

PARENT HANDBOOK



springhillschurch.org

1820 Newark-Granville Road – Granville – Ohio 740.587.1200

Our Awana Club has no Registration Fee. However, dues of 50 cents per child per regular Awana Night are assessed to help offset club costs. Dues for the 2019-20 Awana Club year will be \$13.50 per child and may also be paid for the entire year. Dues schedule for each month are as follows:

SEPTEMBER	\$1.00	JANUARY	\$2.00
OCTOBER	\$2.50	FEBRUARY	\$2.00
NOVEMBER	\$1.50	MARCH	\$1.50
DECEMBER	\$1.50	APRIL	\$1.50

Items such as Handbooks, Uniforms, and Handbook Bags, are asked to be paid for before items are ordered or distributed.

We do not want finances to ever be a barrier to a clubber participating in Awana. If a financial burden exists or the ability to pay in a reasonable amount of time is of concern, please contact the AWANA Ministry Directors for options or to discuss your particular need.

Nursery

We are currently seeking volunteers to serve on the Wednesday evening childcare team, which supports AWANA volunteers who have children younger than 2 years old. Are you interested? Please reach out to us today and we'd be glad to share more information.



"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."

2 Timothy 2:15

"But we all, with unveiled face, beholding as in a mirror the glory of the Lord, are being transformed into the same image from glory to glory, just as by the Spirit of the Lord."

2 Corinthians 3:18 (NKJV)

"For "who has known the mind of the Lord that he may instruct Him?" But we have the mind of Christ."

1 Corinthians 2:16 (NKJV)

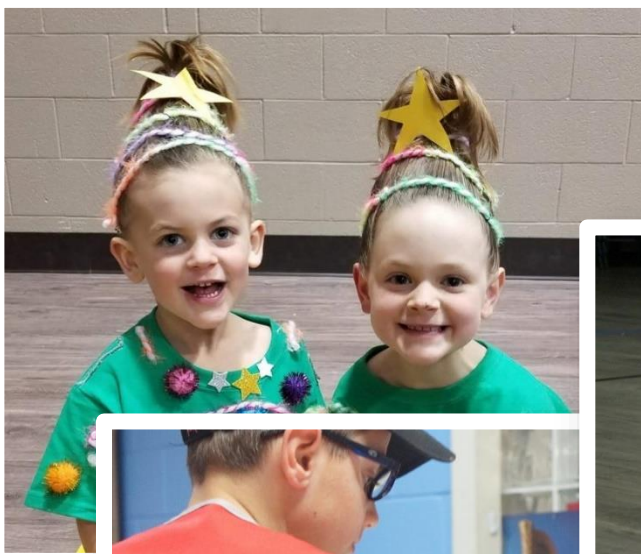
"Fix these words of mine in your hearts and minds; tie them as symbols on your hands and bind them on your foreheads. Teach them to your children, talking about them when you sit at home and when you walk along the road, when you lie down and when you get up."

Deuteronomy 11:18-19 (NIV)

"...I will put my laws in their mind and write them on their hearts; and I will be their God, and they shall be My people."

Hebrews 8:10b (NKJV)

Snap Shots!



Welcome to Awana!



Greetings in Christ AWANA Families,

As we gather again to embark on a new AWANA Club year, we would like to extend our deepest, and most sincere "Welcome!"

While AWANA is a ministry focused on children, we pray that you as parents and leaders will also be affected by the truth that is God's unending love. Each week may your hearts be forever changed with the knowledge of Jesus Christ. That He will use your time and talents to help lead our AWANA clubbers to His saving grace.

We look forward to another wonderful year, filled with exciting themed nights, as well as, family-oriented outings. All while growing a closer relationship with Christ, furthering His Kingdom one heart at a time. It is the mission of Awana to grow children toward an everlasting relationship with Christ and we are so very happy to have your family on this journey.

"It is God who works among us both to will and work for His good pleasure."

Philippians 2:13

In His Service,
Ashley McCracken

Kim Mathews

SHBC AWANA Ministry Directors

Email: springhillsawana@gmail.com

Snap Shots!

