



**Parent  
Handbook  
2024-2025**

## NOTE TO PARENTS/GUARDIANS

Thank you for allowing your child to come to AWANA! We are looking forward to the coming year! You are receiving this booklet because your clubber is in the AWANA Club this fall. This preview guide will give you and your clubber an idea of what happens in the AWANA Club. AWANA is a Wednesday evening Bible-centered ministry based on scripture memory for children ages 3 years through 6th grade that focuses on learning God's Word and the Gospels in a fun atmosphere. Each week, AWANA provides consistent, positive teaching and training that stresses strong moral and spiritual values. Our clubbers learn about the reality of God and the truth of the Bible. AWANA is a parent-driven ministry that shapes your child through the limitless power of God's Word. AWANA staff and trained leaders, together with parents, create a spiritually nurturing environment to help kids grow in their knowledge of Scripture and their walk of faith. We encourage you to talk with us about any special concerns, joys, or blessings that you have. It is our desire to minister to the entire family, not just your child.

Building lives together,  
AWANA "Commander Keith" Sammons

## Welcome to AWANA

*Study to show yourself approved unto God, workmen who are not ashamed,  
rightly dividing the word of truth.  
II Timothy 2:15*

AWANA is one of the most vital evangelistic tools available to New Testament churches today. Our AWANA-chartered church currently offers three clubs for boys and girls from 3 years old through the 6th grade.

Cubbies 3 years old to pre-kindergarten  
Sparks K - 2nd grade  
Truth & Training 3rd - 6th grades

Our clubs meet on Wednesday from 6:00 - 8:00 p.m. We will begin with our AWANA Registration Night on **August 28** with ice cream sundaes and a chance to get to know our directors and leaders. Our first club will begin on **September 4**, and we will end our year with our Awards night on **April 16, 2024**.

## AWANA's Goal

To reach boys and girls (and their families) with the Gospel of Christ and to train them to serve Him.

## The Importance of Parental Involvement in Scripture Memorization

At the heart of the learning in the AWANA curriculum is scripture memorization and the acquisition of the truth from God's Word. Clubbers must memorize and recite scripture to complete most of the sections in their handbooks. Parents need to work with each of their AWANA children during the week so that the child will be prepared to individually recite the memory verses with only two helps from an AWANA leader. By working with your child during the week, your child will begin to see the importance of reading and understanding God's word. Parents are expected to monitor their child's progress in completing a handbook during the AWANA year and if the child gets more than two weeks behind in their handbook, they should contact the child's leader or club director to discuss a learning plan that will ensure the completion of the handbook without cramming at the end of the year. Clubbers will be permitted to complete a maximum of 4 sections per AWANA night to avoid memory loss of important scripture knowledge and understanding.

### Ottumwa Community Church Info

Sundays: Sunday School: 9:30am-10:20am Worship/Church Service: 10:30am-Noon

Wednesdays: AWANA: 6-8pm (5:15 pm Dinner for AWANA kids and families)

Small Groups: Various times throughout the Week

Website: OttumwaCommunityChurch.com

Phone: 641-682-5625

Pastor: Bryan Wyldes

Secretary: Chris Headley

Worship Leader: Kathy Wyldes

AWANA Commander: Keith Sammons

AWANA Secretary: Chris Headley

AWANA Games Director: Nicki Wyldes

AWANA Cubbies Director: Megan Scharff

AWANA Sparks Director: Corliss Brookhiser

AWANA Truth-in-Training Directors: Olivia Bennett and  
Randy Brookhiser

### General Guidelines for Behavior and Discipline

The purpose of discipline is to teach acceptable behavior, not merely a set of rules. By setting and enforcing club standards, AWANA leaders attain a consistent standard of acceptable conduct. AWANA uses a five-count method to bring order and quiet. This is for the **whole group**. The Director or person in charge will slowly count 1-2-3-4-5 at which time there should be absolute silence. AWANA uses a three-count method as a discipline device. This is used anytime during the club to discipline **individual clubbers** who are disruptive or misbehaving. The clubber will be warned by the director or person in charge with a count of "1". If misbehavior continues, they will be warned again with a count of "2" and their game time privilege may be revoked. Also depending on the severity of the misbehavior the clubber may be taken to the Commander for counseling. If the clubber still refuses to behave appropriately, they will receive a "3" and their parents will be contacted, and the clubber will be taken home. The student will not be allowed to return to the AWANA Club until they have met with the Commander and committed to follow the rules and behave properly. If there are any further problems it will be at the discretion of the Commander whether the student will be allowed to attend.

