say two sections per night.

First Grade Progression

A new first grade Sparkie must complete the Flight 3:16 Entrance Brochure. The Sparkie then proceeds to work on the HangGlider handbook. If the Sparkie wishes to complete additional material, he/she may go into the WingRunner Series. They do not complete the review or Frequent Flyer cards of the HangGlider Series. A Sparkie who is in first grade and who has completed the HangGlider handbook will start in the WingRunner series. Sparkies complete the WingRunner handbook, WingRunner review (either in the handbook or by purchasing the WingRunner Frequent Flyer Cards), additional Frequent Flyer memory verses contained in the WingRunner Frequent Flyer Cards purchased separately. A First grader may not move into the SkyStormer Series. To help clubbers achieve this we encourage them to try and say two sections per night.

Second Grade Progression

A new second grade Sparkie must complete the Flight 3:16 Entrance Brochure. The Sparkie then proceeds to work on the HangGlider handbook. If they wish to complete additional material, the Sparkie may go into the WingRunner handbook. If time allows and the Sparkie would like to work on additional material, he/she may complete the SkyStormer handbook. A Sparkie who is in second grade and who has completed the HangGlider handbook and the WingRunner handbook will start in the SkyStormer Series. Sparkies complete the SkyStormer handbook, SkyStormer review (either in the handbook or by purchasing the SkyStormer Frequent Flyer Cards), additional Frequent Flyer memory verses contained in the SkyStormer Frequent Flyer Cards can be purchased separately. Any second grader who is “catching up” may complete any/all of the three of the handbooks one time through. If they complete all three they are eligible to earn the Sparky Plaque to be presented at the award ceremony. To help clubbers achieve this we encourage them to try and say two sections per night.



All Sparkies

As Sparkies work on their handbooks, they receive awards to be displayed on their uniform. Awards are described in the handbooks and they include patches, Sparks Pilot Wings, jewels, review patches and extra credit pins.

We ask that you pace your child to stay within the curriculum. Depending upon the amount of time left in the year will determine what supplemental memory work should be encouraged. Check with your child's leader for additional information. Please note: your child may not progress to the curriculum for the following year. Sparkies are encouraged to participate in the Adopt-A-Club program.





Truth and Training (T&T)

The name Truth & Training reflects the passion of Awana to teach 3rd through 5th grade boys and girls the truth of God's Word and to train them to follow Christ in their daily lives. This ministry helps clubbers build a firm foundation for their faith, hide God's Word in their heart and apply the truths of Scripture in their life. This ministry will help clubbers see the world through God's eyes.

Ultimate Adventure – 3rd and 4th Grade

When a 3rd or 4th grader joins for the first time, they first complete the Ultimate Adventure Start Zone Entrance Booklet. Regardless of age or grade, a new clubbers start with the Ultimate Adventure Book One. The curriculum is designed for the Clubbers to complete one handbook per year. However, if they do not complete a handbook in one year, they can work on it the following year before starting the next book. A clubber in the 4th grade who has finished Book 1 may go into Book 2.

Ultimate Challenge – 5th Grade

When a 5th grader joins for the first time, they first complete the Ultimate Challenge Start Zone Entrance Booklet. Regardless of age or grade, a new clubber starts with the Ultimate Challenge Book One. The curriculum is designed for the clubbers to complete one handbook per year. However, if they do not complete a handbook in one year, they can work on it the following year before starting the next book.

By the time a Clubber has completed all four T&T handbooks; he/she will have learned and reviewed 310 verses. Throughout the book are extra credit "Silver" and "Gold" sections. In addition, there are special, optional awards for Clubbers who can recite all the verses in their handbook in one sitting at the end of the year. There is plenty to keep your Clubber busy!





Club Awards

All Clubbers who progress in their handbooks will receive awards to be displayed on their uniforms. When a clubber completes a handbook, they are eligible to receive an award at the Closing Ceremony at the end of the club year.

All Clubbers present at the ceremony will be recognized and will receive a certificate.

All clubbers must complete all sections in their handbooks by the last night of Awana in order to receive an award at the Closing Ceremony.

Please notify us if your child has participated in an Awana club elsewhere and has received awards. We may require documentation to order the correct award for your child. Please make us aware of this early in the year. We do not want your child to be disappointed at the ceremony when your child receives the wrong award because we did not know about their previous awards.

Please help to pace your children during the club year to avoid massive memorization efforts in March and April. The goal is to encourage our children to learn God's Word and to get it as deep in them as possible! It is not about checking a box or receiving an award. Encourage your children to develop good habits of spending time in God's Word! It will come back to bless them in the years to come!





Cubbies Awards

Book Award – Cubbies AppleSeed Book Award

Sparks Awards

First book award – a green ribbon for completing the HangGlider handbook.

Second book award – a blue ribbon for completing the HangGlider and WingRunner handbooks.

Sparky Award Plaque – awarded for completing the HangGlider, WingRunner and SkyStormer Handbooks.

T&T

Alpha Award – a medallion on a yellow ribbon and an award pin. Awarded for the completion of any one of the 3rd - 5th grade books or manuals. Clubber must be in at least the 3rd grade.

Excellence Award – awarded for completion of any two of the 3rd - 5th grade books or manuals. Clubbers must be in at least the 4th grade.

Challenge Award - awarded for completion of three of the 3rd - 5th grade books or manuals. Clubbers must be in at least the 5th grade.

Timothy Award - Completion of all four books.