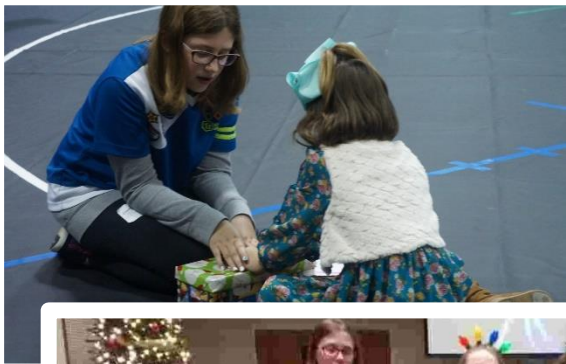


Contents

What is Awana	1	Check-In and Dismissal Procedure	12
The Vision of Spring Hills Church.....	2	Awana Store Night	14
General Contact Information	3	and Point System Point Chart	15
Inclement Weather Policy	3	Behavioral Expectations.....	16
Room Location Key	4	Discipline Policy	16
Church Floor Plan	5	Miscellaneous Policies and Procedures	18
Clubs, Age/Grade Criteria and Director Contact Information		Special Event Activities and Off-site Functions	19
Directors	6	Volunteer Opportunities.....	19
Puggles	7	Calendar.....	20
Cubbies	7	Acknowledgement Form.....	23
Sparks	8		
T&T Girls	8		
T&T Boys	8		
Game Director	9		
Store Director	9		
Uniform Options			
Selection and Cost of Awana Uniforms for Leaders.....	9		
Selection and Cost of Awana Items for Clubber Participation			
Puggles	10		
Cubbies	10		
Sparks	11		
T&T	11		
Responsibilities of Directors ...	12		



Snap Shots!



What is Awana



The acronym Awana comes from the first letters of the phrase “Approved Workmen Are Not Ashamed” (2 Timothy 2:15).

◆ **Awana was founded in 1950 and is:**

- ◆ An international, nondenominational Bible-centered children’s and youth ministry
- ◆ Committed to the evangelism and discipleship of children and youth
- ◆ Effective at getting the gospel into the homes of unsaved families
- ◆ An outward-focused ministry that can revitalize a church bringing revival, energy and growth
- ◆ Dedicated to assisting the local church in training parents to fulfill their role as the spiritual leaders of their children
- ◆ Focused on missions

◆ **The Awana ministry embraces five principles:**

- ◆ Awana is centered on the gospel
- ◆ Scripture memory is a key element
- ◆ Awana is exciting and fun
- ◆ Children and youth are trained to serve
- ◆ Awana is built on volunteer leadership

(More information about AWANA can be located here: www.awana.org/our-beliefs)

To register your child for participation in Awana go to:
springhillchurch.org/ministries/spring-hills-kids/awana/



*At Spring Hills Church, our vision is to...**Love like Jesus, Live like Jesus and Lead like Jesus.***

Our mission at Spring Hills Church, is the "Building of Generations for Jesus Christ." This vision demonstrates our passion for all generations to become transformed believers whose lives are honoring and glorifying God. We understand that we are called to carry on the work of the Great Commission and build generations of disciples for Jesus Christ.

The purposes of Spring Hills Church are carried out through the following priorities:

◆ We want to **Love like Jesus**

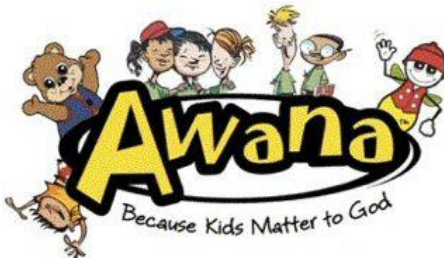
In Mark 12:30 Jesus teaches us to love with all our heart, soul, mind and strength. When we seek to love God and those around us like Jesus did, we will impact the world for Him.

◆ We want to **Live like Jesus**

1 John 2:6 tells us that all Christians should live as Jesus did. As we learn to live like Him by following the lead of the Holy Spirit, we will have joy and peace, while experiencing the life that He promised.

◆ We want to **Lead like Jesus**

In Mark 1:39 Jesus taught us that the leader is to be the servant of all. As we lead like Jesus, others will be drawn to faith in Him, as they encounter Christ in us.



Our Awana Ministry is committed to... helping all children and youth throughout the world to learn how to **Love, Live and Lead** like our Lord Jesus. In doing so, we also help them to **Know, Love and Serve** Him.

General Contact Information

Spring Hills Church (SHBC) Office (740) 587-1200
springhillchurch.org

Brittany Pound
Danandbrittanyp@springhillchurch.org
Children's Ministry Director

At SHBC (740) 587-1200 ext. 302

● Inclement Weather Policy

Awana meets regularly on Wednesday evenings throughout the school year. Occasionally, inclement weather or other emergency situations arise, causing us to cancel normal club activities. Every effort will be made to reschedule those events. The following actions will be taken during times of inclement weather.



