

# AWANA Handbook

A Children's Discipleship Ministry of Highland Baptist Church



## Welcome

We are so excited to have you in the Highland AWANA club!

This AWANA Parent Handbook is designed to introduce you and your child(ren) to AWANA and provide important dates and communication.

**AWANA** stands for “Approved Workman Are Not Ashamed”, from 2 Timothy 2:15 – “Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the Word of Truth.”

Our prayer is that your child(ren) will come to know, love, and serve the Lord Jesus Christ. We look forward to working together with you to achieve this goal.

Thank you for entrusting your child(ren) to our care as we encourage them in their everyday lives and memorize God’s Word. AWANA teaches teamwork and cooperation among clubbers, and also strives to enhance a child’s self-esteem through awards and recognition.

**FOR THE SAFETY OF OTHER CLUBBERS AND VOLUNTEERS, IF YOUR CHILD HAS BEEN SICK IN THE LAST 24 HOURS, RUNNING A FEVER OR HAS DIARRHEA, PLEASE KEEP THEM AT HOME.**



HIGHLAND  
BAPTIST CHURCH

### Wednesday Nights

Check-in: 6:15-6:25 PM

Club: 6:30-7:50 PM

Pick-up: 7:52-8 PM



[hbcmoore.org](http://hbcmoore.org)

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**Our goal in AWANA**

**Leading children to**

**KNOW, LOVE, AND**

**SERVE Jesus Christ**

**To help your child grow in these areas through AWANA, please:**

- Encourage your clubber to come each week in uniform with his/her Bible and AWANA handbook!
- Help your clubber learn their handbook sections each week!
- Show an interest in your clubber's achievements!
- Be on time!

If there is anything I can do to help or encourage you or your children, please let me know.

**Pastor Rick**



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## **Club Check-in Time**

6:15 PM-6:25 PM

## **Club Meeting Time**

6:30 PM-7:50 PM

## **Parent Pick-up Time**

7:52 PM-8 PM

Please check your child in at the check-in table in the fellowship hall on the west side as the time indicates above. Clubbers earn AWANA bucks for being on time, so this is another opportunity for them to have more money for the store. We also start Opening Ceremony at **6:30 PM**. Therefore, if your child has not checked in by the time Opening Ceremony has begun, after checking in, please wait with your child after the prayer, pledges, and announcements are done before sending him or her with the rest of their age group as to not distract or disrupt what is going on.

We appreciate you being on time to pick up your child between 7:52-8 PM.

We know most of the kids have school the next day and it is time for everyone to get ready for bed.

**You will make new friends, play exciting games, enjoy challenging contests, earn awards, and learn important things. Here is a list of our age groups...**

### **Puggles (2-3 year olds)**

Puggles is an enriching program that present basic biblical concepts:

- We are a unique creation of God.
- God loves us very much.

Puggles teaches toddlers simple lessons through teaching cards, activities, music and more.



### **Cubbies (4-5 year olds)**

• Cubbies learn to develop respect for God, his Son, and his Word. Cubbies is fun with a purpose – to reach and train kids for Jesus Christ. Games, puppets, crafts, awards and other activities transform our preschool program into a lively weekly experience where fun and learning go hand in hand.

### **Sparks (Kindergarten - 2nd Grade)**

The Sparks program is firmly grounded in Scripture. The three handbooks feature:

- Basic truths about God, Jesus Christ, salvation and the Bible
- A clear and consistent presentation of the gospel message
- An increased emphasis on Scripture memory over our preschool materials. In three years, a child will learn and review over 65 verses, many of which cover salvation and key Christian doctrine, establishing a foundation of Biblical wisdom.
- Sparks are in different handbooks. Each child works through their handbook and his/her own pace.

### **T&T (Truth and Training) (3rd - 6th Grade)**

T&T teaches late elementary school age kids that salvation in Christ is the ultimate adventure! Kids in T&T learn that the Bible is true and they can firmly trust what it says. The handbooks include Bible studies and activities that allow children to go deeper into the subject matter.



Age 2



Ages 3 - 4



Grades K-2



Grades 3-6

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## This is how the night is divided up...

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### Club Segments

There are three different segments for each club. Each segment runs 20 minutes:

- **Handbook Time** is when clubbers recite the sections they have learned at home to their leaders. It is also a wonderful opportunity for leaders to teach clubbers the meaning of the verses they have memorized and how to apply what they have learned to their lives. **Two “helps” per section (not verse) = “one or two word hints”**. Helps can be offered by the leader if needed to help the clubber get signed off on his or her section.
- **Large Group Time** is when the clubbers hear a biblical message and Gospel presentation. The kids are challenged to take heart what is being told and consider how it relates to them and how to live it out daily as well as grow spiritually.
- **Game Time** is a fun time for all clubbers. They participate in games just for their age level for fun, to develop good sportsmanship, and to encourage clubbers to work as a team. Please wear close-toed shoes to AWANA club nights to participate in game time.

