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# *Parent* HANDBOOK

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# ABOUT DEL REY CHURCH

Our purpose for Children's Ministry at Del Rey Church is to glorify the Lord as we support parents to disciple their children. The Lord has commanded us as believers to "make disciples of all nations" (Matthew 28:19-20) and this divine mandate doesn't exclude our ministry to children. Kids have so many questions about life and God. Are we as parents prepared to and equipped to give biblical answers? Del Rey Church has many resources to help you explain the Bible in an age-appropriate ways. Please let us know if you have any questions and look through the family discipleship [resource list at the back of this packet](#).

You are invited to join us on Sunday mornings to attend one of our services at 9am and 11am. Both services have Kid's Church classes where our children study through the Bible. Even if you attend another church we have classes for adults during the week such as our Del Rey Bible Institute that will challenge you to grow in your faith and give you tools to disciple your children in their faith. For more information please visit our website at [www.delreychurch.com](http://www.delreychurch.com) or email [adam@delreychurch.com](mailto:adam@delreychurch.com).

## AWANA

Awana is an international Christian program for children that many churches around the world participate in-- more than 12,000 churches in our country and over 10,000 churches in 109 other countries for an estimate of 1.5 million kids ages 2 to 18 participate in AWANA each week. The founders of AWANA derived the name from the first letters of "Approved workmen are not ashamed" as taken from 2 Timothy 2:15 of the Bible.

At Del Rey Church we count it a privilege to offer this program to families in our church and community. This night is all about helping families in our church and community as they raise their children to know, love and enjoy God. Del Rey Church offers three separate Awana Clubs on Friday nights from 6:30-8:30—Cubbies, Sparks and Truth & Training. **Bible memorization is the heart of the program.** As the children complete work in their handbooks, they receive a uniform and a variety of awards which reflect their accomplishments. In the process, they have **LOTS OF FUN!**

# CLUB CALENDAR

We intend to have 28 weeks of club during the school year. Because we follow a traditional school calendar there are some Friday nights where club is cancelled for a 3-day weekend. You can also find this calendar online at [www.delreychurch.com/awana](http://www.delreychurch.com/awana)

09/07/18	0	Volunteer Dry-Run
09/14/18	1	Opening Night/Parent Orientation
09/21/18	2	
09/28/18	3	Pajama Night
10/05/18	4	Missionary Night / Cultural Attire
10/12/18	5	
10/19/18	6	Flashlight Night
10/26/18	7	
11/02/18	8	God and Country Night
11/09/18	NO CLUB—Men's Summit	
11/16/18	9	Shoebox Night
11/23/18	NO CLUB—Thanksgiving Break	
11/30/18	10	
12/07/18	11	Decorate a Leader Night
12/14/18	NO CLUB- Christmas Break	
12/21/18	NO CLUB- Christmas Break	
12/28/18	NO CLUB- Christmas Break	
01/04/19	12	Donut Night
01/11/19	13	Adopt a People Group Night
01/18/19	14	
01/25/19	15	Dress like your Parents & Bring Them
02/01/19	16	
02/08/19	17	Pastors & Popcorn
02/15/19	NO CLUB-Presidents Day Weekend	
02/22/19	18	Fishers of Men Night
03/01/19	19	
03/08/19	20	Crazy Hair/Hat Night
03/15/19	21	Great Green Treasure Hunt
03/22/19	22	
03/29/19	23	
04/05/19	24	
04/12/19	25	Lamb Night
04/19/19	NO CLUB - Good Friday	
04/26/19	NO CLUB - Women's Summit	
05/03/19	26	Messy Night
05/10/19	27	Team Color Night
05/17/19	28	Handbook Wrap-Up Night
05/24/19	AWARD CEREMONIES	Family and friends are invited

