

# Eastern Hills Community Church



2009 - 2010

## Club Manual & Policies



**Cubbies**



**Sparks**



**T&T**

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# Eastern Hills' AWANA CLUB HANDBOOK

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*Items in this handbook are applicable to all Awana clubs held at Eastern Hills Community Church. Some items pertain to certain clubs. These sections are noted as to which clubs they are applicable.*

## ABOUT AWANA

The purpose of the Awana ministry is to reach boys and girls with the gospel of Christ and train them to serve Him. The Awana ministry at Eastern Hills works in unison with the other ministries at Eastern Hills to help your child learn about Jesus and to grow in Him. This is our goal and we use every aspect of club to work toward this goal. The specific activities are age-specific and therefore different for each club. Each incorporates three main sections: Games, Handbook Time (memorizing Bible verses and activities), and Large Group Time (or story time for Cubbies). Cubbies is broken down further to cater to the attention span of preschoolers. A main goal in games is obviously, to have fun! We also put very strong emphasis on teamwork, good sportsmanship, and encouraging others. This is a wonderful time for every child's self esteem as a variety of games are played with different skills in mind. Cubbies games are all non-competitive games. Handbook time is the same in all 3 clubs. Each club has one or more handbooks that the kids can work through each year. Most of the sections require some memorization of Scripture to pass and/or some require the child to complete some type of activity. Having the kids memorize Scripture has many advantages: It begins to get children in God's Word and to develop a love for it. It also begins to put verses in the child's mind that can come back to them in times they need them. Our goal is not to develop a "rote" (or empty) memorization program but rather, for children to learn of God's deep love for them and to develop a personal relationship with God through Jesus Christ. What better way to learn about God than through His Word! We put high priority on the child's understanding of the verses; and, as they are just children, review is an integral part of the program. Although Scripture memorization is a wonderful part of AWANA, it is not the only part. Our third major section is Large Group Time (for the older children) or Story Time (for Cubbies). In Cubbies story time, they will be introduced to many Bible Stories through sensory learning experiences. Large Group Time also includes Bible Stories and the Character Building lessons behind the Bible Stories. Awards are a big part of all the clubs as it helps kids to be motivated and awarded for their hard work.

\* If a parent would like extra resources to help their Sparks or T&T child in memorizing Scriptures, there are some resources available from AWANA: a CD (\$10) with all the verses in the handbooks set to song and flash cards (T&T - \$8) for each book. (Prices are subject to change.) If interested, see Lindsey Weatherford.

## AWANA MEETING TIMES

The Awana Ministry at Eastern Hills Community Church is held on Tuesday evenings from 6:15 pm – 8:00 pm.

Children cannot be allowed in the rooms before 6:15. Any leaders that are there early are preparing for club and supervision cannot be given to children until 6:15.

## AWANA CLUB AGE GROUPS

The Awana Ministry at Eastern Hills has the following clubs:

**Cubbies** – 4 year olds – pre-K

***Must have their 4<sup>th</sup> birthday on or before September 1<sup>st</sup> to participate in Cubbies  
And be potty trained***

**Sparks** –Kindergarten – 2<sup>nd</sup> grade

**Truth & Training (T&T)** –3<sup>rd</sup> - 6<sup>th</sup> grade

## INFORMATION / REGISTRATION

All children who participate in the Awana ministry at Eastern Hills MUST have a completed Information Form and Medical Release on file with the child's Awana leader.

## SECURITY

Parents of children in Cubbies MUST sign their children in when arriving at the child's room. Parents of Cubbies must also tell your secretary who will be picking your child up. Children in Cubbies have to be signed in and out. We will notify parents when a child is sick, fussy and not adjusting to the Awana night, or in rare instances for disciplinary reasons. ALL CHILDREN MUST be picked up by their parent at the conclusion of the evening.

Sparks and T&T children must check in with the Awana secretary at the beginning of the Awana night. Once the clubber has checked in, they must remain in the Awana room unless given permission by an Awana leader to leave.

**At the end of the Awana night, all parents are to pick their child up in their rooms.** No Awana child will be permitted outside without their parent. Our parking lot is often crowded on Tuesday nights. It is for this reason that NO CHILD will be allowed to leave their AWANA room without their parent or a leader. Please make sure that your child knows to wait for you (even if they have a sibling somewhere on the premises.) **This is for your child's safety** – please help us to enforce this.

