



# **Parent Handbook**

**2017/2018**

**Eastbay Trinity Chinese Church**

Dear Parents,

Thank you for choosing Eastbay Trinity Chinese Church's AWANA program for your child. We strive to partner with you to instill in them godly values, Biblical teaching, and personal development. We trust you will find a team of committed teachers, dedicated to leading your child during these critical years.

AWANA presents learning in a fun way -- memorizing Scriptures and playing games, all while learning truth and gaining lifelong skills. We are especially dedicated to promoting character development, knowledge, and practical living skills during our times together.

In order to take advantage of all AWANA has to offer, please have your children here at least five minutes before the start of the program and promptly pick them up when we dismiss. We thank you for allowing your child to attend our program and we count it a privilege to be a part of your child's spiritual journey.

We also want to welcome you to our church! As a bilingual and bicultural church, we offer many ministries and gatherings through which you can connect with your fellow brother and sisters in Christ. Here is our Sunday schedule:

	<b>Chinese Ministry</b>	<b>English Ministry</b>	<b>Children Ministry</b>
<b>Worship</b>	10:00 am	11:30 am	10:00 am
<b>Sunday School</b>	11:30 am	10:00 am	11:30 am

We trust that you and your family will find a church home here at Eastbay Trinity Chinese Church, and that you will find friendship, fellowship, and God.

God's best for you and your family,

Eastbay Trinity Chinese Church  
[www.EBTCC.org](http://www.EBTCC.org)

Club Meeting Information	- 4 -
Nightly AWANA Club Schedule	- 5 -
The Opening	- 6 -
Handbook Time	- 6 -
Game Time	- 7 -
Council Time	- 7 -
Rules	- 8 -
Discipline Policy	- 9 -
What to Bring to AWANA	- 10 -
Uniform and Tennis Shoes	- 10 -
Attendance and Awards	- 10 -
Drop-Off Process	- 11 -
Pick-up Process	- 11 -
Wellness Policy	- 11 -
AWANA Awards	- 12 -
Handbook Awards	- 12 -
AWANA Bucks	- 12 -

## ***Club Meeting Information***

When: Friday Evenings, 7:30-9:20pm.

Where: Eastbay Trinity Chinese Church  
12943 Alcosta Blvd.  
San Ramon, CA 94583

Who: Awana welcomes all children!

- 3 years old - Pre-K (Cubbie)
- Kindergarten- 2<sup>nd</sup> Graders (Sparks club)
- 3<sup>rd</sup>-6<sup>th</sup> Graders (T&T club)

Each club meeting is divided into three segments (Handbook time, Game time, and Council time). Clubbers are divided into four teams (Red, Blue, Green and Orange). Each member will be assigned to a team. We may rotate them to different teams during the year. Throughout the night they can earn points for their team by passing sections in handbook time, listening in council time, or participating in Game time.

## **Nightly AWANA Club Schedule**

<b>Sparks</b>	<b>T&amp;T adventure</b>	<b>T&amp;T Challenge</b>
Grades K-2	Grade 3-4	Grades 5-6

7:20	Parents Drop Off & Registration (Registration Desk)	Parents Drop Off & Registration (Registration Desk)	Parents Drop Off & Registration (Registration Desk)	7:20
7:30	Flag Ceremony (Youth Room)	Flag Ceremony (Youth Room)	Flag Ceremony (Youth Room)	7:30
7:35	Handbook Time (Room B)	Handbook Time (Room A)	Handbook Time (Room C)	7:35
8:10	Message (Room B)	Game Time (Youth Room)	Game Time (Youth Room)	8:10
8:25	Worship Time (Sanctuary)	Game Time (Youth Room)	Game Time (Youth Room)	8:25
8:45	Game Time (Youth Room)	Message/Worship (Sanctuary)	Message/Worship (Sanctuary)	8:45
9:15	Presentation of Awards (Youth Room)	Presentation of Awards (Youth Room)	Presentation of Awards (Youth Room)	9:15
9:20	Parents Pick Up (Youth Room)	Parents Pick Up (Youth Room)	Parents Pick Up (Youth Room)	9:20

(Rooms and Time might vary)

## ***CUBBIES Schedule***

7:30-7:35 Flag time (Youth room)

7:35-7:45 Check In Time (Talk to parents, name tag, attendance, potty time, welcome new cubbies)

7:45-7:50 \*Puppet Show

Note: Youth will help with puppet show

7:50-8:00 Worship Time

8:00-8:15 Pray and Lesson Time

8:15-8:30 \*Handbook Time

8:30-8:45 Pray and Snack Time

8:45-9:10 Game Time

Note: AWANA colors are red, green, blue and orange

9:10-9:20 Awards and Pick Up Time

\*YOUTH WILL HELP IN CUBBIES ROOM

## ***The Opening***

Opening Ceremony includes the American Flag Pledge, the AWANA Flag Pledge, the AWANA Club Song, and an Opening Prayer.

### American Flag

I pledge allegiance to the flag  
of the United States of America  
and to the republic, for which it stands,  
one nation under God, indivisible  
with Liberty and justice for all

### AWANA Flag

I pledge allegiance to the AWANA flag,  
Which stands for the AWANA Clubs,  
Whose goal is to reach boys and girls,  
With the Gospel of Christ  
And train them to serve Him

## ***Handbook Time***

Clubbers meet in small groups and recite their work individually with their handbook leader. Leaders strive to ensure that children understand the scriptures, not just memorization. Parents are encouraged to work in the handbooks with their children during the week.

