

# **Handbook for Parents 2023-2024**

**GOSPEL  
ADVENTURE  
CLUB**



## **Central Christian Church**

**2900 North Rock Road**

**Wichita, KS 67226**

**316-688-4400**

**[www.ccc.org](http://www.ccc.org)**

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Dear GAC Parents and Guardians,

Thank you for allowing your child to come to Gospel Adventure Club (GAC) at Central Christian Church! We sincerely desire that this experience will be full of fun and learning for your child. The purpose of the GAC is to reach children and families with the Gospel of Christ and to train them to serve Him and help families disciple their children.

The leaders in GAC are committed to the standards as set forth by Central Christian Church. They have given their time and talent for working with your children every Wednesday night. We look at GAC as a partnership between the leadership and the parents. We encourage you to work with your children at home in their handbooks and to ask questions about how your child is doing in club activities.

It is our responsibility as the Children's Director and the Family Pastor to ensure that we create a fun and safe environment for your children to learn. That is why we have developed this handbook, so you are aware of the various aspects of GAC and the policies and procedures of our clubs.

If you have any questions or comments about GAC throughout the year, please feel free to contact us or the club Directors at any time. Our contact information is listed below as well as on page 3 of this handbook.

In His Love,

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Family Life Director  
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Email: [brumleyt@ccc.org](mailto:brumleyt@ccc.org)

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Children's Director  
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## **What is Gospel Adventure Club?**

GAC is a Bible-centered children's and youth ministry providing our children and families with weekly clubs, programs and training for students in preschool through 5<sup>th</sup> grade.

Our goal is to equip kids to reach other kids and their families, with the gospel of Christ and train them to serve Him. The GAC name is based on the Gospel Centered, Adventure Filled and Club inviting lessons and activities that we provide each week. We will have events throughout the year that we want you to invite others to attend, club-fee free.

## **Club Structure and Leadership**

There are three clubs that are part of the GAC Ministry at Central Christian Church; Swimmers, Climbers and Hikers. They are age-graded, and the curriculum, lessons, and games are structured accordingly.

- Swimmers club is for preschool aged children who are 3 through Pre-K & potty trained. (Must be 3 by 8/31/23).
- Climbers is our club for Kindergarten through 2<sup>nd</sup> grade.
- Hikers is our club for 3<sup>rd</sup> through 5<sup>th</sup> grade.

The leadership team for GAC is as follows:

### **Children's Family Pastor**

Todd Brumley  
Phone: 316-688-4400 ext. 1222  
Cell: 316-882-8121  
Email: [brumleyt@ccc.org](mailto:brumleyt@ccc.org)

### **Children's Director**

Tina Nickel  
Phone: 316-688-4400 ext. 1218  
Cell: 316-461-0616  
Email: [nickelt@ccc.org](mailto:nickelt@ccc.org)

### **Early Childhood Manager**

Mandi Rivera  
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Cell: 316-619-8486  
Email: [riveram@ccc.org](mailto:riveram@ccc.org)

### **Early Childhood Shift Leader**

Anna Wilson-Leach  
Email: [wilsona@ccc.org](mailto:wilsona@ccc.org)

### **GAC Vol Coordinator- Elementary**

Katie King  
Phone: 316-266-7210  
Email: [katieking111@outlook.com](mailto:katieking111@outlook.com)

### **Games Vol Coordinator**

Mark Kinman (Climbers)  
Austin Daniels (Hikers)

### **Teachers- Elementary**

Paul Baumgartner  
Jessica Biggs-Phillips  
Greg Base (sub)  
Luke Grimes

## **Club Standards**

1. GAC starts promptly at 6:30 pm and ends promptly at 8:00 pm.
2. Respectful language always is expected before, during and after club.
3. Address GAC workers respectfully—Mr., Mrs., or Miss followed by their first or last name (club preference)
4. Care and respect should be shown for church property.
5. Pushing, shoving and roughhousing are NOT allowed in GAC.
6. Running is allowed only during Game Time; running is not allowed in the halls.
7. Leader supervision is required for clubbers to enter Central court and chapel.
8. Chewing gum should be left at home and not brought to the club.
9. Club Points are presented to clubbers for the following: attendance, wearing club shirt, bringing Bible, reciting memory verse, completed homework, character and extra credit challenges.
10. Game Time is an important part of the club night, but it is a privilege. If homework is not done, they may spend time with a leader to get it completed. In the case of extreme disorderliness, it may be revoked for a night at the discretion of the Children's Director or Vol. Director.
11. T-shirts, books, bags and most materials are included in the registration fees. However, when they are lost, replacement costs will be charged. (see Cost of Materials section for each club)