## WHAT TO BRING TO AWANA

Your child should wear their designated uniform and comfortable shoes for running and playing. They should bring their Bible, Awana Handbook and their Missions offering (change for "Penny Drive").

Your child should not bring other items with them. If your child does bring something which does not pertain to Awana with them and a leader sees it, your child will be asked to put it away and keep it out of sight. If a leader sees the item again, the leader will confiscate the item until the end of the Awana club night.

There will be some nights where a special theme is being used and your child will be asked to bring a certain item(s). When this is the case, your child will bring information home with them that will have basic information about what they should bring.

## **COSTS**

The Awana ministry does its best to keep costs to a minimum, however there are a few costs associated when your child participates in Awana as outlined below:

**Dues:** Rather than having each child bring weekly dues (as other clubs do), we decided to have a one time, yearly due of \$15 per child, \$20 per family (After January, \$5 per child, \$10 per family). There are many costs to the church in order to provide AWANA clubs, and these help to offset them. (Aside from handbooks and uniforms, some of these costs include awards, AWANA store items, and supplies.) We realize that between school and other activities, many families have a lot of fees to pay at the beginning of the school year. With this in mind, you can pay these anytime between September and December. \*

### **Handbook and Uniform:**

\*(You will receive an "order form" with pricing for uniforms and handbooks as your child completes the requirements to "officially" become a part of the Awana club.)

#### **Cubbies** (4 years old – pre-K)

Handbook - \$9.00 / Uniform Vest - \$10.00

#### **Sparks** (Kindergarten – 2<sup>nd</sup> Grade)

Handbook - \$10.00 / Uniform Vest - \$10.00

*(Note: The new Sparks books come with a resource CD. These are not sold separately so replacements can only be obtained by purchasing a whole new book.)*

#### **Truth & Training** (3<sup>rd</sup> – 6<sup>th</sup> Grade)

Handbook - \$ 9.00 / Uniform - \$13.00

**\* We NEVER want finances to be an issue with or put a strain on any family. If your family is unable to afford any or all of the expenses associated with your child attending AWANA, please talk to your secretary or director (Eileen, Mandy, or Lindsey). Financial assistance and Scholarships are available through the Church for those who need help paying for AWANA dues, uniforms, and handbooks.**

## DISCIPLINE

Awana uses two counts, one for an individual and one for the group.

The “5-Count” is used to bring the group to order. As the leader counts to “5”, the children should become quiet and still.

The “3-count” is for an individual. The child is given a “one” the first time they have misbehaved and their action is discussed so they understand the inappropriate behavior. If the child continues to misbehave, then they receive a “two”. The child now sits down with their club Director to discuss their behavior. If the child continues to misbehave or be disruptive, they receive a “three”. When the child receives a “three”, the parents will be called and the child will need to be picked up, and will consequently have to miss the next AWANA night. A “three” will only be given as an Absolute LAST RESORT. We hope to Never have to use it.

The Awana leaders realize that there are many family situations that may affect a child’s behavior. We encourage you to let your child’s Awana leader know if there is any situation that may help us in ministering to your child. This helps the Awana leader to potentially minister to the child as opposed to just viewing a situation or action as a discipline problem.

Awana has only a few guidelines:

- Keep your hands to your self
- Proper speech – speak to others with respect
- Respect Leaders and others

## DRESS CODE

Children attending Awana should wear their uniform, comfortable clothing and “tennis” shoes in order to participate in the activities held on a typical evening. Some activities may be difficult to participate in wearing skirts, heels, flip-flops, sandals, dress shoes, etc.

## WELLNESS POLICY

As we all know, sickness can keep going around with children, affecting not only the other children in your child’s Awana group, but your family and other families as the illness goes “back and forth” between the children. Here is our established health policy for the Awana ministry.

**Children SHOULD NOT attend Awana if they have any of the following symptoms:**

- Fever – 100 degrees or higher within the last 24-hours
- Vomiting within the last 24 hours
- Diarrhea within the last 24 hours
- Runny nose if accompanied by other symptoms and/or colored discharge
- Bad Cough – coughing increases the chance of infection being spread to others
- Any rash that is suspected to be contagious
- If your child is prescribed an anti-biotic, they must have been on the anti-biotic for a minimum of 48 hours prior to attending Awana
- If your child missed school due to illness of any kind, they should not come to Awana that night.**

## **CANCELLATION POLICY**

Parents will be contacted as soon as possible by the contact numbers that they fill out on the Information Form for each child. We do not anticipate cancellations but in case of severe weather, illness, or other unpredictable circumstances, we will do our best to keep you informed.