## Preparing Your Child Each Week for AWANA

Much of the success for your child is based on the encouragement and involvement of the family.

Below is a list of ways that you can help your child. *AWANA also has a website ([www.awana.org](http://www.awana.org)) with additional tips and ways parents can use AWANA to help their child develop spiritually.*

- **Cheer** your child on. Remember your child's spiritual development has eternal value rather than temporary value. Many times we get caught up in cheering them on more academically, musically, or athletically than we do spiritually.
- **Review** your child's book with them, encourage them to memorize scripture, and complete activities.
- **Use** the idea of AWANA rewards to motivate them but remember to motivate them by helping them understand the greatest prize is pleasing Jesus.
- **Rather** than making this feel like homework, please help your child understand more as time with God and having a time to study His Word and spend time with him.
- **Going** through AWANA can truly be great family fun and a great excuse for you to spend time with your child in the morning or at bed time in the Word of God.

### Scripture Memory Tips:

- Learning verses to a familiar tune assist with retention and can make memorizing fun!
- The audio to accompany AWANA handbooks may be downloaded to assist your clubber in scripture. The audio link can be located at [hbcmoore.org](http://hbcmoore.org). In some cases, a CD is already in the back of the handbook.
- Incorporating the verses your clubber is working on into family devotions or dinnertime prayers will provide extra practice and assist in retention.
- Taking time to discuss the meaning of verses with younger children will help them commit it to memory because it will make more sense.
- Ask clubbers about the meaning of the verse they learn and then discuss briefly.
- **AVOID** last minute memorization of trying to learn a new verse just prior to class. This may cause young clubbers to feel unnecessary pressure and miss the joy of truly learning God's Word.
- Allow your child to work at his/her own pace, but encourage a one verse per week minimum with 2 sections per week max for Sparks and T&T.
- Handbook time is designed for AWANA leaders to listen to each clubber recite the verses memorized from the prior week. Thus the scripture memorization portion is primarily to be done outside of class. However, our AWANA leaders strive to provide extra assistance when needed. It is our desire to help all clubbers feel successful in learning God's Word.

**In order to have a safe and enjoyable environment, our club has established these guidelines. Please read and discuss the AWANA Code of Conduct with your child(ren).**



#### **AWANA Code of Conduct**

1. I will treat everyone with courtesy and respect.
2. I will treat personal and church property with respect.
3. I will create and maintain a positive and safe environment.
4. I will come to AWANA prepared for learning.
5. I will act responsibly and accept consequences for my actions.
6. I will help everyone in AWANA feel capable, connected, and contributing.

#### **AWANA Club Rules**

1. Walk at all times (except during games).
2. Remain with your leader at all times during club.
3. Remain in the church building at all times. If you need to leave early, the parent must come to the check-in table to check you out.
4. Wear your complete AWANA uniform with all awards, unless it is a costume-type theme night for which it is not possible. (*Uniforms and handbooks will be given to clubbers after they have completed the entrance booklets; most likely on the 2nd or 3rd week of club.*)
5. For fun and for your safety, you must wear closed-toed shoes. There will be running during game time.
6. We strongly encourage wearing pants or shorts-no dresses. If girls wear a dress, then wear shorts underneath.

**AWANA 5-count** is used to get all clubbers' attention. The director or leader who is in charge will begin to count aloud, slowly from one to five. When clubbers hear this count begin, they should immediately be quiet and give their full attention to the one in charge. **DO NOT COUNT WITH THE LEADER.**

#### **AWANA 3-count (For individual clubbers)**

**1-count:** Verbal warning from leader

**2-count:** Verbal warning from director

**3-count:** Clubber will miss 5 minutes of game time and parents will be notified.

*Repeated negative actions by clubber each week will result in parent contact and the child may be advised to not return to club for two weeks until he or she can follow club rules or parent may be asked to sit in with child during club.*

## **Child Registration**

All parents/guardians (new club members and returning members) must fill out the AWANA Registration form or complete the online version of the AWANA Registration form ([www.hbcmoore.org](http://www.hbcmoore.org)) prior to club participation.

New clubbers will begin in an entrance booklet that they will receive on their first night of AWANA. This booklet is the first step in AWANA achievement. We hope you will help your child complete this booklet within three weeks. When the booklet is finished, your child is eligible to wear an AWANA uniform and earn awards for achievement. Clubbers will receive uniforms and handbooks after entrance requirements have been met.





