

West Lake Baptist Church  
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Chandler, Texas 75758-5510  
903-849-6042

[www.wlbcc.com](http://www.wlbcc.com)  
Email: [awana@wlbcc.com](mailto:awana@wlbcc.com)

### **CLUB CANCELLATIONS:**

In the event that club is cancelled, due to bad weather or other unforeseen factors, notice of cancellation will be on the church sign. You may also call the church office between 8 am – 5 pm Monday through Friday at (903) 849-6042.



# **PARENT HANDBOOK**

September 7, 2011  
to  
May 16, 2012

Registration #22903

Dear Parents,

We are pleased to have your child involved in our Awana ministries here at West Lake Baptist Church! What a privilege it is to work together with you in the spiritual, mental, social, and physical training of your child. Awana provides a local, church sponsored program for children, regardless of religious affiliation, where they can enjoy exciting games and activities, meet new friends, and learn about God and His Word, the Bible.

We'd like to share some of our plans with you in this booklet, as well as let you know how you can be of help to us. You will want to keep this guide so you can refer to it for future events.

Awana Club begins promptly at 6:00 p.m. Children should arrive no earlier than 5:40 p.m. Cubbies, Sparks and T&T will check in just inside the fellowship hall and must be dropped off and picked up by a pre-registered parent or guardian. Puggles **MUST** be dropped off and picked up in the NURSERY by a pre-registered parent or guardian. Visitors are always welcome!

The first step in the clubber's advancement is the Entrance Booklet. Please help your child learn each section, word perfect, in the order presented. Upon completion of the Entrance Booklet, your child may become an official member of Awana Clubs and purchase a uniform to display their achievement awards and patches. Refer to page 3 for uniform and handbook price list.

If you do not have a church home, we would like to invite you to visit our church. Sunday School is at 9:30 a.m. and our worship service is at 10:50 a.m.

Please feel free to contact me if you have any questions or concerns.

In His Service,

Keith Davis  
Minister of Music and Education  
[kdavis@westlakebaptist.org](mailto:kdavis@westlakebaptist.org)

## Leadership Directory



Minister of Music and Education  
Keith Davis – (903) 849-6042

Awana Director/Secretary  
Reagan Bennett  
Email: [awana@wbcc.com](mailto:awana@wbcc.com)

Puggles Director  
Danna Walden

Cubbies Director  
Libby Benton

Sparks Director  
Tanya Ingle

T&T Director  
Mary McLarry

## Tips On How Parents Can Help

- Please bring your child to club 10-15 minutes early. Drawing entries are given for promptness.
- Help your child find a place to keep their Handbook and Bible to avoid the “Where’s my Handbook?!” panic.
- Make sure your child wears his/her uniform to club. If they do not have a uniform or have not earned one yet, casual clothes and tennis shoes should be worn.
- Make sure your child brings their Entrance Booklet or Handbook, Bible, and is prepared for the night’s theme or event. Drawing entries are given for bringing these things, as well as Sunday school attendance. Refer to page 2 for award system information and the calendar on pages 4 and 5 for specific theme and event information.
- Contact your child’s Leader with questions or concerns. If after talking to the Leader, the issue is not resolved, contact the Club Director or Awana Director.
- Help your child prepare for club each week by spending time at home with them reading and reviewing their Handbook sections and verses. If they do not have a Bible, please contact the Awana Director/Secretary. No child should be trying to complete their Handbook without a Bible.
- Encourage your child by familiarizing yourself with their Handbook, especially the non-verse sections. Often these sections require more time and involve home related tasks and activities.
- Gently remind your child to spend 5-10 minutes each day on verses. Memorizing is hard work! If a child works on his/her Handbook 10 minutes each day, they can complete their book in one year.
- All parents are welcome to attend any club, any night, as a visitor with their child.

## Welcome to Awana!

*“Study to show yourself **A**pproved unto God, **W**orkmen who **A**re **N**ot **A**shamed, rightly dividing the word of truth.” II Timothy 2:15*

The Awana program at West Lake Baptist Church currently offers four clubs for boys and girls from 2 years old (as of Sept. 1, 2011) through the 6<sup>th</sup> grade.

PUGGLES: 2-years old (as of Sept. 1, 2011)

CUBBIES: 3- years old (as of Sept. 1, 2011) up to, but not including, Kindergarten

SPARKS: K-2<sup>nd</sup> grade

T&T: 3<sup>rd</sup> thru 6<sup>th</sup> grade

All Awana clubs meet on Wednesdays from 6:00 – 7:30 pm.



## Awana Award System

Awana is achievement-oriented, and achievements are recognized and rewarded. The award system is a key factor in motivating clubbers to do their best. Awards are given for handbook progress as well as Sunday school and club attendance. Most club awards are displayed on the uniform, so we encourage all clubbers to have a uniform.

### **Awana Points**

Awana Points are given for club and Sunday School attendance, bringing Bible and handbook, wearing uniform, handbook achievement, bringing friends, team effort, participation in special events, and other special accomplishments. For Puggles and Cubbies clubbers, these points accumulate and can be used in the Awana Store on Store Nights. For Sparks and T&T clubbers, points equate to entries into a drawing held at the end of each club night. See page 6 for more information.

### **Club Attendance Awards**

These awards will be given 4 times each club year. Clubbers are allowed one unexcused absence in each of these time periods:

September 8 to October 26  
November 2 to January 11  
January 18 to March 7  
March 21 to May 16

### **Handbook Completion Awards**

These awards (ribbons and trophies) are given at the year-end Awards Night to clubbers who have completed their handbook. All Sparks and T&T clubbers who complete an entire handbook before the end of April will also be rewarded with a bowling and pizza party at the end of our Awana Year. See page 6 for specific guidelines.

