

WAUKESHA BIBLE CHURCH



CHRIST-EXALTING - WORD-CENTERED - GRACE-BASED - GLOBAL-IMPACTING



# Parent Handbook

*WHAT'S INSIDE:*

- General AWANA Information
- Safety Guidelines
- Contact Information
- About WBC

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## ABOUT AWANA

Welcome to the AWANA clubs at Waukesha Bible Church. AWANA is our midweek children's ministry expression. It is an international, Bible-based ministry for children. Our goal is to reach kids and their families, with the gospel of Christ and train them to serve Him.

The acronym AWANA comes from the first letters of **Approved Workmen Are Not Ashamed** as taken from 2 Timothy 2:15.

## MEETING TIME

All clubs meet on Thursday evenings from 6:30 – 8:00 pm. Bring your children to club between 6:20 - 6:30 pm. Please have them use the bathroom before club starts. Parents are ALWAYS welcome to join us at club anytime.

The Sparks and T & T Clubs will check-in and check-out of the Auditorium.

Cubbies will check-in and check-out of the Cubbie Room. **Check-out time for Cubbies begins at 8:00 pm**

## AWANA CLUB AGE GROUPS

### CUBBIES

- Two year preschool program
- Pre-K ages 3, 4, & 5 (Must be 3 by September 1st)
- Parent MUST remain in the building during club

### SPARKS

- Three year program
- Kindergarten - 2<sup>nd</sup> Grade

### TRUTH & TRAINING (T & T)

- Four year program
- 3<sup>rd</sup> - 6<sup>th</sup> Grade Girls
- 3<sup>rd</sup> - 6<sup>th</sup> Grade Boys

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## SAFETY GUIDELINES / FAQ's

- All children **MUST** be registered by a parent / guardian. Registration is in the FOYER on the main level.
- You will be given a **FAMILY ID** card with a number that has been assigned specifically for your family.  
*-Card easily attaches to your keychain*
- Children **MUST** be checked-in and checked-out by a parent/guardian. Check-In is located in the Foyer and Check-out is in the Auditorium.
- If someone else is picking up your child, they **MUST** have your **FAMILY ID** card.
- You will need to show your **FAMILY ID** card each week until your child's leader knows you and your child.

### What do I do when I arrive?

**PRE-REGISTERED** children check-in in the foyer. If you have not registered, you must register in the foyer.

### What if my child brings a friend?

You are responsible for registering, checking-in, and checking-out your child's friend.

### Where do I pick up my child?

Cubbies are picked-up in the Cubbie room starting at 8:00 pm.

The remaining clubs get picked up in the auditorium:

Sparks - right center

T & T Girls - located left center

T & T Boys - located on the far right side

### Can someone else pick up my child/children?

Yes, but they will need your FAMILY ID card. NO child will be released without a FAMILY ID card or a call prior to pick-up.

### What if my child needs to leave early?

If your child needs to leave early, just notify his/her Club Director to make arrangements for early pick-up.

### What if I lose my FAMILY ID?

You can get a replacement FAMILY ID card from the registration desk. However, you may also check-out your child with proper photo identification.

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## **COSTS**

An order form is available online or in the lower level on Thursday evenings. Most handbooks are available for immediate purchase in the lower level.

**DUES per CLUBBER:**           \$20.00 per year  
  \$1.00 / week

*If you pay dues at the beginning of club, you will save \$8.00 per child per year. Family maximum of \$50.00.*

**HANDBOOKS - all clubs:**   Please, check the current Price List

### **Cubbies**

Uniform                                   Please, check the current Price List

Bookbag (OPTIONAL)                 Please, check the current Price List

### **Sparks**

Uniform                                   Please, check the current Price List

Bookbag (OPTIONAL)                 Please, check the current Price List

### **Truth & Training**

Uniform                                   Please, check the current Price List

There are occasional events and activities which may have a cost associated with them. You will receive information about these activities throughout the year.

*Please do not let finances stand in the way of your child participating in Awana. If there is a financial need, please contact a club director and we will work with you so your child may continue to participate in our Awana ministry. A limited number of scholarships are available.*

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## WHAT TO BRING TO AWANA

- Uniform or comfortable clothing
- Handbook
- Bible
- Comfortable shoes

We ask that your child not bring any other items or food with them to club. Items can get lost or can be a distraction to others.

## DISCIPLINE

Awana uses two counts, one for an individual and one for the group.

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 behavior. If the child continues to misbehave, then they receive a “two”. The child now sits down with the Awana Commander to discuss their behavior. If the child continues to misbehave or be disruptive, they receive a “three”. When the child receives a “three”, you will be called so the leader or Club Director can discuss the situation with you.

The Awana leaders realize that there are many family situations that may affect a child’s behavior. We encourage you to let your child’s Awana leader know of any situation that may help us in ministering to your child. This helps the Awana leader to understand your child rather than viewing a situation or action as a discipline problem.

Awana has a few guidelines:

- Keep your hands to your self
- Proper speech – speak to others with respect
- Respect Leaders and others
- Respect the property of the Church

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## DRESS CODE

Children attending Awana should wear their AWANA uniform or dress in comfortable clothing. Tennis shoes are preferred in order to participate in the activities held on a typical evening. Some activities may be difficult to participate in skirts, heels, flip-flops, boots, sandals, dress shoes, etc.

There will be some special theme nights where your child will be asked to bring certain items or dress-up. Please encourage your child(ren) to participate in these FUN nights.

## WELLNESS POLICY

As we all know, sickness can continue to spread to children and others, affecting everyone. Here are WBC's health guidelines for the Awana ministry.

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

- Fever - 100 degrees 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 colored discharge
- Bad Cough – coughing increases the chance of infection being spread to others
- Any 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 48 hours prior to attending Awana

*We will **NOT** administer any over-the-counter or prescription medication to your child. Please discuss any medical concerns with your child's Club Director.*

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## INCLEMENT WEATHER POLICY

When club is cancelled due to inclement weather, you should receive an email from the Awana Leadership. If you are uncertain you can do the following:

- Call the Church Office (262) 542-7177
- Watch the News - cancellations will be submitted to the major news stations as soon as the decision to cancel club is made.
- Contact your child's leader or club director.  
(Contact information is listed below)

## CONTACT INFORMATION

### CLUB DIRECTORS:

**CUBBIES** - Christina Keedick (262) 352-0367

**SPARKS** - Ashley Boschert (262) 498-9285

**T & T GIRLS CLUB** - Heather Buchholtz (262) 534-5413

**T & T BOYS CLUB** - Jim Downing (262) 521-3055

**General ?'s** - Ashley Boschert (262) 498-9285  
ashleyboschert@gmail.com

On behalf of the AWANA leaders and Waukesha Bible Church we wish you and your child a productive and enjoyable year.

