

*Dear Parents,*

*Welcome to Awana Clubs! We are excited about serving you and your children through this vital ministry. More than ever, our young people need and deserve positive role models, guidance for life's choices, and some good recreation and fun. We count it a privilege to work with you in providing such opportunities through Awana Clubs.*

*Our Awana Club leadership shares a two-fold commitment. First, our leadership is committed to Jesus Christ. We believe that God has shown His love for this world by sending His Son Jesus Christ to die on the cross for our sins, and that by receiving this gift from God we can enjoy a relationship with Him now and forever. Because we have experienced God's grace in our own lives, we want to share this message of good news with others.*

*Second, we are committed to you and your children. Our young people are the country's greatest resource, and we desire to develop that resource to its fullest potential - mentally, emotionally, spiritually, and physically.*

*It is our prayer that our Awana Clubs provide a great experience for you and your children. Again, welcome to the Awana Program!*

*Sincerely,*

*The Awana Staff*



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## **The Orchard** Evangelical Free Church

# **Parent Handbook 2009-2010**

## Awana Office

**224-764-4037**

Office Hours: Tuesdays 6:15 PM-8:30 PM

### General Information

The Orchard Evangelical Free Church offers Awana Clubs for boys and girls from four years of age through fifth grade.

Awana is a non-denominational program designed to encourage spiritual, emotional, and physical growth in boys and girls. There are four clubs available:

<b>CUBBIES</b>	4-year-olds (co-ed)
<b>SPARKS</b>	K-2nd grade (co-ed)
<b>T&amp;T - Boys</b>	3rd, 4th and 5th grade Boys
<b>T&amp;T - Girls</b>	3rd, 4th and 5th grade Girls

All four clubs meet on Tuesday nights during the school year. Sparks and T&T meet from 6:30 PM-8:20 PM. Cubbies meets from 6:45 PM-8 PM.

**Cubbies** meet in Fellowship Hall.

**Sparks** meet in the Belmont Room.

**T&T Boys** begin each night in the Gym.

**T&T Girls** begin each night in the Chapel.

## Other T&T Club Information

### **Shares**

Boys and girls in T&T can earn positive reinforcement money called **Awana Shares**. Shares can be used to purchase items in a special “store” at club. T&T Girls and Boys each have separate “stores” from which to purchase items. Check your child’s calendar for “store nights” throughout the year.

### **Clubber of the Month**

**Clubbers-of-the-Month** are chosen from both T&T groups seven times during the club year. Selection is based upon Christian character and the progress that the children have made through the Awana handbook during their entire career in T&T. This award includes a trophy. It can only be earned once by any child.

**A Note About Insurance:** Safety is a priority in our Awana Clubs, but on occasion accidents do happen. If your child is injured, your family’s health insurance should cover medical costs incurred. This helps us avoid duplicating efforts in coverage and keeps our insurance costs within reason. This may also help you process a claim more quickly.

## Special Events

Each club prints a separate calendar explaining the schedule of events for the year. We have included some of the old favorites along with some new exciting events this year and hope you will help us make this the best year ever!

### **Parent Night/Mom's and Dad's Nights**

Each club will designate special parent nights this year. Moms, dads or other close relatives are invited to share in club schedules with their children on these special evenings. Look for **Mom's Night** and **Dad's Night** on your club calendar.

### **Grand Prix**

A **Grand Prix Race** is held every year for the boys in T&T. Parents are welcome to help their sons build, design, and race the pine box derby cars. Kits to use for these cars will be available in the Awana Office in November. **Prizes are awarded to the fastest and the best designed cars.**

### **Fun Fair**

T&T and Sparks will enjoy a Fun Fair held in the spring. Children are given tickets to purchase treats and prizes. All events are free. This is our way of encouraging them and thanking them for all their hard work. Because of the expense, this is the only evening of the year that is **limited to registered clubbers.**

### **T&T Boys Game Night**

There are two Friday nights, during the club year, for 3rd, 4th and 5th grade boys to play games and eat pizza at the church.

### **T&T Girls' Night Out**

There are two Friday nights, during the club year, for 3rd, 4th and 5th grade girls to play games, eat dinner, and participate in other activities.

### **Laser Tag at Laser Quest**

This is a qualifying event for 3rd, 4th and 5th grade boys. A clubber must pass 28 sections in his handbook during the period from September through December to qualify. Those who qualify will receive more detailed information.

### **Food Drive**

Clubbers should bring nonperishable food items for the Wheeling Township Food Pantry.

