



HERINGTON

**Awana  
CLUBS**

Parent Guide

Policies & Procedures

2023-2024

# WELCOME TO AWANA CLUBS!

Dear Parents,

Awana Clubs is a no cost, international, non-denominational ministry for kids and youth from age 3 - 12th grade. Club meets every Wednesday night during the school year, except for holidays

The purpose of Awana Clubs is to help each child know Jesus Christ as their personal Savior and to teach them to serve Him. Each clubber is very special to God, and to us.

We are looking forward to working with your child and watching them grow! Thank you for allowing us to serve your family through Awana Clubs.



**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."

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# CLUB DESCRIPTIONS



For boys and girls who are three years old by September 1<sup>st</sup> (and potty trained), and 4 & 5 year olds who are not in Kindergarten.



For boys and girls in Kindergarten, 1<sup>st</sup> & 2<sup>nd</sup> grades.



For boys and girls in 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> grades.



For youth in 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grades.



For youth in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> & 12<sup>th</sup> grades.

# MEAL

A meal will be available for all clubbers from 5:45pm-6:00pm. Meals will rotate each week between hot dogs and sandwiches. The first Wednesday of each month will be pizza from Pizza Hut.

# REGISTRATION

- ALL clubbers must have a signed registration form in order to attend club.
- The online registration form can be found at [www.fbcherington.org](http://www.fbcherington.org)

# TRANSPORTATION

- On the registration form you will need to indicate how your child will arrive and depart from club. Following is important information you need to know about transportation:

**DROP-OFF / PICK-UP:** For DROP-OFF you do not have to come inside with your child for check-in....you may drop them off at the door. **For PICK-UP you must come into the building to pick up and check out your child.**

**WALK / RIDE BIKE:** If you choose this option, once the final bell rings at 7:45pm, your child will check out of club and leave the building and First Baptist Church will no longer be responsible for that child.

**RIDE CHURCH BUS:** Starting this year, the church bus will **only be available for those clubbers who do not have any other way of getting to and from club.** All bus riders will need to receive approval from the Club Director. If you chose this option, someone from First Baptist Church will contact you for verification and to let you know if it has been approved.

**DRIVE SELF:** This option is for the teenagers who are old enough to drive themselves. Once the final bell rings at 7:45pm, they will check out of club and leave the building and First Baptist Church will no longer be responsible for that child.

- Once you have indicated your child's pick-up status, you will need to contact the Club Director or Administrator if you wish to make a change. For example, if your child is signed up as PICK-UP, they will not be able to WALK/RIDE BIKE home because it's a nice night or they want to go with a friend.

# CLUBBER CHECK-IN

- **Doors will not be open for clubbers until 5:45pm.** Please do not drop off your child/children before that time. If they arrive early, they will have to stay outside unsupervised until the doors open, regardless of the weather.
- Your child will be required to wear a name tag pinned to their shirt at all times while at club.
- Once clubbers have entered the building and checked in, they are not allowed to leave the building unless you come inside to check them out.
- First Baptist Church covers the costs of Awana Club which allows us to offer this as a free ministry for our community. We do, however, ask clubbers to bring **25¢** dues each week if possible. We give special treats, prizes and parties for our clubbers and this helps cover the cost of these.
- At 6:15pm the entrance doors will be locked per our security procedures. Anyone arriving after that time will be admitted by our Awana staff. Doors will be unlocked at 7:35pm.

# CLUBBER CHECK-OUT

- **Club ends at 7:45pm. Parent or designated adult must COME INTO THE BUILDING to pick up and check out their child/children unless they have been registered to ride the bus, walk or ride bike, or drive themselves.**
- Parents will wait in the designated area (foyer) until the release bell rings at 7:45.
- You will need to go to each child's classroom to pick them up. Once you have picked up your child/children you will gather their belongings (coats, phones, bags) and all proceed to the check-out desk together.
- **ONLY the individuals listed on the registration form will be permitted to pick up your child/children. For this reason, you will need to be with your child/children for check-out and ALL family members need to check out and leave the building together.**
- Your child will receive a sticker at check out that they must wear on the back of their hand until after you exit the building. The color indicates their release status (pick-up, walk, bus, drive) which must be checked by our staff as you exit the building. If your child's status is PICK-UP, they cannot exit the building without you.

# CELL PHONE POLICY

**Cell phones and electronics are not allowed during club.**

- All clubber cell phones will be collected upon check-in and placed in a ziplock bag with their name on it.
- Phones will be kept at the check-in table during club.
- Clubbers will pick up their phones before they check out.
- **There are NO exceptions to this rule.**

# CLUBBER HANDBOOKS

- Each clubber will receive a handbook for their respective club/age group which they will work through together in class.
- Awana Club emphasizes memorization and understanding of key Bible verses for clubbers to develop a Bible-based view of how to know and serve God.
- Each week the clubbers will be given a slip of paper with the verse they will need to memorize for the following week. Please help your child memorize their verse throughout the week...this is how they earn awards. It's no fun for a child to watch other kids get awards and them not get one too!

# HANDBOOK CHALLENGE



Here's how the contest works ...

- Every clubber who completes their handbook by the end of the club year will get their name entered into the drawing.
  - Each club will have ONE winner. Names will be drawn at the Awards Ceremony.
  - The winnings are as follows:
- |         |       |
|---------|-------|
| Cubbies | \$25  |
| Sparks  | \$50  |
| T&T     | \$100 |
| Trek    | \$100 |
| Journey | \$100 |

# POINTS SYSTEM

Clubbers will have the opportunity to earn Awana Points each week. These points will be used for rewards as follows:

- **CLUBBER OF THE MONTH:** At the end of every month, the top point earner for each classroom will be recognized during the Opening Ceremony and will receive a small treat as an award.
- **CLUBBER OF THE YEAR:** At the end of the year, the top point earner for each classroom for the entire club year will be recognized at the Awards Ceremony.
- **TICKETS:** Clubbers will receive 1 ticket for each point earned which will be used to purchase prizes, food & snacks, and play games at the year end CARNIVAL .

