

CAPITAL BAPTIST CHURCH



Policies and Guidelines

September 2025

By completing registration, you agree to abide by these policies and guidelines. In the event of a medical emergency, if you cannot be reached and, in the opinion of the attending physician, delay may endanger his or her life, cause disfigurement, physical impairment, or undue discomfort, **you authorize treatment** under the care of any licensed physician. Furthermore, **you agree to assume responsibility** for any costs connected with such treatment **and hereby release** Capital Baptist Church from any liability therefore.

What to expect From us

Caring and attentive volunteers who've successfully passed a background check and have received training in the conduct of the AWANA program and agreed to abide by our policies.

Timely notification of any changes through ChurchTeams[®] text and email.

We follow Virginia Health Dept. policies regarding sickness, including COVID.

We will do our best to provide remote options for children and teens, at your request.

We will abide by your request (completed with registration) regarding use of child or family photos/video.

Capital AWANA Leadership is available to answer your questions and address any needs between 5:30 and 8 pm Sunday evenings. The Gym will close by 8pm to ensure all our leaders and families can get home. Queries may be sent to AWANA@CapitalBaptist.Org at any time.

Clubs generally consist of 3 segments: Large group time, Small group time and Games or other positive fellowship time.

Sparks and T&T will begin and end in the Gym. Each evening will begin with prayer and a flag ceremony; each evening will end with an awards ceremony. We encourage all parents to join us at 7:30 to celebrate your children's accomplishments with us. If you have smaller children, please pick them up first, and keep them under your care in the gym, so they do not interrupt the awards.

We will provide reminders to your children to help them complete their book requirements, but all book requirements must be met as described in the books themselves and this policy in order to earn a book award at the end of the year.

If we are made aware, we will do our best to meet individual needs of your child. We will let you know what is feasible, solicit additional information and provide feedback to partner with you as fully as possible to help your child succeed in the AWANA setting.

What we expect from families

For the safety of all of us, please keep your child home if they have a fever (100.4F) or are feeling unwell. Follow the CDC guidelines for quarantine, isolation and masking. If a family member who was at AWANA experiences COVID-19 symptoms within 5 days of attendance, please let us know as soon as possible so that we can advise others. Many in our group need to protect family members who are older or have conditions that require extra caution. We can keep the person's name protected if that is desired (e.g., send a general report to a classroom or a club to look for signs because someone tested positive who was in club last week).

Please ensure we are aware of any medical condition or allergy that may impact your child during AWANA. If intervention may be needed, please provide what may be required (e.g., EpiPen), ensure the leadership knows where it is and how to use it, if needed. Registration includes emergency contact information and a waiver. If an emergency were to occur, we will dial 911, then your emergency number. We will make every effort to contact you – if you have a new number, will be on campus, or will be without cell service during AWANA, please provide specific information at ChurchTeams[®] check-in for that evening.

For the safety of the children, we use a management system for all children and teens when on site. By registering for AWANA, you are registered in Churchteams[®]. Each week as you bring your child/ren (including teens) to AWANA, you will need to check them in. Both you and they will receive a name tag for each evening. To ensure a speedy check in, we recommend you use the Churchteams[®] app as you park, so that name tags for you and your children will be printed by the time you walk in. The app can be downloaded for free prior to your visit from the apps or apple store. Other check-in options using Churchteams[®] are to scan a barcode tag or enter your last name at the kiosk as you enter the Education Building. The last option is the most time consuming. We require your children to wear their **name tag** and you will need yours to pick them up. If you send someone else to pick up your child, they must have the name tag (or a photo of it) for that night.

Please ensure your children have appropriate clothing and footwear each AWANA night. Sneakers and modest play clothes should be worn during AWANA to ensure safety during gym time.

Please partner with your child in making the most of AWANA:

- To incentivize good habits, children receive points for bringing their Bible and AWANA book, wearing their uniform (once it's earned) and having their lessons prepared. **We hope you will help your children develop good habits of working on their lessons at home and coming in prepared each week**, with Bible, book and uniform.

- Studying with your children is an awesome way to communicate the importance of God's Word. To complete a book within the year, Sparks will need to average 3 sections an evening; Cubbies, T&T, Trek and Journey have one section assigned per week. This is not feasible to do in a meaningful way unless the clubber has prepared at home.

- For those who want a greater challenge, there are extra credit sections/books and other opportunities, which will also earn shares and end of the year awards. Regardless of your child's abilities and time constraints, **please help your child set goals that are attainable and let us know** what they are. We will work with your child to help them hide God's Word in their heart each week.

- If your child has any **learning or behavioral** differences that we should know about to help them succeed at AWANA, please let us know. If you feel he/she needs a different curriculum or extra help, please talk with the Commander or child's Director about available options.