Your child will receive individual awards each week for the awards earned the prior week. They may also receive team awards at this time.

Each week, for T&Ts, we require them to finish at least one session (Bible Verse Memorizing Sessions). They will not be allowed to play games if they do not pass any sessions.

### ***Game Time***

Clubbers will participate in a variety of games on the AWANA game “square”. They will develop good sportsmanship, team spirit, coordination skills, and self-confidence.

### ***Council Time***

Clubbers will sing in worship. Then leaders will present a message in a fun and exciting way.



## **Rules**

We **respect God, our church and each other.**

1. We pray during praying time.
2. We sing during singing time.

We treat others **kindly:**

1. No hitting, biting, scratching, pinching, kicking.
2. No name calling, picking on or laughing at others.
3. We treat others the way we would like to be treated.

We work and play **safely:**

1. No running in the classrooms or hallways.
2. No climbing on the furniture.
3. Don't slam the doors.

We are **polite:**

1. Only one person talks at a time.
2. We listen when others talk.
3. We follow leader's instruction.
4. We don't talk with food in our mouth.
5. We remember to say please and thank you.
6. We sit during class time.
7. We say sorry if we hurt someone.

## ***Discipline Policy***

AWANA Clubs use positive points, the five-count and the three-count methods to discipline our club members.

The positive points are given to clubbers who have positive behavior. This method will encourage children to make good choices and minimize negative behavior.

The five-count is for group discipline. As the leader counts to “5”, the children should become quiet and still.

The three-count is for individual discipline. If a clubber acts inappropriately after gentle reminders, give him a one-count. If a clubber continues to create disturbances and disobey leaders, the clubber is given a two-count. This results in a conversation with the AWANA commander. If a clubber fails to correct his behavior and continues to create problems, then he should be placed on three-count. This step results in a suspension. The clubber is taken to his parent or guardian for the rest of the evening. The leader will explain to the parent or guardian what happened.

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 leader know if there is any situation that may help us minister to your child.

## ***What to Bring to AWANA***

Clubbers should bring Bible, and AWANA handbook each AWANA night. If a clubber brings other items which do not pertain to AWANA and a leader sees it, the leader will confiscate the item until the end of the AWANA club night.

There will be some nights with special theme. In this case, your child will bring information home to inform you of the upcoming theme night and the items to bring.

## ***Uniform and Tennis Shoes***

Each child will get a uniform (vests or shirts) after completing the entrance booklet. No extra fee for the uniform. Clubbers should wear uniform to every meeting.

Uniforms are an important part of AWANA clubs which instill unity and pride, promote a disciplined atmosphere and provide a place to display the earned awards. The same uniform may be worn for two or more years provided the child is in the same club.

Due to the fun activities during Game time, tennis shoes are required. Flip flops and sandals can be dangerous.

## ***Attendance and Awards***

AWANA not only encourages club attendance, but also Sunday School attendance. The AWANA ministry desires for your family to be involved in a local church somewhere. If you don't have a church home, we would love for you to be

part of ours. For your child to be successful in completing awards, Sunday school and Club attendance are important.

**At Eastbay Trinity Chinese Church we offer: Children's Sunday School for children age 1 to children in 5<sup>th</sup> grade from 10:00am-12:30pm.**

Each year, clubbers with no more than one excused absence will earn club attendance and Sunday school attendance awards. Situations beyond the child's control including sickness or vacation are excused, but it is the parent's responsibility to make the Handbook Leader aware of individual cases.

***Drop-Off Process***

All clubbers are to come to the registration desk to check in. They can start checking in at 7:20pm, so that they are ready at 7:30pm for the opening ceremony.

***Pick-up Process***

All clubbers will be picked up by parents at 9:30pm from Youth Room. Please pick up your child no later than 9:40pm. We will start to charge \$1 per minute after 9:40pm.

***Wellness Policy***

As we all know, sickness can keep going around with children, affecting not only the other children in your child's AWANA group, but also your family and other families as the illness goes "back and forth" between the children. Here is our established health policy 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.

## ***AWANA Awards***

### **Handbook Awards**

Once a clubber finishes the entrance booklet, he/she will receive a handbook. AWANA handbooks are designed to last for one year. In order to finish the book by the end of the year, the clubbers need to work on their handbooks at home.

Clubbers work at their own pace. They will have the opportunity to earn exciting awards. These awards are worn on their uniforms. If your child progresses at an average of 2-3 sections per week, he/she will be able to complete the handbook, and be awarded either a ribbon, a plaque or a trophy at the end of the year. Please refer to the handbook for further explanation and illustration.

### **AWANA Bucks**

AWANA bucks are given to each clubber for:

- Team points at the end of the night.
- Having their handbook, bible and being in complete uniform.
- Sunday school and AWANA Club Attendance.
- Bring friends to AWANA club.

The leadership may also award AWANA bucks at their discretion to reinforce/reward positive behaviors. We will have an envelop at the bottom of each clubber's handbook for them to collect bucks. We will have shopping day twice a year at club time for them to buy prizes using their AWANA Bucks.

**AWANA Websites:**

[www.awana.org/parents](http://www.awana.org/parents)

[www.awanafamilyconnection.com](http://www.awanafamilyconnection.com)