# CLUB THEMES

Parent Orientation	<i>Parents come hear how you can make the most of this year. Get your questions answered. Learn how to volunteer with us. Meet other families.</i>
Pajama Night	<i>Wear your favorite PJ's. Make sure you can still play games in them.</i>
Missionary Night / Cultural Attire	<i>Choose a country or culture and dress up like them. Write the name of who you're representing on a sticker and put it on your outfit.</i>
Flashlight Night	<i>Don't forget to bring a flashlight! Jesus says in John 8:12 that He is the light of the world. Kids will be able to play all night with their lights.</i>
God and Country	<i>Kids should come to Awana with a service woman and man, or police officer in mind. They'll write a letter in group time. Parents mail them.</i>
Shoebox Night	<i>We send Christmas gifts to kids around the world. Pack a Shoebox full and bring it on this night. We partner with Operation Christmas Child!</i>
Decorate a Parent Night	<i>Kids bring their favorite Christmas ornament. During game time kids will decorate a parent (one per team). Parents, you are invited to hang out!</i>
Donut Night	<i>We are going to play games with real donuts and then for snack time we'll eat them up!</i>
Adopt a People Group Night	<i>Kids should visit <a href="http://www.joshuaproject.net">www.joshuaproject.net</a> and choose a people group to pray for. Bring a small write up to Club so they can tell their group.</i>
Dress like your Parents & Bring Them	<i>Just like it sounds. Kids are to dress up like one of their parents and bring them to club. Parents are invited to stay for the whole night!</i>
Pastors & Popcorn	<i>For our Bible lesson, kids will enjoy popcorn while they listen to one of our Del Rey Church Pastors teach God's word!</i>
Fishers of Men Night	<i>To encourage evangelism, we'll be playing some fun fishing themed games. Kids should come to club ready to pray for an unbeliever they know. They are encouraged to bring a friend if possible.</i>
Crazy Hair/Hat Night	<i>Go big or go home. Do the craziest hair style that you would never wear in public but always wanted to...</i>
Great Green Treasure Hunt	<i>Wear green colors! Our game for the night will include a treasure hunt.</i>
Lamb Night	<i>When Jesus died on the cross, the Bible says he was the sacrificial lamb who gave his life for our sins. Games and activities will be focused on this.</i>
Awana Gran Prix	<i>Earlier in the year we'll have car kits available for purchase if your child would like to participate in our race. Parents, help your kids build theirs</i>
Messy Night	<i>Bring your dirtiest clothes because our games are going to be super messy and our snacks are going to be super messy.</i>
Team Color Night	<i>Kids should show support for their team by wearing their team colors. All Cubbies should wear their club color – blue.</i>
Handbook Wrap-Up Night	<i>Not really a theme. But if your child is trying to finish their book, this is the last night to do it! Go and get it done!</i>
Closing Ceremony	<i>Everyone is encouraged to attend our Closing Ceremony. Bring your friends and family so they can appreciate the work of your kids!</i>

# AWANA CLUBS



Cubbies celebrates the spiritual potential of preschoolers (3- to 5-year old's) by helping them develop respect for God, His Son and His Word. Preschoolers can hardly wait for their next Cubbies club meeting. Whether it's the fun puppets, the exciting games or all their "Cubbies friends," they simply love it. At Story Time each week, preschoolers learn about God – the greatness of His love and His Word – and about His Son, Jesus Christ, the promised Savior. Non-competitive games build excitement and reinforce Story Time lesson themes.

Sparks ignites the curiosity of early elementary-age kids to learn about the people and events of the Bible, building a foundation of wisdom for knowing Christ. **Sparks** zooms in on the details. Kids in Sparks are introduced to Bible characters and events and learn why they are important. Sparks materials focus on helping children learn to know God and His Son, Jesus Christ. To many children in kindergarten to second grade, Sparks is the highlight of the week! They love their red vests, the exciting games and spending time with leaders and friends.