Ensure your child is familiar with the Memory Verse Recitation Rules:

- Clubbers may recite verses and complete sections for credit only during Handbook time of club night, unless special permission has been granted by the Commander.
- If a parent, guardian, or other supporting adult initials the verses they have worked on for Sparks or completes the Optional section for T&T, the clubber earns extra points for adult involvement.
- A section must be completed all in one sitting, regardless of the number of verses, unless the handbook or Director states otherwise. All verses, questions, answers and facts required for recitation within a section, must be said all together. A group of verses within a section cannot be portioned out and completed individually for credit.
- Clubbers must recite sections to a Leader or Director who is not a relative.
- When a clubber attempts to complete a section before an Awana leader, the leader is only allowed to give two "*helps*" per section, which includes references and question responses. A "help" consists of two small words, or one significant word or concept.
- Clubbers should be able to explain each verse in their own words.
- Sections must be signed off by the leader in the order presented in the book unless the section specifically states otherwise.
 - For Sparks, clubbers may practice on other verses out of order within their book, but they can't receive credit for the section (i.e., have it signed off) until they complete all other sections before it.
 - For T&T, clubbers get extra credit for coming to class with the week's lesson work complete, but can't work ahead. If they have missed any sections, those will need to be completed before getting credit for any extra credit work.
- After the clubber has completed the recitation according to the rules above, the Awana volunteer will sign and date the section in the clubber's handbook and give the child an Awana share (dollar) for the child to put in his/her bank slot for use on Awana store nights.
- Just for T&T:
 - Reciting a complete section *word perfect* earns an additional 50 points.
 - For Review and Extra Credit, no "*helps*" may be given

Ensure your children know our expectations for behavior and our approach to discipline. Please reinforce the rules with your children and please let us know of any difficulties your child may have. We will let you know if we identify any concerns. We expect all our clubbers to behave well.

- Clubbers are expected to be polite and kind. There will be no rough play or bad or hurtful language
- Clubbers must be with a leader when moving from one location to another
- Clubbers are expected to ask permission for restroom or water fountain breaks
- Children may not go outside unless accompanied by a parent or a leader

While we focus on encouraging and rewarding good behavior, we must maintain discipline. Please ensure your child is familiar with **AWANA's Approach to Discipline:**

The 5 Count: When you hear an adult or student leader begin to count "one", "two" ... all in the room must become still and quiet before they get to "five" and listen for instructions.

The 3-count: We do our very best, to provide positive encouragement that keeps each child on track without the need for individual discipline, but occasionally, that is not sufficient. If a child misbehaves we first (re)explain the rule and let them know they will receive a "1" if they

do not correct their behavior on their own. We may move their seat or otherwise change the situation to help the child do the right thing. If the same issue occurs again in the same club evening, the child will be given a “1” and reminded of the correct behavior. Additional changes to the child’s environment may then occur to make obedience easier (e.g., sitting next to a leader, taking a walk with a leader to help them calm down, etc). If the behavior continues and a “2” is given on the same evening, the Director will talk with the child and follow up with the parent that evening. In the very rare occurrence where a child must be given a “3”, it is the prayerful judgment of the leaders involved that the child has chosen to be willfully disobedient, there has been no improvement in the situation and the child has been removed from the activities of the club. In such a circumstance, the Commander and the child’s parents/caregivers will discuss the rules, the situation and the appropriate disciplinary action (Hebrews 12:11)

Help your child to Invite and/or Bring Visitors. In response to the Great Commission, Awana includes a strong focus on evangelism. To help clubbers learn how to *invite others* to “Come and see...<Jesus>” (John 1:46), each Sparks, T&T and Trek book includes a requirement to invite visitors to Awana. We know your child may not find anyone able to come, so here are the ways we’ve established to *meet the intent of the requirement to “Bring a Friend”*:

1. The child must ask at least two different children on three separate occasions to attend Awana with them (including special events like the Grand Prix Derby). They may also invite people to attend Christmas Eve, Easter or another church service where the Gospel is shared (again a total of 6 invites). You may coach them, but the *child must do the asking* him/herself.
2. If there is no one in the local area to invite, the child may contact those he/she does know (e.g., friends and/or relatives out of town) to tell them about AWANA and invite them to look for a club in their local area (still, at least 2 people on 3 separate occasions).
3. Alternatively, the child may sign up to go on visitation with their parent and a church staff member or a Sunday School teacher.
4. In the form of a descriptive story, recount an actual or imagined sharing of the Gospel that the clubber did or observed first hand. What was said, what Bible verses were shared, why, what happened.
5. Write or otherwise share (video, in person, as may be comfortable) their own acceptance of Jesus. Every believer has a story of God's love and saving grace. When did you make that choice - what were the circumstances, who shared the Gospel with you, what verses were shared, what did you say/decide. How does this decision make a difference in your life.

For the first 3 options, be sure the *dates, event, and name of the person(s) invited (or visited) are written down and brought to AWANA* to receive credit for this section of the book.

For the latter two, please bring it in on Sunday evening or send the child’s work to awana@capitalbaptist.org

Journey student’s evangelism requirement is to have a meaningful spiritual conversation with someone who does not know Christ.

Timely payment: Registration fees recover some of the cost of awards and activities for clubbers. Book and uniform are sold at cost. Timely payment is expected for all items; after the initial payment, installment plans are acceptable. If finances are a concern, please talk to the Commander or Ministry Director regarding scholarships.