



Student Leader Club Setup Checklist

1. Team Prayer 6:00-6:10 in the Early Childhood Office.
2. Put your cell phone AWAY for the night. The only reason to use your phone is for something Cubbies related, such as communication with me, or for a family EMERGENCY. You may check your phone for one of those two items, which takes seconds, and then put it away. All other phone items should wait until Cubbies is over.
3. Bring the Secretary Supplies (rolling cart, secretary bins) out from the Elementary Childhood Office to Red Room.
4. Plug in a door chime in each room, the SALT room, and the hall. Test each chime to be at its loudest setting.
5. Set up the Puppet Stage and get out puppets needed for that night. (Room 009) Set up a tape line around the puppet stage to keep Cubbies back.
6. Set out carpet squares in Rooms 009 and 008.
7. Set out Teaching Cards for Lesson Time. Also include Cubbie Buddy Level cards. (Room 008)
8. Get the American Flag and set it up in Room 009.
9. Bring extra Cubbie Puppet to Handbook Room. (Room 006)
10. Deliver clear room bins and white handbook time tote to each classroom.
11. Make sure the room color signs are outside each classroom.
12. Hang snack sign in room 006.
13. Hang SALT sign at bottom of stairs.
14. Help complete the room setup checklist for each classroom.



Room Setup/Coming In Time/Craft

1. Set up tables and chairs.
2. Move toys out of sight and turn toy furniture around. We want the children focused on our theme for the evening, so even your “filler” time should be pre-planned to some degree. Toys in the room can be used as a last resort, when you don’t have a plan ahead of time.
3. Set out supplies for crafts. One craft at each place. Crayons, scissors, glue as needed. If the craft is messy, we have table cloths.
4. Place name label in each cubbie hole for each clubber.
5. Check that the room color sign is outside your room.
6. Club starts the minute the first Cubbie arrives.
7. Need 2 leaders (at least one adult) to receive Cubbies. As a parent to stay until a second leader arrives
8. Set Cubbie Buddy Level to Yellow (2).
9. Introduce yourself as parents drop off kids.
10. Remind parents to take their children to the restroom.
11. Place a checkmark on the Room Roster for each Cubbie. If any parents have any questions or notes, please mark the roster so that we follow-up.
12. Ask parents of guests to complete our Guest registration form and have someone from the room get the Director. There are more documents the director will have for guests.
13. Make sure each Cubbie is wearing a name button or temporary name sticker with a color dot.
14. Start craft. Bond with your kids: How was their week? Do they know what their verse means? What was the best part of their week?

15. Have the Cubbie do as much of the craft as possible. It's more important that the Cubbie do the craft than it gets completed or gets done "right."
16. Make sure each child's name is on their craft.
17. If the craft is not finished (or for late comers who didn't start), let them take it home to complete it. Set a time deadline for children who will not be allowed to work on a craft if they are later than a certain time.
18. Put crafts in the child's cubbie hole.
19. Review A&C verses as time allows.
20. Pick up the room.
21. Leave the progress records for your absent Cubbies with the attendance sheet on the desk in your classroom.
22. If latecomers arrive, be sure to update your attendance sheet and pick up their progress record from the secretary.



Handbook Time/Snack/Activity Page

1. Set up napkin, cup of water, and snack at each place setting
2. While SL is setting up snack, gather Cubbies' attention and practice reciting the verse. Say it soft, loud, high, low, on one foot, spinning around, etc. Do this until snack is ready.
3. Set Cubbie Buddy Level to Yellow (2).
4. Assign one leader to help Cubbies use the hand sanitizer before snack.
5. Close room door.
6. Pray for the snack (leader or Cubbie).
You can choose how to pray for your particular room. If you would like a prayer poem, we have included a suggestion.
Preparatory song (with hand motions):
Open, shut them, Open, shut them
Give a little clap
Open, shut them, Open, shut them
Put them in your lap.
7. Prayer:
We thank you Lord, with happy hearts,
for rain, and sunny weather.
We thank you Lord, for this our food
and that we are together.
Amen
8. Make sure the child's name is visible on brochure/handbook.
9. Go over/sign off verses in their Handbooks. Make sure the child places his/her own stickers in the book. Help show them where they go.
10. Gauge these guidelines to each child in your room. Some children receive more help at home than others do, and you will get a sense of how much help they need as the year progresses. To receive credit for every verse, the leader is allowed to give two helps. Giving word clues is considered a help. Nodding

your head is an encouragement, not a help. The purpose of Awana is to help kids hide God's Word in their heart—the verse and the reference. First-year Cubbies are encouraged to memorize the bold part of the verse and the reference, but we understand that the reference might be too much for that age. Second-year Cubbies are required to cite the reference and the whole verse. Parents will indicate in the Handbook which version of the verse they worked on at home.

11. Fill in the Progress Record for each child. Bear Hug A and B are on the front of the blue card. Bear Hugs 1-26 are on the back. We will not use Special Days 1-4. For each Bear Hug, put today's date in the box for: Bear Hug, Review, Under the Apple Tree if the parent signed (3 places total).
12. Make sure you discuss what the verses mean. Ask questions. You can bring your kids together to review the verses as a group.
13. Deliver progress records to the Secretary (Debbie) as soon as possible.
14. If you have extra time, work on the Activity Page, Tracing Page, or Craft. You would have needed to bring it with you from your home room. Be sure to write Cubbies' names on each page.
15. Have kids pick up the room.
16. Line up by height, alternate which end goes first.
17. Review rules before leaving your room.
18. Count your kids (remember to include the late comers in your count).