Third through sixth graders also ask questions. They ask why, what, and how come. They're ready to go, but they want to make sure they are going in the right direction. The world may tell them that there are many roads and no one knows the right one. But these kids are hungry for truthful answers. The **Truth & Training (T&T)** program uses a question and answer format with the answers backed up by Scripture. Students learn that the Bible is true and that they can firmly put their trust in God's Word. T&T materials will help kids love God. As with all Awana programs, there is an evangelism emphasis, but the materials begin to reflect a concentration on discipleship and service.

# AWANA CLUB NIGHT

AWANA is held at Del Rey Church each Friday evening from 6:30 to 8:30. Leaders are ready to receive clubbers at 6:15 pm, but not before that. We will start Opening Ceremonies promptly at 6:30. We want to encourage all our families to arrive early so we can start on time and dismiss on time as well.

Our regular club meetings normally consist of four components, but the exact schedule and activities vary from club to club.

**Opening Ceremony** - Prayer, pledges to the American and Awana flags, Awana Chant, review of the rules, and announcements.

**Large Group Time** - A Bible-based story or moral lesson, songs, prayer, and awards.

**Handbook Time** - Kids recite to their leaders the sections they've learned during the week, or take time to learn additional verses.

**Game Time** - Game Directors lead the kids in a variety of fun, but safe games, races, and contests.

Clubbers are encouraged to participate in all nightly activities. Opening Ceremonies, Games, Handbook time and Large Group lessons are all important parts of AWANA. If your child cannot participate in Game Time because of an injury or illness please send a note or talk to his/her leader.

We also have lots of fun theme nights throughout the year. Leaders will send email reminders about special theme nights. You can also get a general idea of how to prepare for each theme night by referencing the Club Themes on page 4 of this handbook.

# CLUB FEES

## Club Dues

Dues are requested to help defray some of the cost of awards, badges, and other AWANA expenses from the church. We ask our families to pay a yearly fee if you are able to. Dues are a suggested donation of \$30 per child. Discounts are available to families with 3 or more registered children.

**No child will be denied participation in Awana because of an inability to purchase a uniform or pay their yearly dues.**

We do not wish to exclude any child from AWANA because of financial hardship. Please decide what your family is able to pay for registration. Email [adam@delreychurch.com](mailto:adam@delreychurch.com) about an Awana scholarship.

## Entrance Booklet

When a clubber starts Awana for the first time, he/she will be given an Entrance Booklet. These booklets are free and include each club's key verse. All clubbers must complete the entrance booklet before they are given their handbook and uniform, even if registration and items have been paid for. In Sparks the entrance booklet is called Flight 3:16 and in TnT they are called Start Zone.

## Uniforms and Handbooks

All handbooks for each club are \$12 each. Uniforms for Cubbies and Sparks are \$12 while uniforms for T&T is \$17. If your child moves to a new book during the year or needs a replacement book, please make checks out to Del Rey Church and write "Awana" in the memo field and bring it to your club director. Replacing lost handbooks or uniforms will be at the regular cost of the item. Clubbers are expected to wear their uniform to club each week. Uniforms instill a sense of belonging and inspire clubbers to earn patches and awards.

\*If you are interested in donating to sponsor another clubber or help with our Awana scholarships please let a leader know you desire to bless another family in this way.



# CLUB SAFETY & LOGISTICS

## Volunteers

At Del Rey Church we desire to ensure the safety and well-being of your child. All of our Awana leaders are volunteers who have completed an application process with Del Rey Church and have passed a fingerprint background check through the California Department of Justice. The safety of our children is very important to us and we aim to provide the best possible care of your children when they are at Awana.

## Club Registration

We ask each family to complete a registration form for your children to participate in AWANA. This will provide us with the information we need in case of an emergency. If your child has food allergies or other health concerns (such as asthma), we kindly request you inform us in the registration form. The registration form is provided via email by the Awana Director to those who have already paid.