◆ In the event of inclement weather or other unforeseen emergencies:

SHBC ministry leaders hosting events on days affected by inclement weather will meet and determine whether or not events will continue, be delayed or cancelled. Decisions will be communicated to the Church Administrator and Communications Coordinator. Level II Snow emergency status and tornado warnings issued may cause closing of the SHBC facility. Decisions will be communicated by 3 p.m. based on current weather conditions. Notice will be given in the following ways:

- ◆ SHBC Website (www.springhillchurch.org)
- ◆ SHBC REALM

NOTE - SHOULD A CANCELLATION OCCUR, FOLLOW THE CLUB CALENDAR AS STATED. IF A THEME OR EVENT IS MISSED, WE WILL MAKE EVERY EFFORT TO RESCHEDULE IT IF NECESSARY.

- If you have additional questions or concerns, you may contact the **AWANA Ministry Co-Directors**, Kim Mathews at (740) 334-2355 and Ashley McCracken at (863) 205-1878, or our email at springhillsawana@gmail.com.

Room Locations Key

CLUB/ADMIN LOCATION	AREA COLOR KEY	AREA/ROOM NO.
Registration Stations	1	Kidsville Preschool entrance, Front and Rear main entrances
Awana Nursery/Childcare		Room #151 KidsVille wing (King's Kones)
Puggles Club		Room #155 KidsVille wing (Noah's Pet Shop)
Cubbies Club		Room #159 KidsVille wing (Fire Station) Room #160 KidsVille wing (Solomon's Library)
Awana Preschool Secretary	2	Hallway in front of Room #159 (Fire Station)
Sparks Secretary	3	Hallway in front of Room #127
Sparks (K Room 1)		Room #129
Sparks (K Room 2)		Room #130
Sparks (1 st Grade Room 1)		Room #132
Sparks (2 nd Grade Room 1)		Room #131
Sparks (2 nd Grade Room 2)		Room #137
T&T Girls Club (All grades)	4	Room #140 – Fireside Room
T&T Boys Club (All grades)	5	Room #145
Command Central/Purchasing	6	Room #142 – Gathering Place
Nurses Station	7	Room #126
Games	8	Room #114 – Worship Center
Awana Stores	9	Room #137
<u>Awana Store Schedule</u>		<u>PUGGLES, CUBBIES & SPARKS K</u> 12-04-2019 04-08-2020 <u>SPARKS 1ST & 2ND & T&T</u> 12-11-2019 04-15-2020

Church First Floor Plan

REAR PARKING LOT



FRONT PARKING LOT



Clubs, Age/Grade Criteria and Director Contact Information



Coed: All students
2 or 3 yrs. old –
and are potty trained

Preschool Director:

Meghan Besse

(740) 641-6195

Email: meghanleebesse@gmail.com



Coed: All students 4 or 5 yrs. old who are Pre-K **and are potty trained**

Preschool Director:

Meghan Besse

(740) 641-6195

Email: meghanleebesse@gmail.com



Coed: All students in Kindergarten, 1st, and 2nd grade

Sparks Director:

Darci Miller

(919) 608-9803

darcimiller@hotmail.com



Gender specific:

Girls - Grades 3rd through 6th

Boys - Grades 3rd through 6th

Girls Director:

Cindy Purvis

(740) 920-4083

(740) 814-4219

purvis@roadrunner.com

Boys Director:

Justin Davis

(740) 759-1107

jkd67@yahoo.com

Puggles The new and reimagined Puggles program was created with young kids in mind! Still based around four key concepts from Scripture – the “Big Truths” – Puggles is now enhanced with new products and features. Puggles operates with a lot of free play; as well as music, a craft, snacks, and Bible Story.



Cubbies work together or at their own pace, according to the discretion of the Cubbies Director. Cubbies work through one of two handbooks which alternate each club year. **For the 2019-2020 club year Cubbies will be working in the AppleSeed handbook.** All new clubbers start in the Apple Acres Entrance Booklet, before starting their first handbook. Clubbers who finish their book before the end of the current club year can work on the following for Extra Credit:

1. Review of the first handbook, just completed.
2. Completion of the Under the AppleTree Sections.

Sparks work through a series of three handbooks based on their grade in school. These handbooks are the: **HangGlider, WingRunner, or SkyStormer**. Brand new Sparks starting this club year will start in the Flight 3:16 Entrance Booklet. Sparks curriculum is based on a flight theme and is formatted to encourage Parent/Clubber involvement and provides a chronological approach to the Bible.

