

Dear Parents and Clubbers,

Welcome! We are excited to see you as we start off into another year of Awana. The Lord has great things in store for Awana at DeForest Evangelical Free Church. We desire for your children to learn God's Word and to enjoy Awana to the fullest. Below are important guidelines to help Awana run effectively and smoothly. Please take the time to read these guidelines and to work with us in following them. We truly appreciate it!

### **Awana Club Standards and Policies**

DeForest Evangelical Free Church enforces the following rules, standards and policies for Awana. Also included is information about our fees. If you have any questions regarding any of this information, please talk to an Awana leader.

1. **Club Groups:**

- Puggles age 2-3
- Cubbies age 3-5 years
- Sparks: K - 2nd grades
- Truth and Training (TnT): 3<sup>rd</sup> - 6<sup>th</sup> grades
- Trek: 7<sup>th</sup> – 8<sup>th</sup> grades
- Journey: High School

2. **Handbooks:** Each handbook contains the work for one year in Awana Club. Clubbers are encouraged to study their handbook at home and come prepared to recite their memory work to their leaders. When your child recites a verse, **only two helps per section** will be allowed. For clubbers just starting out in Awana or moving to a new group (e.g., Sparks to TnT) each clubber will work on a starter booklet before starting in their regular book.
3. **Uniforms:** Clubbers who have passed the entrance booklet are eligible to wear the club uniform. Uniforms support club structure and allow clubbers to display the earned awards.
4. **Fees:** Funds go entirely towards the expenses of operating Awana Clubs. Rates are on the registration sheet. Fees goes toward the cost of books, uniform vests or shirts, prizes and awards, and game supplies. If it is more helpful for your budget, fees can be paid over time in installments; please make arrangements with the club secretary. In addition, a limited amount is available for scholarships
5. **Weekly Arrival Time:** Club starts at 6:30pm and ends at 8pm. We strongly encourage clubbers to arrive at 6:20pm and be in their designated seating area for a prompt start at 6:30pm. We need every minute to accomplish all the purposes of Awana club and for it to be effective.
6. **Arrivals and Departures:** For safety purposes, children will arrive and depart from the main church doors only. All other doors are locked for outside entry. (Each door can be opened from the inside in an emergency.) If the parent or legal guardian is not picking up the child, only adults who have **prior written permission** from the parent or guardian will be allowed to accompany the child outside. DEFC strives to have at least one person watching the door during departure time to make sure each child leaves with a parent, guardian, or pre-approved ride. Children are not permitted to go outside during or after club time, except when a game event takes place outdoors or when accompanied by a club leader or other responsible adult. This rule includes going outside to watch for parent's vehicles. We ask that parents and approved drivers come inside to meet the children they are picking up. The **only** exception is the Journey (high school) age group.
7. **Email Contact for Announcements:** Important announcements will be sent by e-mail from [defc.awana@gmail.com](mailto:defc.awana@gmail.com) to the primary email addresses parents and guardians provide on the registration forms. Please use this address to contact DEFC Awana. Messages for important club announcements for events or club cancellations due to reasons **including weather concerns** will be sent by email and, in most cases, posted on the church website [defc.net/awana](http://defc.net/awana). See the weather policy information in the next item.

8. **Weather Cancellation Policy:** If DeForest schools are canceled, go home early, or evening sports are canceled, Awana is canceled for that night. Visit <http://www.deforest.k12.wi.us/district/school-closings-bus-delays.cfm> for the latest details; click the Program/Activity link on the right for after school program closure information. If DEFC must cancel Awana for another reason, we will contact everyone by email (if you have one) or by phone, and post a notice on the church website at [defc.net/awana](http://defc.net/awana). Please let the club secretary know if your email or any other contact information changes.
9. **Events:** DEFC provides event calendars periodically to help parents and clubbers know the theme for the night, which is typically the game theme for younger clubbers. A copy of the current monthly calendar is also available on the church website Awana page: [defc.net/awana](http://defc.net/awana)
10. **Fair Night:** Awana tickets will be given to clubbers for sections completed, attendance, bringing friends, or other activities to purchase prizes from the Awana store and food from the Snack Shack. Awana Fair Day is held at the end of the year the week before awards night.
11. **Leaders:** We ask our leaders and helpers to wear uniform shirts or name tags to help you identify authorized workers.
12. **Bible & Handbook:** Clubbers are asked to remember to bring Bibles and handbooks each week. Bibles are available for those who do not have one. *Please make sure your child's name is written on all belongings.*
13. **Awards:** There are two types of awards: weekly achievement awards and major awards. Most of these awards are provided by DEFC or by donors. Major awards are presented the last night of club, and they are intended to recognize the hard work put in each year by the clubbers. Some of the awards are given for completing books, while others are for completing a series of books. The highest award is the Citation Award, given for completing 10 books from the TnT, Trek, and Journey programs.
14. **Attire:** Attire should be casual, yet respectful. Jeans and gym shoes are appropriate for game time.
15. **Game Time:** Awana games often involve running and tossing small or soft objects. Occasionally, minor injuries do occur. DEFC maintains first aid kits, and several leaders have medical and first aid training. Parents will be notified immediately in the event of injuries requiring professional medical attention (anything beyond an ice pack or a bandage).
16. **Pictures:** DEFC may take pictures of each child to create a picture roster that is used to help leaders and helpers learn names, especially for the large groups of younger clubbers. We appreciate receiving current school photos and family groups from personal collections as well. All pictures are intended for internal use, particularly the head shots and family groups. Rarely, pictures may be taken of your child during events. If the pictures are to be shared with anyone else, especially online, DEFC will ask for permission before using the pictures. We also take pictures of leaders and helpers. DEFC is not responsible for pictures and videos taken by private individuals that are posted online.
17. **Clubber Behavior:** No clubber will be allowed to roam the building. A clubber must ask permission from his/her leader to be excused from the group. Younger clubbers must be escorted by an adult when they leave the group. Clubbers are asked to have respect for property, other clubbers, and Awana leaders.
18. **Five Count System:** When any part of our Awana evening needs to be brought to order, a leader will begin counting to five. No talking should occur after the five count is given. All clubbers, parents, and leaders are asked to cooperate in observing this rule.
19. **Three Count Rule:** If clubber is misbehaving, he or she will be given a "one" count. If a "two" count occurs, the clubber will have a conversation with the Commander. If a "three" count happens, then the clubbers parents will be called. We pray this will not occur to anyone during our club year; but, it is a rule that will be strictly enforced. Aggressive behavior will not be tolerated.
20. **Guiding Principles:** Everything we do will have one purpose: honoring the dignity and worth of God. Each child will be shown loving respect. We will labor to help each child build the Word of God into his or her life. We will always remember that our church only supplements the spiritual work already being done at home in the children's lives.