

AWANA at Victory Baptist Church

Rules, Policies and Procedures

These practices have been successful for a positive Awana experience. They are the standard Awana protocols. They are explained to the children the first night of Awana every September.

Clubbers

1. Respect and obey your Leaders and other staff members.
2. Take part in the entire club program unless you brought a note from your parents or you are excused by the club director.
3. Remain in the church building at all times. If you need to leave early, your parent must notify the Director upon arrival.
4. Respectful language is always expected before, during and after Awana meetings. Screaming, talking out of turn and swearing will not be tolerated.
5. Care and respect for church property will be shown at all times (this includes climbing on/over/under the chairs, etc.).
6. Pushing, shoving or rough housing is not allowed.
7. Running is allowed only during game time.
8. Chewing gum, electronic games or electronic equipment will be left at home and not brought to Awana.
9. After every activity, the Commander, Director or Leader in charge will begin counting from one to five. By the time number five is reached, each Clubber is expected to be waiting quietly for instructions for the next activity. In Awana, Leaders and Clubbers are taught to respect the "five-count".

Special Rules

The following rules are specific to Awana at Victory Baptist Church. These rules are in place for the safety of your children.

1. Parents must accompany their child into the church and sign in using our KidCheck system.

2. Clubbers are expected to wear their nametags at all times throughout the night.
3. Parents are expected to bring their Guardian receipt to pick-up their child after Awana is finished. Parents who do not bring their Guardian Receipt will be required to prove their identity and sign out their child.

Handbooks

Individual sections in the handbook MUST be passed in one session. A maximum of two helps per section are expected, however, we will take into consideration the learning abilities of each Clubber.

Recitation standards:

1. 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.
2. Leaders are allowed to give two helps per section, not two helps per verse. If a child requires more than two helps per section, he/she will be asked to study the section a little more and try again. He or she may try again that same night if time allows.
3. Clubbers must recite the reference (book, chapter and verse) as well as the verse.
4. Sections should be signed only after the Clubber has recited and retold the verse in his/her own words – or the Leader has explained the meaning of the verse to the Clubber.

Note: 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.

Discipline

Awana uses two “counts”, one for group order and one for individual discipline.

The “**5-count**” is used to bring the group to order. As the Leader counts to “5”, the children should become quiet and still.

The “**3-count**” is for an individual.

- The child is given a “one” the first time they have misbehaved and their action is discussed so they understand the inappropriate behaviour.
- If the child continues to misbehave, then they receive a “two.” The child now sits down with the Awana Commander or Director to discuss their behavior.
- If the child continues to misbehave or be disruptive, they receive a “three.” When the child receives a “three,” the parents will be called to have them pick up their child. The Commander will discuss with the parent the reason for this action.

Aggressive or Disruptive Behavior

All children need to be able to participate in Awana planned activities and need to be able to follow simple directions. As with all aggressive or disruptive behaviours, parents are notified with each incident. Aggressive and hurtful behaviour may include, but is not limited to: biting, hitting, kicking, pushing, pinching or swearing. Such behaviour is not appropriate. We will use every appropriate method to help children control their behaviour. However, if the child can not gain self-control and is not responding to redirection using discipline/guidance techniques, then the parent will be called to pick up the child for the remainder of the night. If the behaviour becomes an on-going issue and does not change, the following steps may be taken:

1. Commander/Director coaching the child and contact with the parent.
2. Commander/Director conference with the parent to make suggestions.
3. Second conference at which time the parent may be asked to attend Awana with the child, so the parent will be available immediately to take the child home.

Any or all of the steps may be skipped or omitted as deemed appropriate, based on the extent of the aggressive or disruptive behaviour and circumstances.

Wellness Policy

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

- Fever – 100 degrees (38 degrees C) or higher within the last 24 hours.
- Vomiting within the last 24 hours.
- Diarrhea within the last 24 hours.
- Runny nose if accompanied by other symptoms and /or coloured discharge.
- Rash that is suspected to be contagious.
- If your child is prescribed an antibiotic, they must have been on the antibiotic for a minimum of 24 hours prior to attending Awana

Parents - We need your help

Parents are essential helpers in a child getting the most enjoyment from participation in Awana. Please use the following checklist as a guideline:

1. Help your child attend every week. Consistency will build friendships and achievements.
2. Make sure they wear their uniform, running shoes and bring their handbook and Bible each week.
3. Please have them dress appropriately for game time.
4. Be sure to arrive on time. Awana arrival time is between 6:15 to 6:25 pm and the opening ceremony starts at 6:30 pm. Promptness helps us to maintain good discipline and stay on schedule with each segment of the night. Thank you.
5. Help your child try to complete a section of their handbook each week at home.
6. Leaders will be sensitive to the individual needs of each child.
7. Parents be sure to encourage your child. Children have more fun when their parents show interest in their accomplishments.
8. Call the Awana Commander or Directors if you have any questions.
9. The Awana Leaders realize that there are many family situations that may affect a child's behaviour. We encourage you to let your child's Awana Leader know if there is any situation that may help us in ministering to your child. This helps the Awana Leader to potentially minister to the child as opposed to just viewing a situation or action as a discipline problem.