

PARENT HANDBOOK 2023 - 2024



Approved Workmen Are Not Ashamed

II Timothy 2 : 15

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Welcome to Awana!

Thank you for sending your kids to our Awana Club here at Austin Chinese Church! Know that you are making an eternal investment in your kid's life. Thank you for entrusting us with the opportunity to minister to your kids, and in turn, to your family also. Our goal is to provide a safe, encouraging, and exciting atmosphere where boys and girls can learn about God's love and can discover how to know Him and live for Him.

Please take time to read this entire parent handbook. This manual is designed for you and your clubbers. Please share the information in the booklet with your kids.

In this manual, you will find information on the activities, policies, and procedures. Should you have any question, which are not addressed in this handbook, please feel free to contact our Club Directors and Awana Commander at any time.

General Awana Information

Awana is an internationally recognized and respected youth program. Our club here at ACC is just one of over 10,000 more clubs around the world where young people gather together for Bible teaching, memorization, fun games, and singing. The Awana program gets its name from II Timothy 2:15, Approved Workman Are Not Ashamed. Awana's goals are to reach boys and girls with the gospel of Christ and train them to serve Him.



For more information on the Awana program, please visit Awana.org

A Typical Awana Night

CHECK-IN

Check-in begins at 7:00 PM in the Taylor lobby. Please stay with your children if you check them in before 7:00 pm. All clubbers will assemble in Taylor Gym awaits for the Opening Ceremony.

OPENING CEREMONY & WORSHIP

Opening Ceremony & Worship begins at 7:30 PM sharp. Pledges to the American and Awana flag are recited, and the evening is opened with praise and prayer.

LARGE GROUP BIBLE LESSON STATION

Teaching Biblical truth in storytelling, testimonies, crafts, object lessons, games and songs. Biblical truth is the heart of the Awana Bible Lesson Time.

SMALL GROUP HANDBOOK STATION

Awana emphasizes the importance of God's word for sound living. Clubbers progress through graded handbooks in small groups. Awana leaders work with clubbers in scripture memorization, sharing, book assignments and prayer.

GAME STATION

Game Time is designed to teach sportsmanship, Christian ethics, and a time to let off steam and have fun!

CLOSING CEREMONY & CHECK OUT

All kids assemble in Taylor Gym at 9:00 PM for the Awana closing song & prayer. Kids must be picked-up with a parental pick-up slip printed from a Planning Center station.

Awana Program Schedule

	Cubbies		Sporks			TAT		
	Pre-K, 3 & 4	Kinder	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade	
7:00 pm	Check-in, Optional Dinner, Optional childcare in the Gym (30 mins)							
7:30 pm	Worship, Opening Ceremony & Announcement (15 mins)							
7:45 pm	Bible Lesson & Puppet Show (30 mins)		Bible Lesson (25 mins)		Bible Lesson (25 mins)		Games (25 mins)	
8:10 pm			Games in Gym (20 mins)		Handbook, Snack, Handbook, Snack, Handbook, Snack Sharing & Prayer		Bible Lesson (25 mins)	
8:15 pm	Handbook, Arts/Craft, Snack & Bathroom Break (25 mins)				Sharing & Prayer (25 mins)		Handbook, Snack, Handbook, Snack Sharing & Prayer	
8:35 pm			Games (25 mins)		Games (25 mins)		Handbook, Snack, Handbook, Snack Sharing & Prayer	
9:00 pm	Closing Ceremony & Check-out						Optional Childcare Program 9:05 - 9:30 pm	
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Cost Factors

Registration Fee - Non-refundable

Regular \$95 per child

* includes initial supplies: uniform, handbook, bag

** Does not include replacement supplies

*** In the case of financial needs, please contact the Children Ministry's Director

Registration & payment online at

<https://acc.church/awana2023-24>

Replacement Supply

If any initial supply is lost or damaged. Clubbers may purchase replacement supplies. The costs for items are listed below.

<u>Club</u>	<u>Uniform</u>	<u>Handbook</u>	<u>Bag</u>
Cubbies	\$ 20.00	\$ 20.00	\$ 5.00
Sparks	\$ 20.00	\$ 20.00	\$ 5.00
T&T	\$ 28.00	\$ 20.00	\$ 5.00



Dropping Off / Picking Up

- ❖ All onsite kids must check-in with Planning Center via cell phone or the check-in stations in Taylor foyer.
- ❖ **Official Check-in begins at 7:00 pm.** Parents must stay with kids if check-in prior to 7:00 pm.
- ❖ Taylor building front entrance is locked between 7:45 - 8:55 pm for security reasons. Ring doorbell by the front entrance if you arrive after the front doors are locked.
- ❖ **All kids must be picked up before 9:30 pm** by authorized parent/guardian with the parental pick-up slip or QR code from cell phone check-in at Taylor front entrance.