## **GAC Rules**

The team leaders will be repeating the Rules many times throughout the year and especially during the first few weeks of club. Please help us, and your GAC kid, by going over these rules at home also. GAC has 4 basic rules:

1. Listen and don't talk when a leader is talking.
2. Always raise your hand when you have something to say or want to answer a question.
3. Always fold your hands in your lap during Story Time and prayer.
4. Always keep your hands and feet to yourself. No hitting, kicking, running or wrestling.

## **Uniform**

- The Swimmers uniform is the Blue club t-shirt.
- The Climbers uniform is the Red club t-shirt.
- The Hikers uniform is the Black club t-shirt.
- The cost for the uniform is included in the yearly registration fees.
- Replacement T-shirts are \$10.00 and can be purchased from the Administrative Secretary for our clubs.

## **Discipline Policy**

First and foremost, staff and volunteers in Central Kids are NEVER to physically discipline a child at church. It is our belief that this type of discipline, also known as corporal punishment, is to be left up to the individual family.

Any disciplinary actions taken by staff or volunteers are not meant to be punishment, but rather are meant to be a time of teaching. This type of discipline is intended to have a two-fold effect: first, to immediately stop inappropriate behavior; second, to help the child find another, more appropriate way to conduct him or herself. Here are just a few examples of the procedures we advocate in correcting behavior:

- Prevent Problems Before They Occur. The best way to avoid trouble is to stop it before it happens!
- Set Clear Limits. Use the word "no" as little as possible, but instead, give the child information. For example, "We don't bite Timmy."
- Redirect Behavior. Try offering the child another activity.
- Offer A Choice. When you say, "You may play with the truck or the car. Which one do you want?" You are giving the child a choice.
- Acknowledge Feelings. Try to show the child that you understand.
- Talk Through Problems. Here is a good example: "Ryan wants the truck. Timmy wants the truck. What can we do? Here is another truck. Which one would you like Ryan?"

If you have tried redirection and talking through the problem without success, then it is time to call in a Central Kids staff member. It is the responsibility of the Staff to talk with the parents about behavioral issues. A Few Tips to Keep in Mind:

- Acknowledge a child's good behavior.
- Talk about the action and not the child's personality.
- Remember that seventy percent of communication is non-verbal.
- When addressing a child's behavior, always lower your voice.
- Realize that a child's behavior may simply be a cry for your attention.
- Avoid hurrying a child. A hurried child is usually a frustrated child.
- Pray!

Once a volunteer and a Central Kids worker have tried to deal with the child's inappropriate behavior for a reasonable amount of time, the child will be taken just outside the classroom and asked to state the offense and the appropriate behavior. The child will be warned that if the inappropriate behavior continues, parents or guardians will be contacted. If the inappropriate behavior continues, the parents will be called, and the child will have to leave for that one program. In some cases, it may be appropriate to ask the parent to sit with their child in class to ensure corrected behavior, but this course of action will be at the discretion of a Central Kids staff member. Ultimately a child will not be allowed to disrupt a class continually. In time, and after much positive effort, a child may be removed from a classroom due to inappropriate behavior, but only after the Children's Director approves this measure. It is a last resort, but it will be used when absolutely necessary.

Violent behavior from a child towards others or him or herself will not be tolerated and the parents will be notified immediately. This type of behavior includes but is not limited to malicious pulling of hair, hitting, kicking, fighting and biting. Our goal is to maintain the safety of all of our children and this type of behavior is not safe for any of those involved.

