



# Parent Manual

## 2018-2019





Dear Awana Parents,

We are glad you have chosen to have your child participate in Waterloo Road Baptist Church's Awana program. Awana clubs meet Wednesday nights during the school year from 6:30 to 8 p.m. If you have other children, they are also invited to one of our Awana clubs, Preteen (Fifth & Sixth) Ministry, or Student (Seventh-Twelfth grade) Ministry, held at the same time at various locations in the church. We also have Adult Bible studies for you and there is childcare available for children from birth through two years of age if you are attending Bible Studies.

Our Awana Clubs are:

Cubbies	Three, Four, and Five year olds (must be Three by Sept. 1). Cubbies is designed for children to participate in the two years directly before they attend Kindergarten.
Sparks	Kindergarten through Second Grade
Truth & Training	Third and Fourth Grade

While your child is not required to attend other programs and activities at our church, all of our church services and opportunities are available to your family. We welcome you to the Waterloo Road family and look forward to studying God's Word with your family.

To help you understand Awana and how it works, we have printed this parent handbook. It is intended to answer the most commonly asked questions while providing you with helpful information. If you have any additional questions, please e-mail us at [emily@waterlooroad.org](mailto:emily@waterlooroad.org) or call me at 405.341.9024.

In Christ,



Emily Townley  
Childhood & Preteen Ministries Director  
Awana Commander



# Table of Contents

Club Leadership .....	1
Overview.....	2
Special Circumstances.....	2
Check-In, Check-Out .....	2
Attendance .....	3
Uniforms.....	3
Handbooks.....	4
Standards for Passing Sections/Segments.....	4
Cubbies Achievements & Handbook Schedule .....	5
Sparks Achievements & Handbook Schedule .....	6
T&T Achievements & Handbook Schedule .....	7
Discipline & Procedures .....	8
Club Standards.....	9
Special Events and Activities .....	10



# Club Leadership

## **Director, Childhood Ministries & Awana Commander**

Emily Townley, 650.8979

## **Associate Director of Childhood Ministries & Awana Vice Commander**

Shelly Johnston, 479.305.0190

### **Cubbies Director**

Amy Lawson

### **Sparks Directors**

Cindy Bergren

Lyle Sasser

### **T&T Director**

J.P. Davis

### **Game Director**

Brandon Thornbrue

Jeremy Townley

### **Music Directors**

Jenna Albarrán

Amanda Bowen

Jenna Weathers

# Overview

What is Awana? Awana is a Bible-based youth organization that provides a weekly club meeting for **three-year olds through fourth grade**.

The purpose of Awana is to reach boys and girls with the gospel of Christ and train them to serve him. The acronym Awana comes from the first letters of Approved Workmen Are Not Ashamed.

*Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the work of truth.*

II Timothy 2:15

An Awana club meeting consists of several parts, including time for Scripture memorization, games, achievements and a Bible story.

The first step in Awana achievement is completion of an entrance booklet. After completing the entrance booklet, your child will move on to the appropriate handbook and is eligible to earn more awards as a member of his or her Awana club.

## Special Circumstances

Please contact your child's leader if your child has any special circumstances.

Also, please let your leader and club director know if your child has any allergies or medical conditions that may hinder your child from participating in any activities.

## Check-In, Check-Out

All clubbers need to be dropped off between **6:15 and 6:25** p.m. Cubbies are dropped off in **PC 113** or **114**. Sparks and T&T clubbers are dropped off at the **PC Chapel**.

Children should be picked up in the child's designated handbook room by a parent or other designated person age 16 or older between **8:00-8:10** p.m.

**No child will be allowed to leave the church to meet a parent in the parking lot.**



# Attendance

Attendance is important for clubbers to complete a handbook in a year. Each quarter, clubbers are eligible for attendance awards. To receive the awards, attendance must comply with the following Awana standards:

- One unexcused absence per quarter of club is permitted.
- Up to two absences for sickness or vacation will be excused each quarter.

# Uniforms

Uniforms are an important part of Awana. They instill unity and pride, create a sense of belonging, promote a disciplined atmosphere and provide a place for awards to be displayed.