Safety

Emergency

In case of an emergency, children in our care will be taken across the Morgan Bridge to the north parking lot by Awana leaders. Please meet us there in case of an emergency evacuation. Do not pick up your child(ren) in the classroom.

Snack & Water

ACC Awana will provide a nut-free snack. Please contact the Children Ministry's Director for allergy concerns.

Footwear

Due to the safety concerns of game time activities, kids should **wear sneakers** to all Awana nights.



What to Wear/Bring

Wear your Awana Uniform and sneakers!

Bring your Awana Handbook, Bag, Pencil and Bible (T&T)

Parent Expectations

We have a few requirements that are important and key to the success of your kid's Awana year. Please talk with your club directors if you have questions with these requirements.

- ❖ Help children to **attend Awana every week on time.**
- ❖ **During the week, help your child prepare for the weekly lesson.** Most kids will be adequately prepared if they spend 5-10 minutes 2-3 times a week with the club handbook.
- ❖ Be mindful to **follow our Well-child policy.** Do not bring your kids to meetings if your child is sick.
- ❖ Please review the clubber expectations found later in this handbook with your child. Rules of behavior will be enforced.
- ❖ **Make Awana a Priority!**
 - Set aside enough time to help him/her learn sections.
 - Provide on-time transportation to club.
 - Encourage your clubber to participate in all activities.
 - Work with your child's leader on how you can participate and volunteer in that club.



Clubber Expectations

BE ON TIME

Worship begins at 7:30 PM. Check-in begins at 7:00 PM and all kids are rewarded for being on-time with one Awana share.

BE PREPARED

Bring Awana Handbook, Bible (T&T), pencil, and be ready for the assigned lesson. Wear sneakers in order to participate gym activities. Clubbers are required to wear their Awana uniform to each club meeting. A properly worn uniform helps Awana clubbers and leaders earn respect and credibility.

BE RESPECTFUL

Clubbers must follow leader's directions with a good attitude.

BE FRIENDLY

We encourage children to help one another and work as a team.

BE AN EXAMPLE

Rules are necessary for a smooth running club.

5-Count (group) - by the time the leader counts to five, clubbers should be in their place and quiet.

3-Count (individuals) - when a clubber misbehaves they will be given a warning by their leader.

1st Warning Conversation with their leader

2nd Warning Conversation with the club director & time-out from the activity

3rd Warning Conversation with the Children's Ministry Director and notify parents

Leader Expectations

Our leaders are trained to teach and work with all Awana kids. The following may give you some insight into the type of leadership we strive for in our ministry.

- ❖ Must have a personal relationship with Jesus Christ.
- ❖ Must attend Sunday worship regularly
- ❖ Must have a desire to work with children.
- ❖ Work to grow to be Christ-like.
- ❖ Display proper attitudes.
- ❖ Realize that ACC Awana is not a childcare program, but a ministry of the church and a place of service to God, where our goals are to teach children the Gospel of Christ and to train them to serve Him.

Volunteer Screening:

- ❖ For the safety of our children and workers, ACC has taken a number of steps to ensure the protection of all involved.
- ❖ ACC screens all workers who have regular access to young people. This screening process includes an agreement to undergo a police background check.
- ❖ All Awana co-workers have gone through interview with the children ministry's director and approved by the congregational or next generation pastor.



Communication

A weekly e-news will be sent to your email address on file. Information about homework assignment, special event, weekly theme, reminders, prayer requests, etc. are communicated through these emails and e-news. More information including program calendar, upcoming events, important links, etc. can be found in the website: <https://acc.church/fridaychildren>.

If you have any questions concerning our Awana program, please contact your club's directors or the Children Ministry's Director.



Uniforms

The Awana uniform is an integral part of the Awana program and helps the club's overall discipline. This includes the Awana vest/shirt and a pair of well-fitted sneakers.

Well Child Policy

If your child is exhibiting any of the following symptoms, please refrain from attending ACC meetings.