- ◆ Kindergartners only work in HangGlider.
- ◆ First and second graders advance into WingRunner after completion of the HangGlider.
- ◆ Second graders advance to SkyStormer after completion of HangGlider and WingRunner.
- ◆ If a clubber completes the handbook before the end of the year, clubbers are welcome to complete the review verses in the handbook or complete a set of Frequent Flyer Extra Credit Cards. These cards are available for each handbook level. Completion of the Frequent Flyer cards will earn the clubber a pin award to be displayed on his/her review patch.



T&T (Truth & Training):

This year AWANA continues its introduction of NEW Clubber Handbooks with the fourth updated handbook entitled “**Discovery of Grace**” (**DOG**). In this handbook, your T&T kids will continue to dive deeper into the Scriptures by spending time learning about how God’s grace affects our relationships and memorizing Scripture verses that help them hide these important truths in their hearts. Handbook progression is as follows:

- ◆ All clubbers in the T&T club area will be working in the DOG.
- ◆ If your clubber hasn’t completed a handbook from previous club years, they are welcome to work in the handbook either in tandem with DOG, or after DOG handbook has been completed.



*Game
Director*






















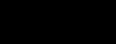










Michael Houser
(740) 304-4810
briekhouse98@gmail.com



*AWANA Store
Directors*

Barb Phillips &
Megan Forster
barbara0607@hotmail.com
the4sterfam@gmail.com

Selection and Cost of Awana Uniforms for Leaders:

LEADER APPAREL - COLORS AVAILABLE						
LADIES CUT SHIRTS AVAILABLE	ADULT CASUAL			T-SHIRTS		
	CLUB SPECIFIC			ADULT V-NECK CLUB SPECIFIC	CREW NECK NON-CLUB SPECIFIC WITH LOGO	
						
	S,M,L,XL - \$22.00 2X,3X - \$27.00			S,M,L,XL - \$16.00 2X,3X - \$18.00	CLUBBER SIZES 10,12,14,16 ADULT SIZES AS,AM,AL,AXL \$13.00 2X,3X - \$15.00	
	SHIRT	TRIM		SHIRT	TRIM	SHIRT
PUGGLES						
CUBBIES						
SPARKS						
T&T						
LEADERS						

Selection and Cost of Awana items for Clubber Participation:

CURRICULUM

All Awana curriculum, other than Puggles At-Home Card Set, are available in the King James, New King James, New International (NIV), and English Standard Versions. We typically stock the NIV version but can order the other versions at your personal request.

MAKING PAYMENTS

Payments may be made by CASH or CHECK.

When paying with CHECK please make out to Spring Hills Church and place "Awana" on the Memo line.

● PURCHASE OF ALL HANDBOOK BAGS IS OPTIONAL



PUGGLES T-SHIRT



SIZES

2T

3T

4T

5T

6T

\$11.50

PUGGLES BACKPACK

5 1/2" x 8" x 4"



\$11.50

PUGGLES COST OUTLINE

T-SHIRT \$11.50

ADD BACKPACK 11.50
\$23.00

ADD PARENT CARDS 10.00
\$33.00



PUGGLES PARENT CARDS (5" X 7")

Contains 32 cards **\$10.00**



CUBBIE UNIFORM VEST

SIZES

S 4

M 5

L 6

XL 8

2X 10



\$11.25

CUBBIE HANDBOOK BAG

15" x 11"



\$7.00

CUBBIES COST OUTLINE

VEST \$11.25

APPLESEED BOOK 10.75
\$22.00

ADD HANDBOOK BAG 7.00
\$29.00

CUBBIE APPLESEED HANDBOOK



\$10.75

(After purchasing you will be able to download audio files of the handbook verses spoken out loud and other parent resources.)

SPARKS HANDBOOK BAG



\$6.50

SPARKS UNIFORM VEST

SIZES
 S 6
 M 8
 L 10
 XL 12
 XXL 14
 XXXL 16



\$11.25



SPARKS COST OUTLINE

VEST \$11.25
HANDBOOK 10.75
\$22.00

ADD HANDBOOK BAG 6.50
\$28.50

SPARKS HANDBOOKS



\$10.75 EA.

HangGlider (1) WingRunner (2) SkyStormer (3)

(After purchasing you will be able to download audio files of the handbook verses spoken out loud and other parent resources.)



**FREQUENT FLYER
 EXTRA CREDIT CARDS**
 (Optional upon completion of handbook)

**3rd and 4th
 GRADE
 UNIFORM**



\$16.50 EA.