**Clubbers “earn” uniforms by successfully completing their entrance booklet. Upon receiving the uniform, the clubbers should wear it to every Awana meeting.**

Clubbers must be in uniform to receive their awards.

Due to an active game time, close-toed and close-heeled shoes are required and are considered part of the uniform. Any shoes other than close-toed & close-heeled shoes can be dangerous. Clubbers who are not wearing the proper footwear will not be allowed to participate in that evening’s Game Time.

**Uniforms must be paid for in advance.** Scholarships are available for those needing full/partial assistance. Additionally, “gently worn” uniforms will be for sale at a discounted price as they become available. If you are interested in either of these options, please contact the Awana Commander.

Uniform prices are:

Cubbies	\$12.00
Sparks	\$12.00
T&T	\$17.00

# Handbooks

To assist with Scripture memorization, all clubbers will need to purchase a handbook.

**When joining Awana for the first time or promoting to a new division (i.e. Sparks or T&T), clubbers will need to complete an entrance booklet. After completing the entrance booklet, clubbers will receive and proceed to the designated book in their club.**

It is best for handbooks to be **prepaid** so that they will be immediately available once the clubber completes his or her entrance booklet. Scholarships are available for those needing full/partial assistance. If you are interested in this option, please contact the Awana Commander.

Handbooks are \$12 per book.

## Standards for Passing Sections/Segments

- Handbook sections must be passed at club meetings, unless other arrangements are made with the club member's leader. **Parents who are leaders may not sign off sections for their child at home.** If a child misses a club night, he or she is welcome to set up a time to say verses to Ms. Emily or Ms. Shelly.
- Children must pass an entire section during one session.
- Clubbers must pass sections (not verses) with no more than two helps. A help equals three words or less or any other hint, such as a number or gesture. Children should come prepared to say their sections word perfect.
- Children must recite the reference and the verse. There is great value in knowing where verses are in the Bible and being able to find them.
- **Children must answer additional questions or complete activities within a section, if applicable.**
- Sections must be passed in order.

# Cubbies Achievements & Handbook Schedule

Cubbies receive an Apple Acres Brochure entrance booklet when they attend Awana for the first time. After finishing the Apple Acres Brochure, the children will have “earned” their handbooks and uniforms. Please print your child’s name inside his or her uniform.

All Cubbies work on one section per week. They do not work ahead, but they can work from behind if they start later in the year. However, they are still required to work on the current week’s section as well. Cubbies are scheduled to complete their book by the end of the year.

The first achievement section of the handbook section is the Trail Patch (either Appleseed or Honeycomb). Appleseed and Honeycomb handbooks are alternated each year.

Throughout the year, Cubbies will also earn apple patches after completion of a selected number of Bear Hug sections. The awards are to be displayed on their uniform. See the child’s handbook for specific placement of each award.

Attendance Awards are given at the Awards Celebration. To receive the awards, attendance must comply with the following Awana standards:

- One unexcused absence per quarter of club is permitted.
- Up to two absences for sickness or vacation will be excused each quarter.

During the Awana Celebration in May, Cubbies who completed their first year or second year handbook will receive an Award Ribbon. Clubbers who do not complete a handbook will receive a Participation Award.

# Sparks Achievements & Handbook Schedule

Sparks receive an entrance booklet when they attend for the first time. Upon completion of the Flight 3:16 entrance booklet, the child will have earned his or her Sparks uniform and the corresponding handbook and CD. Kindergarteners work through the HangGlider handbook, First Graders through WingRunner, and Second Graders through SkyStormer.

All Sparks will follow a set schedule this year to complete sections. They do not work ahead, but they can work from behind if they start later in the year. However, they are still required to work on the current week's section as well. This will allow most Sparks to complete their book by the end of the year as well as allowing for more in-depth study of the sections and the Bible concepts presented in the sections. For clubbers who wish to be more challenged, there are multiple extra credit options. Please see the Commander or Vice-Commander to determine a specific plan for your motivated clubber.