<u>Points are awarded each week as follows:</u>	<u>POINTS</u>
Club Attendance .....	1
Bringing A Friend .....	1
Participating in Theme Nights .....	1
Completing a Section in handbook (recite verse).....	2
“Word Perfect” section said with no helps .....	1
Completing a Silver Extra Credit Section (T&T).....	1
Completing an Oasis (Trek) .....	1
Leading / Teaching a lesson (Journey LIT) .....	2

# DRESS CODE

- All major body parts must be covered!
- For girls ... no dresses or skirts (because of Game Time), and tops must not be too revealing.
- No inappropriate t-shirts (language, images, etc.)
- If we feel what a clubber is wearing is not appropriate, they will be given a t-shirt to wear for the evening.
- For safety purposes, all clubbers must wear tennis shoes for Game Time. No boots, wheelies, sandals, flip-flops, or open-toed shoes.
- If they are not dressed properly, they will not be able to participate in Game Time.



# DISCIPLINE

Our goal is to have fun while learning the Word of God, but we do also expect a level of control to make sure the evening runs smoothly. Therefore, we have the following 3-count rules in place if the clubber is disrespectful to our leaders or other clubbers or shows disruptive behavior:

- Count One: The Leader will give the clubber a verbal warning that his/her behavior is inappropriate.
- Count Two: The clubber will be taken to speak with the Club Director and will sit out of the current class activity for a while. The clubber will lose 5 Points/Tickets.
- Count Three: The clubber will be taken to speak with the Club Director again. The Director will call the clubber's parents to come pick them up. The clubber will be suspended from club for one week. Clubber will lose all Points/Tickets they have earned up to this point.

**Awana Club has a ZERO TOLLERANCE policy for bullying or fighting.**

Corrective action for bullying and/or fighting will be as follows:

- (1) The 3-count rule will automatically be bypassed, parents will be called and the Clubber will be sent home.
- (2) Clubber will lose all Points/Tickets earned up to this point.
- (3) Clubber will be suspended from club for a *minimum* of two weeks.

**IF A CLUBBER HAS BEEN SENT HOME TWICE FOR ANY REASON, THEY WILL BE SUSPENDED FROM CLUB FOR THE REMAINDER OF THE CLUB YEAR.**

## BUS DISCIPLINE POLICY

For those clubbers who have been approved to ride the bus, the following rules will be in place if the clubber is acting out, being disruptive or disrespectful, using foul language or gestures, etc. :

- The clubber will be given one warning. If the behavior continues, the parents will be called and the clubber will be suspended from riding the bus for one week and will lose all Points/Tickets earned up to this point.
- If there is a second incident, the clubber will be suspended from riding the bus for the remainder of the club year.
- For bullying or fighting the same ZERO TOLLERANCE policy as above will be followed.

# INCLEMENT WEATHER

If the Herington School District closes school due to inclement weather, Awana will be cancelled as well. If the school did not cancel, but there is the prediction of deteriorating weather conditions into the evening, we will make the decision to cancel by no later than 3:30pm that day. We will send out an automated message via OneCall to all clubbers and Leaders for any cancellations. We will also keep our Facebook page updated with that information. Please make sure we have your current phone number on file.

# HEALTH & WELLNESS

In order to protect the health of our clubbers and Leaders, clubbers SHOULD NOT attend Awana if they have any of the following symptoms:

- Fever of 100 degrees or higher within the last 24 hours
- Vomiting or diarrhea within the last 24 hours
- Runny nose if accompanied by colored discharge
- Severe Cough
- Any rash that is suspected to be contagious
- Any communicable disease (influenza, Covid, chicken pox) or infestation (such as lice)
- Any eye infection or drainage
- If your child is prescribed an antibiotic, they must be on the antibiotic for a minimum of 24 hours before attending Awana

# SAFETY & SECURITY

## **WHY DO WE NEED SUCH A STRICT SAFETY & SECURITY POLICY?**

We live in a complicated and dangerous world. No longer does every family consist of a father, a mother, and children who all live together or share the same last name. We have clubbers from single parent homes, from divorced parents involved in custody suits, or families keeping foster children in various types of legal situations.

It's a world where it is no longer safe to leave doors to churches and schools unlocked and unattended. To some it may seem like a bit too much for small town Herington, but parents are entrusting us with their children, therefore we must act with utmost responsibility to protect them.

# PHONE & TEXT NOTIFICATIONS

We use an automated phone/text messaging system for all club notifications. We recommend using TEXT MESSAGING as it is more convenient than phone calls & voice mails.

To sign up to receive TEXT MESSAGES:

- 1) Make sure you list your cell phone number on the registration form under Parent/Guardian Information.
- 2) Mark "YES" on the registration form where it says "Would you like to receive TEXT MESSAGE notifications on this mobile number for club updates such as cancellations, events & reminders".
- 3) Text the word **ALERT** to **22300**.

**Stay up to date on all the latest news and events**



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[facebook.com/HeringtonAwana](https://facebook.com/HeringtonAwana)

# CLUB NIGHT CONTACT INFORMATION

Rana Zeller, Club Director: 937-515-5528

Lisa Herpich, Club Administrator: 785-366-6464

Church phone: 785-258-3207