We encourage clubbers to bring their friends to Awana. Any friend who wishes to officially join Awana must register so we have emergency contact information. Parents should direct them to the Awana Director for questions and space availability.

## Drop-off and Pick-Up

We want to ensure that all children arrive at AWANA and leave club meetings with a responsible adult. It is for the safety of your child that a parent/guardian sign-in their child and walk each child to their class or to a leader. Please do not sign your child in and let them roam the parking lot. It is important for parents/guardians to sign-out their children as well. Please keep an eye on your children after they have been signed out and are in your care. We want to avoid unforeseen accidents in the parking lot.

\* If the parent/guardian wishes to have someone other than themselves pick-up their child, we require prior notice in writing. This can be fulfilled by an email to the club director.

## Wellness Policy

As we all know, sickness can make its rounds in your home and in your child's group settings. It is for this reason we ask that you follow a few guidelines in determining if your child is well enough to attend AWANA. Children who have had any of the following within the last 24 hours should not come to AWANA:

- Fever
- Heavy Coughing, croup or sneezing
- Vomiting or diarrhea
- Green or cloudy runny nose
- Inflamed throat or mouth

- Runny or pink eyes
- Any skin inflammation such as rashes, ringworm, impetigo
- Symptoms of any childhood disease (chicken pox, measles, mumps, etc)

\* No medications can be dispensed by the child or your child's leader unless by written consent by the parent/guardian accompanied by detailed instructions.

## **Athletic Shoes**

It is very important for your child to wear athletic shoes (tennis shoes) due to the nature of Game Time. An injury can result if your child trips while participating. If a child comes wearing sandals or open-toed shoes they may be excluded from certain games at the Game Director's discretion. Please send your child with a sweater or jacket when weather permits. Clubbers also get 100 points for their team for wearing their uniform and appropriate shoes are considered a part of their uniform.

## **Injuries & Incidents**

We always have someone on site who is certified in First Aid and CPR. If your child suffers a minor injury during our program, we'll provide basic treatment. Parents/Guardians will be given an Injury Report upon pick-up. If a child suffers a more serious injury, parents/guardians will be notified immediately and may need to pick-up their child early. They will be provided an Injury Report upon pick-up. A parent/guardian may also be requested to pick-up a child who develops symptoms of an illness.

We do not tolerate disrespectful behavior towards leaders, other clubbers or church property. If your child is involved in such an incident, we will provide an Incident Report to inform you of the details. We request that parents/guardians aid us in bringing resolution to the situation.

If your child is on the receiving end of disrespectful behavior, and our leaders have not already notified you about it, please make us aware so we can address it. We want our program to be enjoyable for everyone.

# P A R E N T / G U A R D I A N P A R T I C I P A T I O N

Parents are key to a child's discipleship. We hope to encourage you and provide resources to help you guide your children.

## **Engage your child!**

Take an active role in supporting your child. Talk with them about what they are learning in their handbook and at Awana club. Help them complete their sections. Always encourage them. Children have much more fun when a parent/guardian or grandparent shows interest in their accomplishments. Some kids might be self-sufficient at moving through their book, but they still need you!

## **Help your child to attend Awana every week and to arrive on time.**

Consistency builds friendships, achievement, and self-discipline. Some of our club awards are based on attendance and children really look forward to earning their awards. Plus, we have volunteers who are giving up their Friday nights to serve your family. Don't leave them hanging!

## **Bring your child fully fed.**

Making sure your child has enough dinner before attending club helps them to focus and have fun while at Awana. Some children are so excited to get out the door and get to Awana they might rush through dinner. But it can be difficult for them to enjoy the whole night if they are still hungry. We provide a small snack, but it won't replace anybody's dinner.

## **Help your child prepare their sections.**

Each week Cubbies will have one verse to memorize. Sparks should plan two sections per week and TnT clubbers should plan to recite two or three. This will ensure they will complete their handbook each year and will receive their special awards.