### **Sunday School Awards**

Points will be given for Sunday School attendance. Clubbers will simply take their handbook to their Sunday School teacher to sign each time they are on time for Sunday School.

September 7 to January 11  
January 18 to May 16

## General Guidelines and Discipline

The purpose of discipline is to teach acceptable behavior, not merely a set of rules. By setting and enforcing club standards, Awana leaders attain a consistent standard of acceptable conduct.

Awana uses a five-count method to bring order and quiet. It is for the whole group. The Director or person in charge will slowly count "1-2-3-4-5" at which time there should be absolute silence.

Awana uses a three-count method as a discipline device. This is used anytime during the club to discipline individual clubbers who are disruptive or misbehaving. The clubber will be warned by the Director or person in charge with a count of "1". If misbehavior continues they will be warned again with a count of "2" and may be taken to the Club Director or Awana Director for counseling. If the clubber still refuses to behave appropriately, they will receive a "3" and their parents will be called.

Game Time is a privilege, and we do not want anyone to miss it. In the case of misbehavior, however, the person in charge may revoke Game Time privileges for a night as an act of discipline.

- **NO RUNNING** before, during, or after club, except during Game Time.
- **NO FOUL LANGUAGE or GESTURES** will be used before, during, or after club.
- **DISPLAY CARE and RESPECT** for all church property and others.
- **MUST be in UNIFORM** to receive awards.

## Special Activities and Events

### **The Awana Store and Award Chest**

The "Store" will be open 4 times throughout the club year for Puggles and Cubbies clubbers. Each clubber will be able to redeem the Awana points they have earned. All look forward to store night! For Sparks and T&T clubbers, a trip to the award chest will be given each time a handbook award is earned.

### **The Awana Drawing for Sparks and T&T**

A drawing will be held during closing ceremonies each and every night Awana club meets. There will be at least two drawings each club night, one for Sparks and one for T&T. Each clubber who arrives to club on time, wears their Awana uniform and brings their Bible and Awana Handbook to club will earn an entry into the drawing. One drawing entry will also be earned for each new friend brought to club. All look forward to the drawing!

### **Missions Event Nights**

These events emphasize reaching out to the community and abroad. Items collected during the Canned Food Drive benefit our church food bank. Operation Christmas Child shoeboxes are distributed to boys and girls around the world and help spread the gospel. Caroling and Valentine Cards help spread the Love of Christ within the local community.

### **Book Reward**

All Sparks and T&T clubbers who complete an entire handbook (equivalent to 40 sections for Sparks clubbers and 64 sections for T&T clubbers) before the end of April 2012 will be rewarded with a bowling and pizza party. There will be no charge to the parents for this event. The date and time for this special event will be announced later in the Awana year.

### **Awards Night Ceremony**

Friends and family are encouraged to attend this evening of recognizing clubbers and leaders from Puggles through T&T. This program will include songs, presentations, and awards from each club. You won't want to miss this one!

## Club Expenses Price List

### **Handbooks**

\$0	--	Puggles Take Home Cards
\$10	--	Cubbies Handbooks
\$10	--	Sparks Handbooks
\$10	--	Truth & Training (T&T) Handbooks

### **Handbook Bags and Backpacks**

These handbook bags and backpacks are optional, but help your child keep up with all their Awana materials.

\$5	--	All Clubs
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### **Uniforms**

The award system is a key factor in motivating clubbers to do their best. Most club awards are displayed on the uniform, and without the uniform the awards are meaningless and will not be awarded. Clubbers are so proud when they earn their uniform awards.

\$10	--	Puggles Uniform Tee-Shirt
\$10	--	Cubbies Vest
\$10	--	Sparks Vest
\$10	--	T&T Uniform Tee-Shirt

Used uniforms may be available in limited quantities for half price.

Please contact the Awana director/secretary if finances are a problem. We do not want finances to ever stand in the way of a child coming to Awana or buying a handbook or uniform.

Used uniforms may be returned for a credit of \$5 if the uniform is clean, in good condition, and all awards and patches have been removed. See [www.BadgeMagic.com](http://www.BadgeMagic.com) for a video demo on how to remove patches.



# CALENDAR 2011-2012

WEDNESDAY NIGHTS - 6:00 - 7:30

September	October	November	December	January	February	March	April	May
7 Awana Clubs Begin	5 Food Drive Begins Decorate POW-WOW Parade Float	2 Operation Christmas Child Drive Begins	7	4 Puggles & Cubbies Store Night	1	7	4 "Color Night" Easter Emphasis	2 Last Night to Pass a Section
14 Bring a Friend Night	12 Food Drive Bible Drill Night	9 Operation Christmas Child Continues thru Nov. 16	14 T&T Caroling at Nursing Home	11 "Spot Your Leader" HALFWAY NIGHT	8 Make Valentine Cards and Baskets for Nursing Home	14 NO AWANA Spring Break	11 Bible Drill Night	9 VBS Night
21	19 Food Drive Ends Party for Winning Club	16 Operation Christmas Child Shoeboxes Assembled	21 NO AWANA Christmas Break	18 Bible Drill Night	15	21 Bible Question Night	18	16 Last Awana Night
28	26 Sweet Night Puggles & Cubbies Store Night	23 NO AWANA Thanksgiving Break	28 NO AWANA New Years Break	25	22 Potato Head Night	28	25 Last Night to Earn Bowling & Pizza Trip Puggles & Cubbies Store Night	Awards Ceremony Sun., May 20
/		30 Great Affliction Night	/		29 Puggles & Cubbies Store Night	/		

Awana Year = 33 weeks

▶ Opening & Closing Nights

▶ Missions Event Nights

▶ Bible Drill Nights

▶ General Information

▶ Puggles/Cubbies Store Nights

▶ Theme Nights

▶ No Awana Club Meeting