SIZES

YS 10
 YM 12
 YL 14
 AS
 AM
 AL
 AXL
 A2X
 A3X

**5th and 6th
 GRADE
 UNIFORM**



\$16.50 EA.

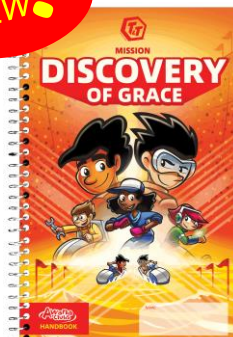


T&T COST OUTLINE

UNIFORM \$16.50
HANDBOOK 10.75
\$27.25

ADD SLING BAG 9.50
\$36.75

NEW!



**T & T HANDBOOK
 DISCOVERY OF GRACE
 (DOG)**

\$10.75 EA.



T & T SLING BAG

\$9.50

Responsibilities of Awana Directors

All Awana Club Directors are required to perform the following duties:

- ◆ Directors for each club are the contact for staffing absences/changes. They establish a preferred method of communication with their club staff and assume the responsibility of weekly staffing.
- ◆ Directors are responsible for setup/clean up or may ask the Ministry Directors for assistance.
- ◆ Directors meet with their club staff before the start of Awana.
- ◆ Directors communicate to all Leaders that they are only permitted to use the restrooms located at the front entrance of the church. No clubbers are to use these restrooms during club hours.
- ◆ Should issue resolution be required during a club night, Directors are to go to **Kim Mathews or Ashley McCracken, AWANA Ministry Directors.**
- ◆ Directors may rotate Opening Ceremony duties in the temporary absence of Kim Mathews and Ashley McCracken.
- ◆ Directors ensure that all clubbers have been picked up by parent or guardian before leaving AWANA.

Check-In and Dismissal Procedures

◆ Procedures for checking in your clubber:

To receive their individual security number for each Awana night, all Clubbers must visit the **SECURITY KIOSKS (SK)** located in the lobbies of Spring Hills Church. Awana volunteers may visit the SK with their clubber(s) at 5:50 p.m. All other clubbers are to visit the SK with their parents/guardian beginning at 6:15 p.m.

UNLESS OTHERWISE SPECIFIED, ALL CLUBBERS WILL BE CHECKED IN AND PICKED UP AT THEIR ASSIGNED CLASSROOMS. (SEE PGS. 4 AND 5 FOR ROOM LOCATION)

Your clubber should report to their classroom and remain there until Opening Ceremony Start Time. When you arrive at your clubber's classroom, you or your clubber will be asked a series of "Check-in questions," so that your clubber receives proper credit and points for meeting specific criteria. (Please see **Explanation of Check-in Point System and Criteria:** on pg. 15) **Please keep your copy of all security numbers (stickers) for your clubber(s) with you at all times. Only individuals who have the ORIGINAL matching security sticker or a photo of the sticker on an electronic device (smartphone, iPad, tablet, etc.) may pick up your child.**

You will also be asked to complete a **Child/Student Registration Form** if not already completed. These forms are necessary in case of an emergency or instance where we need to reach you quickly. A **master copy** of all forms **is retained by the AWANA Ministry Directors whenever Awana is in session or during other special Awana events and on the church premises.** (● Please, notify the AWANA Ministry Directors or your clubber's Club Director if any contact information changes.)

Once checked in, your clubber will be released to members of the Awana team, who will accept responsibility for your clubber.

Check-In and Dismissal Procedures (Cont.):

◆ Dismissal procedures and release of your clubber:

Your clubber(s) will be ready for pick-up at **8:00 p.m.** Please, pick up your clubber(s) at their assigned classrooms. Only individuals who have the **ORIGINAL** matching security sticker or a photo of the sticker on an electronic device (smartphone, ipad, tablet, etc...) may pick up your child.

If the individual picking up the child from Awana does not have proper proof of matching numbers, the AWANA Security Team will assist families in these instances.

NOTE: IF THERE ARE EXTENUATING CIRCUMSTANCES AFFECTING YOUR **PICK-UP TIME OR LOCATION**, YOU MUST MAKE ARRANGEMENTS WITH ALL CLUB DIRECTORS FOR THE SPECIFIC CLUBS YOUR CHILDREN ATTEND. WE WILL DO OUR BEST TO ACCOMMODATE SPECIAL SITUATIONS.