Going Home Time/Club Cleanup

1. A Leader should be the first one back in the room to capture their attention and start the next activity immediately.
2. If it works for your room, roll cubby hole cart into hall for easy pick-up or use it as a barrier to block Cubbies from escaping during the chaos of pick-up.
3. Work on verse tracing pages. (One color per age of Cubbie.)
4. After tracing pages are completed, filler games should have something to do with Cubbies. We have a list of filler games to choose from (see director). If you are more comfortable using a different game you are familiar with, try to adapt it to a Cubbies theme. Instead of playing, "Duck, Duck, Goose" play "Luvie, Katie, Cubbie." The "Gooser" can go around the circle and name each child a different character, and when they want to call "Goose," instead they call "Cubbie." Instead of "Simon Says," you can play, "Cubbie Bear Says."
5. Make it a priority to write one or two short lines on the "we missed you" cards before you leave and leave them in your "Return to Secretary" bin.
6. Assign one helper whose sole job is to have parents sign out Cubbies.
7. Clean tables with disinfectant.
8. Stack chairs. (Cubbies can help.)
9. Return the room to the way you found it. Turn toys back around as you found them. (May receive different instructions from Susan Halfhill during Upward Season.)
10. Check that windows are closed.



What Goes Where

Keep In Room (Color Bin)	Return To Barb (Clear Bin)
<p>Blue progress cards.</p> <p>Cubbie hole name cards.</p> <p>Plastic folders.</p> <p>Pens.</p> <p>Left behind handbooks.</p> <p>Left behind awards if you know who they belong to.</p> <p>Table Group Signs/Stands.</p> <p>Lesson plans and this notebook.</p> <p>Cubbies music CD.</p> <p>Things you'll use next week: buttons, books, etc.</p> <p>Leave "standard" craft supplies in room, such as:</p> <p>Glue sticks, crayons, markers, scissors, tape.</p>	<p>Craft-specific supplies, such as: Liquid glue, stickers, paint.</p> <p>Extra Activity pages.</p> <p>Extra tracing pages.</p> <p>Extra craft supplies.</p> <p>Room roster/check-in sheet.</p> <p>Accordion file with Parent Pager slips for check-in and check-out.</p> <p>Note for Barb for anything you need (make buttons, make name cards, etc.)</p>
Return to Secretary (Color Bin)	White Tote
<p>Left behind awards if you don't know who they belong to.</p> <p>Completed miss you cards.</p>	<p>Craft supplies too big that won't fit in clear bin.</p>



Classroom Discipline and Control

Children want and expect boundaries and consequences. They will push and test them -- so stand firm! The goal of classroom discipline is to change lives. There is a difference between discipline and punishment. Our desire is to discipline with dignity. ... At no time is physical or verbally abusive discipline or punishment permitted.

- Never lose your temper or shout.
- Children should always call team members “Mr./Mrs./Miss”
- Avoid talking to the other team members instead of spending time with the children.



Awana as a whole emphasizes structure and discipline, and we start that in the Cubbies program. We do this from a Biblical perspective (Hebrews 12:11). But we also do this because for this age group structure usually translates as security, and security translates as love. We would also like to stress consistency among other HCC programs (such as KidsQuest and God’s Love Express) so that the children who attend all these programs know what to do, what to expect, and how to behave. Remember that this consistency translates as love for this age, and it will make things easier on the teachers in the other programs if Cubbies don’t bring unexpected behavior with them.

Discipline is meant to be a loving approach to teaching children appropriate behavior. The purpose is for training, correction, and development. The focus is on correct future behavior. And our leaders come at it with a loving and concerned attitude, which will make the child feel secure (loved).

Our leadership team strives to reinforce positive behavior. We enforce rules to allow our club to run efficiently and effectively.

The Five-Count: For group discipline

The person in charge does the five-count slowly and loudly. Clubbers will be trained to quiet themselves before the end of the count. During the five-count, all leaders raise their arm above their head and silently count with their fingers as the Director counts out loud.



The Three-Count: For individual discipline

This method follows the “three strikes, you’re out” philosophy.

- *One Count* - The first warning for misbehavior. A leader will kindly talk to the child, informing them that this is their first warning. They have two more chances before they will be sent to the Cubbies Director.
- *Two Count* - This is a second warning. The leader will, a little more sternly, tell the child that they only have one more chance.
- *Three Count* - On the third warning the Cubbies Leader will take the individual to the Director. The child will sit in the Early Childhood office for a period of time until they are ready to return to their class and be a good listener. The Director will also inform the child that if they continue to misbehave, the next step is to call their parents and go home.



With this age group, usually the threat of “being sent to the Director” is enough to encourage good behavior, and additional steps are rarely needed.

The goal of discipline is to return the child to the classroom. The child is ready to return to the classroom when they agree to say, “Sorry” to the teacher and modify their behavior. Prayer is always included in the process to ask Jesus to help the child behave according to classroom guidelines.