## **Points System**

Points may be earned throughout the year to encourage participation in the club and its activities. Small prizes may be awarded monthly and grand prizes will be given at the end of the year for clubbers with the most points in the following categories:

- Attendance – 1 point
- Bringing their Bible – 1 point
- Wearing Club T-shirt- 1 point
- Displaying honorable character- 1 point each card, multiple possible each night
- Reciting memory verse- 1 point
- Completed homework- 1 point
- Extra Credit Challenges- 3 points

## **Theme Nights**

### **Theme Night Contests**

Periodically we will have contests as part of our theme nights. Clubbers can be awarded prizes for participation as well as winning the contests. We are trying to get as many donations as possible from local businesses for our store. If you can donate or know of someone who might, please let us know.

## **Communication with Parents**

We believe strongly that open communication is important to a successful club. We would like to have email addresses for each parent to send information about upcoming events and possible closures due to bad weather. This will also help keep down expenses for postage.

We will also publish a monthly newsletter to keep parents informed, tell them about the leaders that are working with their children, and provide praise for clubber achievements.

We will also periodically send home notes or reminders about Theme Nights and other special events. Team leaders may also write notes to the parents informing them about your child's progress. We encourage you to keep us informed about how we can help your child succeed in GAC.

## **Bad Weather Policy**

We want all our clubbers to be safe, so we urge you to keep informed of possible GAC cancellations due to bad weather. If the Wichita school district cancels school, there will be no GAC. If the weather looks questionable, a decision to cancel GAC will be made by 4:30 pm. Please call the church office or your Club Director for updates. In addition, we will post any closings on the church website at [www.ccc.org](http://www.ccc.org). We will try to get the word out to the media but there are no guarantees that they will announce any closures in a timely fashion.

## **Dress Code**

We expect parents to use good judgment in dressing their children for GAC. Children should wear comfortable clothing and athletic shoes in order to participate in the activities held on a typical evening. Some activities may be difficult to participate in wearing skirts, heels, flip flops, sandals, dress shoes, or boots. In addition, we expect a level of modesty in clothing choices for our clubbers.

### **Wellness Policy**

As we all know, sickness can keep going around with children, affecting not only the other children in your child's GAC group, but your family and other families as the illness is passed around. Here is our established health policy for the GAC ministry (to protect everyone):

Children should NOT attend GAC 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 drug for a maximum of 24 hours prior to attending GAC.

### **Security and Safety Guidelines**

The safety of your children is of utmost importance to the leadership team of GAC. We have taken some extra precautions to help protect God's greatest resource...our children.

- All leaders in GAC are expected to wear their club uniforms and name badges every Wednesday so parents know who is authorized to work with the children.
- No GAC clubber will be permitted in the hallways without leader supervision or permission. The Children's Director, Security Vol., Volunteer Director and other security personnel will monitor the halls to make sure that no unauthorized people are near the children.
- Check in and Check out Procedures—Please see the guidelines under each club section for checking in and picking up your children. We will not dismiss any child to a sibling.
- Child Protection Policy—the church has an established policy to protect your children.
- Leaders have also been instructed in how to deal with emergencies like fire and tornadoes.



- Directors and other personnel have been (or will be) trained in first aid procedures and first aid kits are readily available in the case of injuries.
- All parents are expected to always have emergency contact information on record with the Club Secretaries.
- Please make sure that the registration form for your child includes any food and other allergies. All treats served during GAC will be store bought with careful attention to the ingredients so we can prevent any allergic reactions. Please make sure that your child's leader is aware of your child's allergies so they too can assist us in watching for potential issues.

## **Preschool and Under**

### **Nursery**

The Nursery is for children ages 6 weeks through 3 (after 8/31/23) and is an enriching space for the children of staff and volunteers who have not met the age requirement to attend Gospel Adventure Club. Drop off for this age begins at 6:00 pm.

Children in this age learn simple GAC lessons through activities, crafts, snacks and more during this time.

**NOTE:** For safety reasons (and according to church policy), parents of children who are in the Nursery must be in the building during the time that their children are in our care. It is also important that Nursery staff know exactly where the parents are at all times during GAC.

### **Potty Training**

Many children this age are going through the toilet training process, so we may have "accidents" on occasion. Please bring an extra set of clothing for each child to have in the classroom. These need to be in a bag with the child's name on it.