## AWANA Club Dues:

In order to help offset the cost of the AWANA ministry, we ask that each clubber pay a flat fee of \$25 per club year. Alternatively, parents may choose to pay this fee by sending “dues” each week when the child checks in at registration until the \$25 has been paid. This \$25 fee covers book, awards, bag, and uniform. Should your child lose their handbook or advance to another book mid-year, the cost is \$10 for us to get another. **(May be additional cost for lost uniform \$10-\$20.)**

## Nightly Registration:

All parents and guardians should report with their clubbers to the Registration table for check-in. At this time, the parent or guardian will be given a “pick-up” tag. This tag is to be brought back when you pick up your child between 7:52-8 PM each week. For the safety and security of your child, we will not release children to siblings or other adults. Only if we are properly notified at club that a different person will be picking up your child, will we then release he or she. After the check-in process is done, Puggles and Cubbies will be escorted by one of our leaders to their classroom before Opening Ceremony begins. Sparks and T&T will remain in the fellowship hall on their designated lines, supervised by other leaders, and wait for club to begin.

**When the Check-in team checks in your child each week, this is what we are looking for and ask:**

- In uniform (once earned)
- Handbook (once earned)
- Bible (we are happy to provide if he or she doesn't have one)
- Close-toed shoes (for game time)
- Participation in theme night (when applicable)
- Bring a friend

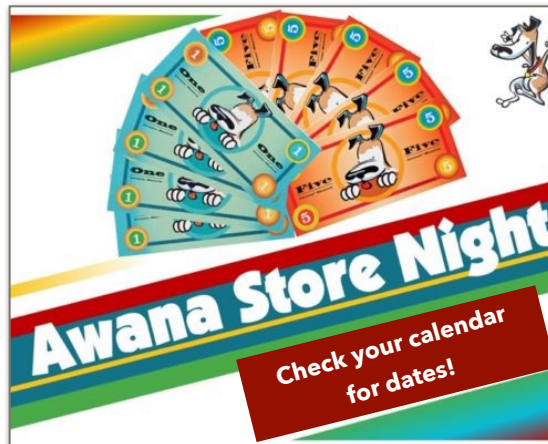


We quickly mark this off and this helps us determine how many AWANA bucks the clubber starts out the night with. This also teaches your child about responsibility for their belongings and accountability.

## Awards:

Clubbers will receive awards for their efforts in their handbooks. Clubbers may also receive points (and ultimately awards) for the following:

- Attendance at club meetings
- Attendance in Sunday School
- Sportsman-like conduct in game-time
- Good character in making others feel like they belong and being a good friend.



# Highland Children's Ministry Policies & Procedures

The following guidelines are intended to provide a framework of safety for both our children and our leaders as we seek to minister in Christ's name. The Bible directs us to be above reproach and avoid even the appearance of evil (Ephesians 5:3-11). In order to serve in a noble manner all the while safeguarding the lives of our precious children, our reputation, and the future ministry of Highland Baptist Church, we expect that all Highland 10:27 KiDz Ministry Workers adhere to the following policies and procedures.

If you have any questions, comments, or concerns regarding this, please contact the church office at 405 794-5432.

## Wellness

*For consideration of clubbers and volunteers, we ask that children who display the following symptoms within the last 24 hours not attend AWANA.*

- Fever of 100 degrees or higher
- Diarrhea or vomiting
- Runny eyes
- Inflamed throat or mouth
- Green or cloudy runny nose
- Croup, coughing, sneezing
- Skin infections (impetigo, Staff, boils, ringworm)
- Symptoms of childhood diseases (chicken pox, mumps, scarlet fever, measles)
- Workers are not permitted to dispense any medications. This must be done by parents only. We can only administer band-aids and ice packs.



**Parents,** please alert the Check-in team if your child is potty training so we can make note on your child's tag or alert the teacher. Please take potty trained children to the restroom before dropping them off to AWANA.

## For Your Peace of Mind...

- All teachers have completed a background check process which includes references.
- Walk around supervision is provided.
- A security system is in place for your child's safety.
- A nursing mothers area is provided.
- Toys and classroom equipment are disinfected between uses.



## **Keeping Up To Date With What Is Going On:**

The best way to keep up with what is going on in AWANA is to check the church website: [hbcmoore.org](http://hbcmoore.org). Also, keep the AWANA calendar on your refrigerator or somewhere that you can view at a glance.

Keep your eyes peeled for the weekly church bulletin on Sunday mornings as well. Lastly, go through your child's AWANA bag to find important announcements.

## ***Highland Baptist Church on Sundays and Wednesdays:***

**If you** do not have a place where you regularly attend church on Sundays, we would like to invite you to join us! At 9:15AM on Sundays, we have Sunday School for ages nursery through adult and our Worship Service and Kidz Church (Kindergarten-5th grade) at 10:30AM.

**We also** invite you to join us for adult Bible study on Wednesday nights at 6:30.