◆ Procedures for clubbers of Awana Volunteers:

If you are volunteering in Awana and have clubbers attending Awana , you may check your clubber(s) in at the security kiosk as early as **5:50 pm.** All clubbers are to be checked in at their classrooms (see pgs. 4 & 5 for room locations). Cubbies, Sparks and T&T clubbers will participate in the opening ceremony in the Worship Center.

Nursery facilities and childcare are available for children, of Awana volunteers, who are under two (2) years of age. A security number from the security kiosk is also required for these children.



Awana Store Night and Point System

Twice a year, clubbers participate in an “Awana Store.” This year the store nights are scheduled as follows: **(Puggles, Cubbies and Sparks K 12-04-19, 04-08-20; Sparks 1st/2nd and T&T 12-11-19, 04-15-20)**. The Awana Store provides clubbers the opportunity to purchase items, based on the amount of “Awana Points” they have earned. **Store point information can be provided to clubbers upon request, to let them know how their “Store Account” stands.** Prior to each store night each clubber will receive a voucher stating the amount of Awana Points which they have earned during the Awana year. This amount represents the amount that they may spend at the Awana Store.



When clubbers are present for store nights, all points must be spent. When a clubber is absent on the first store night, Awana points can be carried over

to the second store night. All Awana Points **must** be spent on the second Store Night. **If a clubber is absent on the second store night, points are forfeited.**

Clubbers have a chance to earn Awana points for various criteria tracked at the time they check-in each week, and by completing sections in there Awana Handbook.



The December store night will be a Christmas store (Clubbers shop for their family), the April store will be a regular store for clubbers to shop for themselves.

Awana Store Night and Point System (cont.):

◆ <u>Explanation of Check-in Point System and Criteria</u>	<u>Point Value</u>
--	--------------------

NOTE: Any other distribution of points must be approved by the AWANA Ministry Directors.

Attendance - arriving before 6:25 p.m. (Opening starts at 6:25 p.m.)	1
Bringing a Bible to club	2
Being in Uniform New clubbers earn a uniform as soon as they pass their clubs entrance booklet. <i>This does not apply to Puggles.</i>	1
Memorizing a section in handbook - three points per section	3
Bringing dues Dues are collected to off-set costs of awards and other expenses associated with club. Dues for all clubs is 50 cents for each regular club night (See <i>calendar pgs. 24-25</i>). Total dues for this club year is \$13.50 which may be paid in full at the beginning of the club year.	1
Bringing the entrance booklet or clubber handbook First time clubbers will receive points for this at check-in; since they will be issued their entrance booklet their first night.) <i>This does not apply to Puggles.</i>	2
Participating in a Club Theme and Mission Items Nights On the club calendar, there are nights designated for clubbers to bringing in select items for donation to the Look-Up Center. Clubbers receive points whenever they can bring in something from the list.	See calendar pages 24-25
Bringing money for Missions Clubbers are encouraged to bring in pennies or other loose change or dollar bills, to contribute to an on-going Missions Offering. Each week the money is collected and amounts for each club are recorded on a tracking sheet. Weekly updates are given on the amounts as to the status of which club has collected the most funds. At the end of each half in the club year, the leading club will receive a pizza party during club hours. At the conclusion of our Awana year, a check will be presented to Pastor Scott Hayes of the Look-Up Center for all Awana mission funds collected.	1
Attending Sunday school or Church Attendance can be at their home church or as a visitor at another church. Attendance at SHBC, Worship Kids Style or other SHBC Children's Ministry Areas, will also count for points. If your child misses a week of Awana club, during check-in please alert the check-in leader of the prior week's church attendance. Otherwise no points will be awarded for the prior week.	1
Bringing a friend to Awana Whenever your clubber brings a friend to Awana , they receive five extra points and receive a "Bring-a-Friend" Gift. The friend they bring also receives five "Guest Points" and a "Friend Gift," just for being your guest!	5

Awana Behavioral Expectations

We want your child to have the most positive experience possible at Awana ! In order for this to happen, we need everyone to follow the behavioral guidelines outlined below.