- \* **NO RUNNING** before, during, or after club, except during Game time.
- \* **NO BULLYING** Any problems that need our attention should be communicated to the club director or commander. We do not tolerate any child bullying or deliberately harming another child. We ask that all conversation be done in a private, loving and Godly manner. We will handle the matter promptly.
- \* **NO PHYSICAL AGGRESSION** will be tolerated before, during, or after club. Acts of willful, deliberate physical aggression will result in an automatic two-week suspension from club. A personal meeting with the parents and Commander will be required before the child will be allowed back into club. This may be done in the home, if it cannot be done at the church.
- \* **NO FOUL LANGUAGE OR GESTURES** will be used before, during, or after club.
- \* **NO PLAYING IN THE PARKING LOT** before, during, or after Club.
- \* **NO PUSHING, SHOVING, OR ROUGH HOUSING** at any time before, during, or after club.
- \* **DISPLAY CARE AND RESPECT** for all church property and others.

Game time is a privilege, and we do not want anyone to miss it. In the case of misbehavior, however, the person in charge may revoke the Game Time Privileges for a night as an act of discipline. Shares will be given during Game Time for good behavior.

## **AWANA Policies**

1. **NO CELL PHONES**\_ Cell phones will be placed in a basket at the beginning of the night for each group and returned at the end of the night. Also, any items which could be considered a distraction will be collected and returned at the end of the night. Cell phones should be turned off or on silent before entering the building. Exception: Clubbers requiring a cell phone for medical purposes.
2. **NO FOOD OR DRINK** allowed, except when club planned and/or at the beginning during the mealtime.
3. No clubber will be allowed to walk home, unless accompanied by an adult.
4. Sparks and Cubbies must have a uniform in order to receive an award.
5. We suggest clubbers carry a bag of some kind to keep their books, Bibles, and any papers we need to send home with them. Our primary method of communication with parents is through the Remind app and text. If you have not signed up to receive the AWANA Remind messages please text “@occawanas” to “81010”. If you have any questions regarding AWANA you may text on the Remind app.
6. T & T clubbers may be picked up at 8 pm from the coffeehouse area. Sparks & Cubbies can be picked up in their rooms.
7. If Ottumwa public schools are dismissed early or cancelled due to bad weather, there will be no AWANA. If there is a cancellation of AWANA due to expected adverse weather conditions occurring after the end of the school day, the decision to cancel will be made by 3 pm on that day. In this situation a Remind message will be sent out and you can also call the church at 641-682-5625.

## **Wellness Policy**

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

- Fever – 100 degrees or higher within the last 24 hours
- Vomiting/Diarrhea within the last 24 hours
- Lice
- Any rash that is suspected to be contagious.

- No medications will be given by AWANA leaders or church personnel. If a child needs medication during this time the parent must come and administer the medication.
- Children should not be in possession of any medications. If medications are found on the child they will be confiscated by an adult leader and returned to the parent or guardian at the end of the night or at the earliest convenience.

\*If your child is prescribed an anti-biotic, they must have been on the anti-biotic for a minimum of 24 hours prior to attending AWANA.

## Injuries

Your child’s safety is our utmost priority. Occasionally, we have bumps and bruises when children play the AWANA games. We have several leaders who can assist with an injured child. We need to have your home and cell phones on file, in the event, that we need to contact you. Please fill out the contact information form the first evening of AWANA and turn them into the child’s director.

## Contact Information

It is very important that we have emergency contact information for every clubber. If you bring a friend, please have the friend’s parent/guardian fill out a parental consent/enrollment (registration) form, which is available online or at the church, prior to them attending.