Tip: help your child set a goal of verses (or sections) to be memorized each week. Read them aloud with your clubber three times and do this each day. After three or four days, they will be able to begin to recite it with you.

## **Sign your child's sections.**

Have them recite their verses to you completely. Practice it as if they are reciting it at Awana with a maximum of two helps per section. Your signature shows us your child prepared in advance and we give clubbers double points for their team when they learn verses at home.

## **Please review the discipline guidelines in this handbook with your child.**

Awana has a couple rules of behavior, but in order to ensure that all clubbers have an opportunity to learn as well as have fun, our rules of behavior will be enforced.

### **Be a financial contributor.**

A \$30 registration fee per clubber will be collected to help defray the cost of snacks, activities, and awards. Books and uniforms are not included in registration cost. However, NO CHILD will be excluded from attending for failure to pay, yet it has been our experience that parents and clubbers alike take more responsibility for their progress when they have invested in the program.

### **Consistently attend church.**

Awana also has awards for church attendance and we want to encourage your family to be a part of a healthy church community where the truth of the Bible is preached accurately. If you do not already have a church family please visit us on Sunday mornings at 9am or 11am. For more details please go to [www.delreychurch.com](http://www.delreychurch.com)

### **Awana Parent Resources**

*Awana.org* has parent resources and tips to help you encourage your child to memorize their verses and prepare their sections at home. <http://awana.org/parents-home/parents-home.default.pg.html> From the Awana parents home page you can also find links to their parents twitter page and blogs with tips for parents as well.

<http://twitter.com/#!/awanaparents>

<http://parenthelps.awana.org/>

**Please plan to pick up clubbers promptly after club ends at 8:30 pm.**

# CLUBBER EXPECTATIONS

## Preparedness

- Bring handbook
- Wear Uniform
- Bring Bible
- Wear athletic, closed-toe shoes
- Have LOTS of fun
- Be respectful of leaders and other clubbers
- Be respectful of church property

## Recitation Standards

- Clubbers should learn and practice their verse(s) at home. Clubbers will receive extra points for their parent's signature on the page of their handbook, indicating that the child has memorized the verse(s) with two or fewer helps from the parent.
- Because Awana is an organization with clubs around the world, it is important to keep to the standards of the organization, as clubbers could move from club to club or compete with other clubs.
- A clubber must recite all verses in a section at once.
- Clubbers are not allowed to recite one verse and then stop to study the next verse before completing the section.
- Leaders are allowed to give two helps per section, not two helps per verse.
- Clubbers must recite the reference as well as the verse.
- Clubbers must be able to explain the verse in their own words.
- Sections should be signed only after the clubber has recited and retold the verse in his/her own words.

## Memory Tip

Every clubber should practice their sections at home and prepare during the week. Handbook CDs are included with the Cubbies and Sparks books to help clubbers learn their verses. Music CDs with songs for all the verses are available on amazon and at [www.awana.org](http://www.awana.org) If Sparks pass at least two section per night and TnT clubbers complete three sections they will meet their goal of completing their handbook and earning a book award at the end of the year Award Ceremony. Scripture learning is a major goal of the Awana program.

# THE 3 COUNT

We want everybody to have the best night they can. For that to happen we adhere to Awana's "3 Count" system. 1) If a child is disruptive, they will be verbally addressed. 2) If they continue they will sit out of the present activity so that one of the leaders can talk to them one on one. During this time the leader, in a positive manner, will reinforce participating appropriately with the clubber. 3) If disruptive behavior continues, the last step would be for the child to take a break from the club activities for the duration of the night. They will spend this time with the Awana Director.

Again, we want a friendly and positive environment where every kid can have a fun night and engage with their peers and leaders in respectful ways.