- ◆ Respect God's Word.
- ◆ Respect God's People.
- ◆ Respect God's Property.
- ◆ Be responsible for your own belongings.
- ◆ Be kind with your hands and feet and be an encourager to other children.
- ◆ Walk at all times when moving throughout the building.
- ◆ Use appropriate language. (Swear words or negative name calling is prohibited.)
- ◆ Respectfully listen to Leaders and Helpers.
- ◆ Put forth your best effort in all club segments.
- ◆ Unless you have a medical reason or other reasonable concern, all clubbers are expected to participate in Games. (If you cannot participate, you may sit near your color line and cheer for others or work on handbook activities with an adult Leader.)
- ◆ Many of the Awana games involve running. Please keep this in mind when selecting footwear for your clubber. We ask that clubbers come to Awana in comfortable shoes. Closed toe shoes are preferred. Flip-flops, sandals, and heelie shoes are prohibited.
- ◆ Gradeschool clubbers are to be escorted to and from the restrooms and drinking fountains located in the Sparks hallway (across from the Fireside Room). Leaders are to be stationed outside of the restrooms in the hallways while waiting for the clubber.
- ◆ Clubbers are prohibited from the stage area or in front areas of the Worship Center. Exceptions are when an entire group is participating in a scheduled activity in that area. Game activities will be conducted at the back of the Worship Center on the Awana Game Square.
- ◆ Awana uniforms must be worn during club hours in order to receive weekly points once uniforms are earned and purchased.

Awana Discipline Policy

Awana is intended to be a fun and safe place. The discipline policy we use at Awana is outlined below. Please review it with your clubbers so that they understand what is expected of them.

◆ **Awana Five-Count:**

The Awana Five-Count is used for **group discipline only!** It is intended to settle a group when the adult leading an activity segment needs their attention. The adult leading will raise their hand and begin counting 1-2-3-4-5. The group should begin to quiet down and sit or stand still immediately. If the adult reaches five and others in the group are still noisy or not behaving properly, the remaining color teams will be awarded points.

Awana Discipline Policy (Cont.):◇ **Awana Three-Count:**

The Awana Three-Count is used for **individual discipline**. The Club Commander and Directors administer the Three-Count when deemed appropriate.

- ◆ When a clubber acts inappropriately after gentle reminders, he/she will receive a One-Count.
- ◆ If a clubber continues to create disturbances and disobey Leaders, the clubber is given a Two-Count.
 - ◇ The designation of Two-Count results in a conversation with the appropriate Director or the AWANA Ministry Directors. This is a **caring conversation**.
 - ❖ The clubber will have explained to him/her the specific behavior that is inappropriate.
 - ❖ The expectations will be restated and appropriate scripture may also be shared.
 - ❖ An attempt to discover reasons for the behavior will be explored and the clubber will have an opportunity to understand what type of behavior is expected.
 - ❖ The clubber will be asked if they understand. If not, the explanation will be given again.
 - ❖ The clubber will have an opportunity to seek forgiveness and receive forgiveness. We will also pray with the clubber.
 - ❖ The clubber will then be advised about the consequences, should they be placed on a three-count. **A Three-Count results in a conversation with the parent and may include a one-week suspension from club.**
 - ◇ Each week everyone starts on a clean slate.
 - ◇ If a one-week suspension is enacted, the clubber may be given an opportunity to return to club after the clubber and the parent meets with the AWANA Ministry Directors or Brittany Pound, SHBC Children's Director.
 - ❖ When the parent or guardian picks up the child, an explanation of what happened will be given and set a convenient time to meet with the family.
 - ❖ We will exercise grace and love at all times as we communicate with clubbers and their families.

Miscellaneous Policies or Procedures

◆ Handbook Policies:

- ◆ Clubbers are expected to be responsible for their handbooks each week. We will use the following guidelines for reissuing lost or damaged handbooks:
 - ◇ The first time a handbook is lost or damaged we will encourage parents and Leaders to locate the missing handbook. If the handbook cannot be found, we will replace the handbook at no charge.
 - ◇ If the reissued handbook is lost again, we will not reissue a new handbook. The clubber will be given photocopied pages to help them continue in their handbook. **If this is unacceptable to the parent(s) or guardian**, a new handbook may be purchased by the parents.



◆ Completing Handbooks:

- ◆ Clubbers must complete all handbook sections in order. Exceptions are for “Bring a friend” and certain activity sections. (These will be noted in the handbook, when applicable.)

For requirements regarding the completion of “Bring a Friend” and

“Missionary” sections, a list of options established by Awana International is available upon request.

- ◆ Clubbers are permitted **two “helps” per section**, when reciting memorized scripture. Helps are 1-3 words.
- ◆ **As handbook sections are completed, Awana Club Directors and Volunteers, will “listen” to your child and “sign-off” in the handbook when they have done so successfully.**
- ◆ Handbooks must be completed in proper sequence, based on age/grade. (Example: Sparks in Kindergarten are not permitted to start the 2nd handbook until they reach 1st grade.) There are Reviews and Extra Credit Work available for this situation.