1. Temperature over 100°F within the last 24 hours (without taking any antipyretics)
2. Vomiting
3. Diarrhea or abnormally loose stools
4. Any undiagnosed rash other than mild heat rash or common diaper rash
5. Unusual tiredness, pale complexion, irritability or restlessness

6. Nasal discharge that is yellow or green in color; or is clear but a continual flow
7. A congested or wet cough - one that produces yellow or green discharge
8. An eye infection
9. New loss of taste or smell
10. A fresh cold or signs of coming down with one (colds are most contagious on the 1st day)

If your child comes down with a contagious condition (such as hand, foot & mouth disease, chicken pox, measles, head lice, etc...) and was in the classroom just before or at the onset of illness, please notify our children ministry's director.

* If you or your child have had exposure to COVID-19, please refer to CDC guidelines. Make sure that you and your child is asymptomatic for COVID-19 before attending onsite program.



Handbook Guidelines

Handbook time is a special time when the clubber and their leader connect. Clubbers are broken down into small groups and take turns reciting Bible verses they have studied throughout the week. It is important to have your kids ready to recite the verse before Awana time, but it is even more important to ensure they know what it means to memorize God's words.



Some other very simple guidelines are:

- ❖ Silver & Gold (T&T) sections may be done later for extra shares and patches
- ❖ receive 2 helps or prompts per section if needed, in order to "keep going"
- ❖ To complete a handbook in one year, a child should have the assigned section ready when they arrive each week
- ❖ Pre-K and Kinder will receive "double shares" for memorization, but can pass a section with reading the verse
- ❖ 1st to 5th graders will receive "double shares" for memorization, but can pass a section by writing 5-times the verse

Bible Translations

The official translation of the Bible that ACC Awana uses is **ESV**. Your child is not limited to this translation. If another translation is used, please bring/print/write out the verses from the other translation for your kids to work with.



Acknowledgement

Please read this ACC Awana parent handbook entirely, sign and date on this Acknowledgement Page, tear out this page and return to earn five (5) Awana shares.

I, the parent/guardian of

_____ (child 1),

_____ (child 2),

_____ (child 3),

_____ (child 4)

have read this ACC Awana parent handbook.

Parent/guardian signature:

Date:

The Awana Store

The Awana Store is a privilege obtained through the earning of Awana Shares. Clubbers earn Awana Shares by arriving to meeting on-time, being prepared by wearing their uniform and sneakers, bringing their handbook, bag, pencil and Bible, memorizing the assigned Bible verses, completing homework assignments, demonstrating good behaviors, and working on special projects like sharing a toy or wearing a special color for theme nights. Leaders may also give additional Shares for anything like courtesy, answering a question, or good sportsmanship at Game Time.

The Store will operate 2 times a year. Toys and items may be purchased with the Awana Shares. Using the Shares, clubbers may "purchase" presents for themselves or for birthdays, Christmas, etc. Clubbers may also **purchase a Bible for 20 Awana shares**. It is a great way to teach saving and giving to the clubbers. The clubbers are also taught to take care of their own belongings, as "lost paper Shares" will not be "replenished."



Awana Calendar

	1st Friday	2nd Friday	3rd Friday	4th Friday	5th Friday
	1	8	15	22	29
September	Break	September Birthday Celebration	Bring a Friend Night	Yellow for Welcome Night	Adopt a Missionary Night
	6	13	20	27	
October	October Birthday Celebration	ACC Missions Conference Break	Green for Grace Night	Who do you Want to Be Night	
	3	10	17	24	
November	November Birthday Celebration	The Gospel Night	Orange for Thanksgiving Night	Thanksgiving Break	
	1	8	15	22	29
December	December Birthday Celebration	Red for Celebration & Awana Store Night	Christmas Break	Christmas Break	New Year Break
	5	12	19	26	
January	January Birthday Celebration	Bring a Friend Night	Blue for Creation Night	Creativity Night	
	2	9	16	23	
February	February Birthday Celebration	Chinese New Year Night	Pink for Love Night	Share Your Toys Night	
	1	8	15	22	29
March	March Birthday Celebration	Black for sin Night	Spring Break	Bandaged & Bruised Night	Good Friday Break
	5	12	19	26	
April	April Birthday Celebration	Purple for Victory Night	Change for Good Night	Canned Food Drive	
	3	10	17	24	
May	May Birthday Celebration	Bring a Friend Night	Awana Graduation & Store	Break	

* Subject to change.

** Refer to Awana website for updates: acc.church/fridaychildren