



# Awana Policies and Procedures



**Parents must bring their clubbers into the church for check-in and to the clubber's room for safety reasons. NO drop-offs in the parking lot. You must escort your child(ren) to the front desk for check-in and be sure that an Awana leader knows they have arrived.**

**Club Time/Flag Ceremony begins at 7:30 PM.** Clubbers should be in uniform and seated with their group in the Fellowship Hall **by 7:25 PM**. No one will be admitted into the Club after the Flag Ceremony begins. Late clubbers will be admitted after the Flag Ceremony. **All clubbers** must be picked up by the clubber's parents **at 9:30 PM**. **Other designated persons picking up children must be approved by the Awana Commander or a Club Director.** **Awana clubbers are NOT allowed in the Youth Room without parental supervision or to run in the hallways or stairwells.**

1. **Flag Ceremony** is NOT a time for playing and conversation. Clubbers are expected to participate in the Awana pledge and theme song.
2. **Small Group Time** (Handbook time) is for handbook discussion, reciting Scripture verses, and building relationships. Clubbers will be given 2 helps for reciting a verse. Once clubbers have completed saying their verse(s) to the Leaders, they should begin working on next week's verses or help another clubber with their verses. These sections must be done in sequential order. No skipping sections. Extra credit booklets may be done **AFTER** completing the regular handbook sections. **CLUBBERS MAY NOT MOVE AROUND THE ROOM, TALK, OR DISTRACT OTHERS.**

**Understanding what the Bible verses mean is more important than knowing how to repeat them word for word. To succeed during Small Group Time, parents should have the clubber prepared at home before the start of every Awana night to recite their section verses.**

(Sparks and T&T clubbers will receive 10 bonus shares if their parents volunteer to help at least once a semester.)

3. **Game/Activity Time** is about teamwork and having fun. **Clubbers are to DO their best and NOT worry about BEING the best in every event. Each clubber is required to participate and follow the game/activity leader.**
4. **Large Group Time** (Council time) is for listening and learning during the Bible lesson. **T&T** clubbers needs to bring **a Bible, a pen/pencil, and paper** for Large Group Time. Backpacks are allowed and encouraged if they are labeled with the Clubber's name. Clubbers may bring their own water bottles. **PLEASE DO NOT BRING TOYS.** Some fidget toys may be approved if it helps the clubber focus, but it cannot be a distraction to other clubbers or it must be put away.

**Uniforms** are required and can be purchased during Awana **online** registration payment. Clubbers will receive their uniforms after the starter book has been completed. All clubbers **MUST** wear closed-toed shoes such as tennis shoes. Shoelaces must be tied securely. Girls should **NOT** wear metal barrettes or pins in their hair for safety reasons.

## Discipline Procedures

Clubbers are expected to follow the instructions of the Club Leaders, Directors, Awana Commander/Children's Minister and volunteer helpers. There are 3 warnings for not following instructions:

- 1<sup>st</sup> warning from the Club Leader
- 2<sup>nd</sup> warning from the Club Director
- 3<sup>rd</sup> warning from the Awana Commander/Children's Minister

**If a clubber is sent to the Awana Commander/ Children's Minister for discipline reasons, parents will be called in for a conference and the clubber may be dismissed from Awana Club.**



# Parents Guide - Policies and Procedures