Most Sparks can complete a handbook in a year. Sparks may review their book for a review patch. Review sections may be completed once the current unit is completed (i.e. once Red Jewel 1 is completed, clubbers may say the review sections for Red Jewel 1).

For each handbook, the first achievement section is the Rank Path. After these eight sections are completed, Sparks earn their rank patch. Each handbook contains four Red Jewel and four Green Jewel sections. A limited number of sections require parent signatures. Sparks must complete all Red and Green Jewel sections in order.

Four Blue Jewels are awarded quarterly for attendance. To receive the awards, attendance must comply with the following Awana standards:

- One unexcused absence per quarter of club is permitted.
- Up to two absences for sickness or vacation will be excused each quarter.

At the Awards Celebration in May, Sparks who have completed one handbook will receive a First Book Award Ribbon. A Second Book Award ribbon is awarded to those who have completed two handbooks during their time in Sparks. A Sparky Plaque and pin are awarded to those who finish three handbooks. Sparks who finish the extra credit activities will earn a pin. Clubbers who do not complete a handbook will receive a Participation Award.

# Truth and Training

## Achievements & Pacing Schedule

Truth & Training clubbers receive a Start Zone entrance booklet when they attend Awana for the first time. The Start Zone contains sections similar to handbook sections. After completing the Start Zone, children are official Awana T&T clubbers and will have earned their handbook, uniform and award badge. The clubber should print his or her name on the back of the badge and on the front cover of the handbook.

The T&T curriculum alternates between two books, Evidence of Grace and Grace in Action. This year, ALL clubbers will be in the Grace in Action book and progress together through the book.

The T&T handbook includes four units. Each unit contains seven or eight sections. Upon completion of a unit, clubbers will receive the appropriate achievement award to be worn on the award bar.

It is anticipated that all our clubbers should complete the handbook this year (barring multiple absences or beginning the program mid-year). For those who want to be more challenged, there are multiple extra credit options. Please see the Commander to determine a specific plan for your motivated clubber.

Attendance Awards are given at the Awards Celebration. To receive the awards, attendance must comply with the following Awana standards:

- One unexcused absence per quarter of club is permitted.
- Up to two absences for sickness or vacation will be excused each quarter.

At the Awards Celebration in May, clubbers who have completed one book during their time in T&T will receive the Alpha Award and Pin. Clubbers who have completed two books in the T&T program will receive the Excellence Award Trophy and Pin. Clubbers who finish the extra credit activities associated with their handbook will also receive the extra credit awards. Clubbers who do not complete a book will receive a Participation Award.

# Disciplining Procedures

The purpose of disciplining procedures is to partner with parents to develop self-disciplined children within a nurturing and secure environment.

Teachers will:

- Redirect the attention of the child from the wrong choice being made (i.e. introduce something different to distract the child).
- Give the child one warning – making eye contact on the child’s level and explaining why the child’s choice is wrong (gently holding their hands/shoulders if needed to help the child focus). Children will be allowed to continue participating with a reminder to make right choices. Teachers will affirm right actions that follow.
- Approach the child on his/her second offense without delay. The teacher will again make eye contact on the child’s level and explain the consequence of his/her wrong choice (gently holding their hands/shoulders if needed to help them focus). The child loses his/her privilege to that particular activity and must choose something different.
- If a child continues to make wrong choices, the Director/Minister will be contacted.

Teachers will not:

- Leave a child or children unattended (e.g. isolation, removal to hallway or to a different room).
- Engage in physical punishment with a child (e.g. spanking, hitting, pinching, biting).
- Use verbal abuse (e.g. embarrassment, belittling, shouting, threatening, shaming).

Important Notes:

- Every class must have at least two teachers and the teachers will take responsibility for discipline issues and ensuring the safety of the classroom.
- If the child cries or throws a tantrum, the teacher will remind the child of his/her choice. Space and time will be allowed for the child to cry. It is acceptable for the child to express his emotions through crying, but it is not acceptable for the child to physically lash out. After sufficient time has passed, the child will be invited to join the others. Once the child has expressed his emotions, the child will probably re-engage in the planned activities.
- If behavior escalates beyond the control of the teachers or if other children are at risk, a parent will be notified immediately. The child will be removed from the classroom for the remainder of the session and returned to the care of his/her parents. The teacher will complete an incident report and give it to the Director or Associate Director of Childhood Ministries. On the same day, the Director or Associate Director will follow-up with the parent(s) to explain the situation and partner with them by discussing ways for guiding the child during class.