## **TEAM POINTS** (*Sparks/T&T Clubs*)

Each child is assigned to a “color” team (red, blue, green or yellow). Each child earns points for their team by the following each night:

- Attendance
- Wearing their complete uniform
- Bringing a friend
- Passing handbook sections
- Attending Church the Sunday prior to Awana (*can be at any church*)
- Bringing their Bible
- Bringing their Awana Handbook
- Bringing a missions offering
- Game-Time Performance/Participation

Each night, there is one winning team and each child on the winning color team receives one Awana buck.

## **AWANA STORE** (*Sparks/T&T Clubs*)

Children can earn Awana bucks (Awana money) by completing most of the activities listed above as well as many other things (good sportsmanship, participation, helping others, etc.) These shares can be used in the Awana Store to “purchase” various items. We have implemented a banking system that worked very well in past years. Any Awana dollars they receive can be turned into the bank. When Awana Store Night opens once a quarter, they will be given all their Awana bucks to spend and any left over can be put back into the bank to save for the next store. A child does not have to use the banking system. If they want to hold onto their Awana dollars, they can. Any lost bucks will not be replaced.

Note: We will be having a store in December where the children will have the opportunity to use some of their shares to buy gifts for other children in Clallam County that would otherwise not have gifts at Christmas. Any items that children choose to purchase for that will go to our “Santa’s Express.” Santa’s Express collects gifts throughout the month of December for parents and grandparents who need a “hand-up” at Christmas. We then have a Saturday in December when parents can come and receive free gifts to give to their children at Christmas.

## **MISSIONS**

Jesus commands us to “Go and teach all nations...” The Awana ministry at Eastern Hills Community Church encourages the children to bring an offering for missions each week. We have a Penny Drive (a competition between the boys and girls). The money is given (usually in the form of a gas card) to our AWANA Missionaries. Our AWANA Missionaries serve all the AWANA clubs in the Western Washington area. They help to start new clubs, train leaders, and organize multi-club events. They are Faith-Supported, meaning they do not receive any kind of “salary” from other sources.

There will be nights where there is an emphasis on missions, focusing on needs of other countries and missionaries. With this emphasis on missions, it is our prayer that the children will grow with a desire to serve and to help missions work, reaching others for Christ.

## **ABOUT EASTERN HILLS COMMUNITY CHURCH**

Eastern Hills Community Church is a Non-Denominational, Bible based Church. We offer children’s ministries as well as youth and adult ministries. If you would like more information, you can contact the church office (360.681.4367) or visit the church web site at [www.ehcchurch.org](http://www.ehcchurch.org).

We invite you to attend our worship services Sundays at 9:00 am and 11:00 am.

### **Church Contacts**

Church Office – 681.4367, [churchoffice@ehcchurch.org](mailto:churchoffice@ehcchurch.org)

Pastor – Mark Weatherford, 681.4367(church) or 477.1965 (cell)

### **AWANA Contacts:**

Commanders: Mandy Sorensen, 477.1943  
Lindsey Tollefson, 477.1961

Directors: Cubbies: Eileen Butler, 683.4564  
Sparks: Mandy Sorensen, 477.1943  
T&T: Lindsey Tollefson, 477.1961

# Club Calendar 2009/2010

September	22: Registration 29: First Club Night
October	13: Parent Night 27: Pirate/Treasure Hunt
November	10: Honor our Military Night 17: Operation Shoebox Night (Missionary to Africa) 24: NO CLUB (Happy Thanksgiving!)
December	1: Turn Your Leader into a Snowman 15: Bad Hair Night (Store Night*) 22: NO CLUB (Merry Christmas!) 29: NO CLUB (Merry Christmas!)
January	12: Hobo Night 26: B.A.R.F. (Bring A Real Friend)
February	2: Luau/Beach Night 16: Awana Missionary
March	9: Stump the Pastor (Talent Show Registration*) 16: Mystery Night 31: Talent Show
April	6: NO CLUB (Spring Break) 13: Favorite Book Night (Store Night*) 20: Drive-In Party 27: Award Ceremony

\*Cubbies do not participate

*Dates are subject to change. Notes will be sent home with your child as reminders of upcoming events.*