### AWANA Schedule 2023-2024

**\*A free meal is provided for the whole family from 5-5:45pm in the coffeehouse area.**

	5:45- 6:15	6:15-6:45	6:45-7:15	7:15-7:45	7:45-8:00
Cubbies	Check In and Opening	Handbook Time	Games	Council Time and Check Out	Check Out
Sparks	Check In and Opening	Games	Handbook Time / Bible Story (1)	Handbook Time / Bible Story (2)	Presenting Awards and Check Out
T&T	Check In and Opening	Council Time	Handbook Time	Game Time	Check Out

Clubbers will need to be picked up by an adult between 7:45 - 8:00 pm in the coffeehouse for T&T’s. Cubbies and Sparks are picked up by an adult in their designated rooms.

## Club Expenses

The cost of running our club is not covered by the purchase of books and uniforms. We may have one or more fundraisers each year which help us to provide the children that we minister to with meals at the start of each night, awards, classroom materials, and store items, etc. We ask that the parent’s make every effort to help when we have our fundraisers. We also have children from time to time who cannot afford to buy books or uniforms so whenever possible we try to help them out by covering their costs.

## **Handbooks**

Cubbies.....\$15.00 Sparks.....\$15.00 Truth & Training.....\$15.00

## **Uniforms**

Uniforms are required for the Cubbies and Sparks. T&T Uniforms are optional. Your uniform should be purchased so you can put your earned awards on it. The prices for uniforms are as follows:

New uniforms are:

### **Cubbies Sizes: \$15**

Small (4), Medium (5), Large (6), X-Large (8), XX-Large (10)

### **Sparks Sizes: \$20**

Small (6), Medium (8), Large (10), X-Large (12), XX-Large (14)

### **T&T Sizes: \$25**

Child sizes: 10,12,14, 16 , Adult sizes: S, M, L, XL

\*If you have any old uniforms that would benefit a child, that cannot afford one, please bring it to AWANA and it will be passed on.

## **AWANA Dinner**

We have a dinner prior to every AWANA night for families to come together for fellowship. This starts at 5pm and goes to 5:45pm every Wednesday night unless otherwise noted. There is no cost to families. The food that will be served for that week will be announced the week prior. Everyone is welcome to attend.

## **The AWANA Store**

The Store is open to all Cubbies, Sparks and T&T clubbers 2 times during the club year. Clubbers spend the "AWANA Shares" they have earned by means of attendance, wearing their uniform, bringing their Bible, inviting a friend, participating in games, and completing handbook sections.

Kids use their shares on Store Night to buy fun toys; some choose to buy gifts for their family or friends. All clubbers look forward to "store night". If you have any items that you would like to donate to this store, please bring them to AWANA and mark them "store". Please make sure that they are new items or gently used. Thank you!

## **Theme Nights**

We use theme nights to keep things fun and exciting. Children may be asked to dress as a Bible character, have crazy hair or perhaps dress backwards. Every month we will have one or more special nights with a theme. If kids participate in these special nights they can earn bonus shares.

# Cubbies

*(3 years – Preschool, 3–4-year-olds)*

**What happens at Cubbies?** AWANA Cubbies is for preschoolers in the two years prior to kindergarten. Our purpose is to help your children to take their first little steps on a lifelong spiritual journey. In the Bible, parents are instructed to teach their children about God’s ways...in routine activities...passing along their faith, little by little, day by day. The Cubbies program is designed to help leaders and parents in this critical role. The teaching begins at home. Each week, the parents help their Cubbies complete the scheduled Bear Hug. Each aspect of the Bear Hug reinforces the same Bible truth. At club, we will center everything we do in the same truth that you have worked on at home. Our story, games, and activities will reinforce the teaching your child has received from you. By creating this partnership, we hope to really “cement” that week’s truth into our Cubbies’ minds!

Cubbies will start with the Bear Hug Brochure. Then the Cubbies will move onto the regular handbook.

## **Tips on How Parents Can Help**

Help your child learn each weekly Bear Hug. Establish a regular time to work on the Bear Hug with your child...morning and evening. Check the schedule and calendar for what Bear Hug to work on for the next week. Read verse to child and listen to your child recite it and sign your name. Be encouraging! Only one Bear Hug per week. The Cubbies will all recite the same Bear Hug each week. Be sure your child wears the uniform vest to club. The uniform is where their awards are displayed plus helping with motivating them to learn and work in their books. You may check your Cubbie into club 10 minutes prior to the start of club. Be sure to come to the Cubbies room to pick up your child after club between 7:45-8pm.