## **Welcome to The Orchard Evangelical Free Church Awana Clubs**

### Fees

The Orchard Evangelical Free Church Awana Clubs charge dues:

**\$30 for Cubbies, \$35 for Sparks, \$45 for T&T.**

The church contributes to the finances of this program in order to keep your cost down. Dues are payable at registration unless other provisions have been made.

**It is not the policy of The Orchard Evangelical Free Church Awana Clubs that any child under any circumstance ever be denied access to activities and awards because of inability to pay dues.** Please contact the Awana Office staff if financial assistance is needed.

In addition, clubbers will need to purchase a handbook and uniform:

#### Handbook

\$8.50 for Cubbies

\$8.50 for Sparks

\$8.50 for T&T

#### Uniform

\$10.00 (vest) for Cubbies

\$10.00 (vest) for Sparks

\$13.00 (t-shirt) for T&T

Special arrangements can be made if you are financially unable to purchase a uniform for your child. Please talk to someone in the Awana Office.

After you have returned your registration card and dues, your child will be assigned to a small group with other children and an adult leader.

### Security - Cubbies & Sparks

For the safety of your child, we ask that you bring your child into club and leave him/her with the leader each night. Please do not drop off at the door or leave him/her if the leader is not present.

At the end of the night, we ask all parents to wait in the hallway until the doors open to pick up your Cubbie or Sparky. The leaders will not let the children go until they see the parent or designated pick-up person.

Please follow these security guidelines for the safety of our Cubbies and Sparkies.

## Handbooks

Children entering Awana for the first time receive an entrance booklet. *Flight 316 in Sparks* or *Start Zone in T&T Boys*. The booklet is to be completed before they start working in their handbook.

**Handbooks** include memory work, activities and Bible reading. They are to be completed in the following order for each club:

<u>SPARKS</u>	<u>T&amp;T</u>
HangGlider (K or higher)	Book #1 (3rd grade or higher)
WingRunner (1st grade or higher)	Book #2 (4th grade or higher)
Climber (2nd grade or higher)	Book #3 (5th grade)

**Everyone begins with the first handbook for each respective club. Each handbook must be fully completed before going on to the next one.** No one may work ahead of his grade level. For example, a first grader could finish both the HangGlider and WingRunner handbook in one year but may not begin work on the Climber handbook until the beginning of 2nd grade.

As a general rule, each child gets two helps per verse. It is our desire to be sensitive to the needs of the individual clubber. If your child has any special needs or learning disabilities, please let the club director know within the first few weeks of club, so we can make every effort to meet those needs.

All sections in the handbooks must be completed in order, except for the green jewels in Sparks Climber handbook and the silver and gold sections in the T&T handbooks.

**After his or her handbook is complete**, your child has the opportunity to continue earning awards. Sparks children who review their handbook earn a **Review Patch**. They can then complete a workbook for a **Workbook Pin**. The HangGlider and WingRunner workbooks are available at \$5 each and the Climber workbook is available at no charge in the Awana Office.

## Attendance

All children who pass the entrance booklet are eligible to earn two kinds of attendance awards. **Club Attendance** awards are given out at the end of each quarter.

To be eligible to receive this award, the clubber must have no more than **one unexcused** absence during that quarter.

Reasons for **excused absences** are:

- School function with mandatory attendance
- Illness
- Out of town
- Family emergency

**Excused absences are only granted with a written note from the child's parent or guardian.** This note can be given to your child's leader or the club secretary immediately after the absence. Check the club calendar for deadlines to turn in the slips.

The **Sunday School Attendance Award** is given at the end of each club half (during January and at the end of club in April). Your child will bring a Sunday School Attendance form home to be signed by his or her Sunday School teacher verifying that he/she has been a regular attender.

Catholic children can fulfill Sunday School attendance requirements by attending religious instruction classes (usually called CCD).

Attendance questions should be addressed to your child's club secretary.

## Awards

**Ribbons and trophies** are awarded by the various clubs during awards ceremonies at the end of the club year (see club calendar) to children who have completed a handbook that club year. The following is a list of the awards a child will receive for completing each handbook:

### Cubbies

1st book - Ribbon or Bear

### Sparks

HangGlider - Ribbon

WingRunner - Ribbon

Climber - Sparky Plaque

### T&T

Book 1 - Ribbon

Book 2 - Excellence Award

Book 3 - Third Book Award

To earn the Timothy Award a T&T clubber must complete four handbooks.