Special Event Activities and Off-site Functions

Throughout the Awana year, special events are scheduled. These events are optional for you and your clubbers. **However, we encourage participation in as many events as possible.**

◆ **September 25th – AWANA Night at Lynd Corn Maze (Rain date: October 9th) this is a whole family event** – attend Lynd Corn maze with your family and enjoy a night of fun filled fall festivities. Bring your AWANA handbooks – AWANA volunteers will be onsite to listen to clubbers recite verses and sign your handbooks.

Volunteer Opportunities

Awana is a great place to volunteer. Our Awana Ministry at SHBC is more effective when we have adequate staffing. Awana recommends a 10:2 ratio of clubbers to Leaders. There are many service options available.

For a list of open service opportunities and levels of commitment, please contact Kim Mathews, Ashley McCracken or Brittany Pound. We welcome Christian adults and youth (grades 7-12) with a love for children, a passion for God's Word, and a vision for reaching children for God's Kingdom.

Awana is foremost about the Gospel! We want children and their families to hear it and respond to it. We are asking our children to memorize God's Word and apply what they learn for daily life. This goal is reachable when we have caring Awana team members who value the importance of training children spiritually.

YOUR TIME SERVING WILL REAP ETERNAL BENEFITS AND BRING GLORY TO GOD.



- **A security background check is required for all age 18+ who are interested in volunteering in the Awana ministry at Spring Hills.**

CALENDAR FOR Awana 2019 – 2020**SEPTEMBER 2019**

4	ORIENTATION/OPEN HOUSE NIGHT – 6:30 pm - families can attend to locate check in station, classrooms, meet leaders, and order Awana handbooks/uniforms. Light refreshments will be served.
11	FIRST OFFICIAL CLUB NIGHT - Leaders arrive at 6 pm - drop off kids arrive at 6:15 pm ● Opening Ceremony at 6:35 pm - THEME: Welcome back to club - Crazy Sock Night: wear crazy socks.
18	Missionary Night – Meet missionaries from our Kenya missions team.
25	Lynd Corn Maze Night - attend Lynd Corn maze with your family and enjoy a night of fun filled fall festivities. Bring your AWANA handbooks – AWANA volunteers will be onsite to listen to clubbers recite verses and sign your handbooks.

OCTOBER 2019

2	THEME: Polka Dot/Stripes Night – wear something with polka dots or stripes. Operation Christmas Child (OCC) shopping suggestions to be distributed
9	Regular Club Night or Rain date for Lynd Corn Maze Night (see 9/25 entry)
16	THEME: OCC make a craft/greeting card night
23	THEME: OPERATION CHRISTMAS CHILD BUILD-A-BOX NIGHT - Follow your Club's list of items to BRING. – (All who attend will receive 20 extra Awana points for Christmas store.)
30	Regular Club Night

END OF QUARTER**NOVEMBER 2019**

6	Regular Club Night - Distribute Club Attendance Awards
13	THEME: WACKY HAIR NIGHT – Come with wacky hair style or color, be wild and crazy!
20	HARVEST NIGHT – bring canned goods for SHBC Thanksgiving Baskets to be distributed to our church families in need. (Receive 10 Awana points for participating.)
28	NO CLUB HAPPY THANKSGIVING!

DECEMBER 2019

4	■ STORE NIGHT for PUGGLES, CUBBIES, and SPARKS Kindergarten and 1st grade – Shop for Christmas gifts for your family!
11	■ STORE NIGHT for SPARKS 2nd grade and all T&T – Shop for Christmas gifts for your family!
18	THEME: DRESS LIKE A CHRISTMAS TREE!
25	NO CLUB MERRY CHRISTMAS!

END OF SECOND QUARTER – END OF HALF OF CLUB YEAR

[illegible]

Acknowledgement Form

We hope this Parent Handbook is helpful to you. We would appreciate it if you would read this booklet and discuss the relevant sections with your clubber(s). After you have done this please take a minute to sign the acknowledgement below and return it with your clubber when they attend Awana .

Thank You for allowing us to support you in your training role!

Sincerely,

Brittany Pound and the entire Awana Leadership Team

I/We have read the Parent Handbook and have discussed the relevant sections with our child(ren) attending Awana .

Parent or Guardian (Please print your name)

Parent or Guardian (Signature)

Date



GRANVILLE
CHRISTIAN
ACADEMY



SPRING HILLS
HOMESCHOOL
SUPPORT GROUP