## PARTICIPATION POLICY

It is expected that your child comes prepared with verses memorized and sections completed. We understand that each child moves at a different pace. That is okay. If we notice however that your child consistently comes underprepared we will reach out to you. First, your child's club director will send home a note indicating sections that need to be worked on. Next, if there is little improvement you will receive an email from the club director encouraging you to work with your child to complete sections. Lastly, the Awana Director will reach out to you concerning your child's participation. If after these three steps there is little improvement, the Awana Director may discuss with you the possibility of opening up your child's space to someone on our waitlist, if we have one.

Why must we have this policy? Awana is based on children working through their handbooks at home during the week. More than that, the handbooks are a way to help parent's disciple their children. If this is not happening, for whatever reason, we want to assist you as a parent as best we can. We are happy to provide this program at our church to help parent's disciple their children. But we're not a babysitting service for parent's.

## ATTENDANCE POLICY

Attendance is fundamentally a participation issue. However, for the purpose of clarity, attention is being given to it here. Every year we have a number of families on a wait list to get into our program. In consideration of our limited space we need an attendance policy to give us a bit more accountability. It also takes many volunteers to make the Awana program at Del Rey Church possible. They are giving up their Friday nights to be with your children. In consideration of them too and their investment, we need an attendance policy. Think of it as a "use it or lose it" kind of approach.

## **Absence Guidelines**

The following may result in the loss of your child's place:

- Missing three (3) consecutive club nights at any point in the year without notification.
- Missing more than four (4) club nights in a semester or six (6) club nights total in the year.

If your child's absences meet the criteria outlined above the Club Director retains the right to relinquish the space to someone on the wait list.

# **A W A R D S**

Awards clubbers earn awards for their uniform throughout the year. They earn patches and smaller awards as they complete sections with activities, Bible readings and memory verses throughout the year. There are attendance awards that are given out quarterly and end of the year awards that clubbers work toward earning all year.

## **Club Attendance**

The Club year is divided into four quarters. Some clubs will earn one attendance award each quarter for perfect attendance.

## **Church Attendance**

The Club year is divided into two semesters. Each semester the clubber will earn an attendance award for regular church attendance if they have not missed more than two Sundays. When you sign your child in on a club night please check off the applicable box that indicates church attendance for that week.

If you are looking for a home church, your family is invited to join us at Del Rey Church on Sunday at 9am or 11am for worship service. We have a special Kid's Church program infant-6<sup>th</sup> grade. .

## **Awards Ceremony**

The following awards will be presented during end of the year AWANA Awards Ceremony.

*First Book Award*- A Ribbon/Plaque - After completion of the first handbook

*Second Book Award*- A Second Book Ribbon/Plaque - After completion of the second Handbook.

*Sparks Award Plaque* –Highest rank in the SPARKS club - Upon completion of (3) three Sparks Handbooks.

*Excellence Trophy* – This trophy is earned upon the completion of any (2) two handbooks from third grade and above.

*Timothy Trophy* – This trophy is earned upon the completion of any (4) four handbooks for third grade and above.

*Meritorious Trophy* – This trophy represents the completion of (6) six handbooks or manuals from the third grade and above.

*Citation Plaque* – This Award, represents the highest achievement that AWANA program presents to an individual that has completed a total of (10) ten and books/manuals, which includes the four years of high school. This Plaque qualifies the Clubber to a visit and special recognition at the AWANA international Headquarters in Streamwood, Illinois, and will be included in the world wide AWANA Magazine.



# PARENT/GUARDIAN COMMITMENT

*Please sign and date and return to Club Director.*

I have read the Parent Handbook for Del Rey Church's Awana Program. I understand and agree to the expectations described in it as they pertain to my child/children and to me as the parent/guardian.

I will strive to maximize our family's participation as outlined in the Parent Handbook. I understand that the Awana program is designed to assist parents/guardians to disciple their children and that this responsibility is part of what it means to be in the Awana program.

I will, as the responsible party, ensure that all my fees and dues are met for the child/children registered under my name. I understand that it is my responsibility to inform the Awana Director (Adam Payton) if I need financial assistance.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_