# Sparks

*(Kindergarten-2nd Grade, Ages 5-7)*

**What happens at Sparks?** First, each new Spark clubber revs up with *Flight 3:16*, the updated Sparks entrance booklet. *Flight 3:16* teaches basic Bible truths and a salvation message in an attractive comic-strip format. After completing the entrance booklet, Spark clubbers move on to the first handbook.

## Handbooks

The Hang Glider handbook covers 12 exciting biographies from Genesis to Joshua.

The Wing Runner handbook covers exciting biographies from Judges to the birth of Jesus.

The Sky Stormer handbook covers biographies the birth of Jesus to Revelation.

*\*Regardless of the age or grade of the child, each clubber will start in the Hang Glider Handbook. Clubbers will complete the handbook that they were in the previous year before starting a new one.*

**Game Time:** Every AWANA Club meeting includes a 30-minute high-energy Game Time session in the game room each week. AWANA games are designed to teach kids teamwork and sportsmanship, while allowing them to have fun and burn some energy.

**How Parents can help...** Parent involvement is essential for a successful clubber. Making sure your Sparkies attend regularly will enable them to complete their book.

## Awards

When a clubber has completed the requirements to earn a Jewel Award, the Award will be issued to them during the Award Ceremony at the end of the evening. **AN AWARD WILL NOT BE ISSUED IF THE CLUBBER DOES NOT WEAR THE SPARKS VEST!**



# Truth & Training (T&T)

(3<sup>rd</sup>-6th Grade, Ages 8-12)

**What happens at T&T?** T &T Boy and Girl Clubbers will complete the Agents of Grace handbook this AWANA year. Each night the Counsel/Teaching Time will cover the scheduled handbook section lesson topic. The Counsel Teaching Time will be held in the auditorium (or sometimes in one of the classrooms) and girls and boys will have seating with adequate spacing and groupings to facilitate dynamic and fun learning activities. Some examples of learning activities include creating a poster, role playing, acting out a Bible story, viewing visual media and unique activities that help clubbers understand the concepts in the lesson topic for that night.

Agents of Grace Lessons:

Lessons 1.1 – 1.6 cover who God is.

Lessons 2.1 – 2.8 cover the importance and use of the Bible.

Lessons 3.1 – 3.8 cover who Jesus is.

Lessons 4.1 – 4.8 cover becoming agents of grace.

Boys and girls are separated for handbook time. In the handbook time clubbers will complete the section of the handbook scheduled for that night. The emphasis in completing handbooks is to understand and apply scripture, not just memorize verses. Handbook Sections include activities of learning a memory verse, participating in a group discussion, and other activities such as answering handbook questions. Clubbers are expected to complete the scheduled handbook section each AWANA night. If a Clubber misses a night the section that was covered will need to be made up prior to the end of the AWANA year. Regular attendance is therefore needed for a Clubber to complete the handbook by the end of the year. For the last period of the night, the clubbers will go to game time.

Every AWANA Club meeting includes a 30-minute high-energy Game Time session in the game room each week. AWANA games are designed to teach kids teamwork and sportsmanship, while allowing them to have fun and burn some energy.

# 2024-2025 AWANA Calendar

**AWANA Registration Ice Cream Sundaes Night: August 28, 2024**

9-4	First Regular AWANA Lesson Night	3-5	Prepare AWANA Grand Prix cars
9-11		3-12	Prepare AWANA Grand Prix cars
9-18	Friendship Night	3-19	Spring Break- No AWANA
9-25		3-26	Prepare AWANA Grand Prix cars
10-2	Collection for Care Bags	4-2	AWANA Grand Prix
10-9		4-9	Last Regular Lesson Night
10-16		4-16	Awards and Store Night
10-23			
10-30			
11-6	Crazy Hair Night		
11-13			
11-20			
11-27	Thanksgiving Week No AWANA		
12-4			
12-11	First AWANA Store Night		
12-18	Dress "Christmasy" AWANA Christmas Party		
12-25	Christmas Break No AWANA		
1-8-24	Collecting for Blessing Bags		
1-15			
1-22			
1-24			
1-29	Backwards Night		
2-5	Make Valentines for Nursing Home		
2-12	Valentines Day Activity + Wear a Heart		
2-19			
2-26			