# Club Standards

Each Awana club follows the club standards below, which are designed to help ensure each clubber's experience in Awana is safe, fun and meaningful.

- In Awana, leaders and clubbers are taught to respect the "five-count." After every activity, the commander, director or leader in charge will begin counting from one to five. By the time number five is reached, each clubber is expected to be waiting quietly for instructions for the next activity.
- Respectful language is always expected before, during and after club.
- Clubbers should show care and respect for church property.
- Pushing, shoving and roughhousing are not allowed.
- Running is only allowed on the Game Circle during certain games.
- Chewing gum, phones, CD players and other personal items should be left at home and not brought to club. Because of the disruptions these items cause, leaders will confiscate any items brought to club. Parents can pick up the items after club.
- Game Time is a privilege. A portion or the entirety of Game Time may be revoked for a night by the commander or director.

# Special Events and Activities

(See the church calendar for specific dates)

## Adopt-A-Club

Each year, Waterloo Road Baptist Church's Awana clubs participate in Adopt-A-Club. Adopt-A-Club helps thousands of churches overseas that cannot afford to start or run an Awana program. Our clubbers' donations provide children around the world with the materials they need to participate.

On the registration form, clubbers can donate \$5.00 toward Adopt-A-Club. Donations can also be made throughout the year. See the Commander or Vice-Commander for more information. Each clubber who donates will receive an Adopt-A-Club patch at the Awards Celebration in May.

## Awana Awards Celebration

Each year in May, clubbers' family and friends are invited to the Awana Celebration, which is designed to recognize and reward clubbers for their hard work during the year. A short time of fellowship will follow.

## CrossTimbers Children's Camp

Each summer, CrossTimbers Children's Camp is for children who have completed third and fourth grade. CrossTimbers is an amazing time of Bible study, ropes courses, target sports, water activities, swimming, worship, missions' opportunities, and much more. Check out [www.bgco.org/crosstimbers](http://www.bgco.org/crosstimbers) for more information.

## Resurrection Revolution

Resurrection Revolution is a wonderful, family-oriented event for families with children ages birth through 4<sup>th</sup> grade. The best part about Res Rev is that families will get to experience a fun-filled rotation together with other families and friends! The Res Rev rotation includes high energy games, a memorable craft, candy, and an exciting Easter presentation. Come join us the Wednesday before Easter for Res Rev!

## Vacation Bible School

Vacation Bible School runs on a Sunday through Thursday from 6:30—8:45 p.m. during the summer! VBS is for children four years (and potty-trained) to 6<sup>th</sup> grade and it is an incredible time of learning about God and our relationship with Him. The 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> graders will be in their very own Preteen Week where they will transition from the City Kids Department to the Preteen Department and participate in lots of great activities.

On the Sunday after VBS, we have a Commencement & Luncheon where we celebrate with our families what God has done throughout the week.

## Fall Frolic

Fall Frolic is a great event for families from birth through 101! Fall Frolic is the last Sunday in October from 5-7 pm. We will have Trunk or Treat Cars, activities, and concessions on the front Parking lot. Non-scary, family-friendly costumes only please!

## City Kids Fun Days

Throughout the year, City Kids and their families get together for days of fun and fellowship. Activities include the Zoo, Science Museum, Pool Parties, Craft Days, Park Days, Bounce Houses, and much more. See the City Kids Newsletter for the current City Kids Fun Days.





3100 E. Waterloo Rd.  
Edmond, OK 73034

Phone: 405.341.9024

Website: <https://waterloroad.org/ministry/childhood/awana/>

E-mail: [emily@waterloroad.org](mailto:emily@waterloroad.org)