### **Swimmers**

Swimmers is an enriching space for children in the age bracket 3 (before 8/31/23) -5 years old and not yet entering Kindergarten. Drop off for this age begins at 6:15 pm.

Swimmers learn age-appropriate lessons through Story Time, Song Time, Craft Time, Snack Time, and Play Time during the evening. The teachers will present lessons with illustrative teaching cards and reinforce the concepts with activity pages and crafts. Swimmer's program has a strong parent component. Each week your child will be given a Swimmers Take Home Card which will include the verse and work due the following class time. Children in this age need a lot of review in order to recite verses and understand the Bible stories discussed.



## **Preschool Check In/Out Procedures**

### **Check-In**

Drop off begins at 6:15pm. First time parents who have not registered their child must stop by the Administrative Secretary's table to fill out the appropriate paperwork. A copy of these papers will be given to the Swimmers Coordinator. Make sure that we have emergency contact information. Also make sure those with permission to pick up your child are listed on their tag. Then proceed to the nursery to get your child assigned to a team and classroom. Each child must have one tag placed on their back, and the matching tag will be given to the class leaders. You will also get a coordinating Pick-Up tag that you will need to keep until the end of service. You **must** have this name tag when you pick up your child at the end of the evening.

All check-in for Nursery and Swimmers will occur at the Preschool and Under counter location located across from Central Court. No parents are allowed behind the counter unless they are working in this area or have been given permission by the Swimmers Coordinator.

### **Check-Out**

Pick up takes place at the Preschool and Under counter. Please ensure your child gets all their things (coat, gloves, crafts, take home cards, and parent notes) before they leave. Club ends at 8:00 pm each night. Team Leaders need to clean up their classrooms before they leave. Late pick-ups delay their going home time. Please respect their time and be prompt. You must have your Pick-Up tag with you to pick up your child.

Due to security reasons, only parents or guardians of Nursery kids can drop check-in and check-out Nursery. We cannot dismiss Nursery to older siblings. If another adult is going to pick up your child for whatever reason, please provide a written note to the Early Childhood Manager.

## **Cost for Materials**

**Registration fees of \$45 per year include a uniform t-shirt, take home cards, craft supplies, and bag.** If items are lost, replacements can be purchased per schedule below.

Replacement t-shirt	\$10.00
Take Home Cards *	\$0.50 each

\* Replacement Take Home Cards can only be purchased if we have extras. Since they are ordered by our club in sets of 40, we don't want to have a large quantity left over at the end of the year.

## **Elementary**

### **Climbers & Hikers**

Parents of our Climbers (K-2<sup>nd</sup> grade) and Hikers (3<sup>rd</sup>-5<sup>th</sup> grade) are needed to keep them on task. Our purpose is to help your child take their first little step on a lifelong journey. In the Bible, parents are instructed to teach their children about God's word, little by little, day by day. The Climbers/Hikers program is designed to help leaders and parents in this critical role.

In Climbers and Hikers, your child will learn about Jesus and celebrate His love. Each week's lesson is considered a "Celebration," and coordinates all the elements of the club night around a single Bible truth that elementary children can grasp. Though Climbers/Hikers are young, they can understand the Bible's basic message that each one of us is a sinner in need of salvation that comes only through trust in Jesus Christ.

### **Climber & Hiker Schedule**

Club Time is broken down into 5 areas. All the areas tie into each other based on the Teaching Aim for that lesson.

- Opening Worship
- Large Group Time (Opening Ceremony, Puppets, Object Lesson and Prayer)
- Story Time (Bible lesson and kids' response to the lesson)
- Book Time (Reciting Bible verse and small group time)
- Game Time

The teaching begins at home. Each week, the parents help their Climbers/Hikers complete the scheduled Verse and work sheet. Each part of the Explore the Bible reinforces the same Bible truth. At GAC we will center everything we do on the same truth you have already worked on at home. Our story, games, and small group time will reinforce the teaching your child has received from you. By creating this partnership, we hope to really "cement" that week's truth into our Climbers minds and hearts.

### **The Climbers & Hiker Curriculum**

All Climbers start with an Explore The Bible booklet. Every new or visiting clubber will receive one once they decide to be a full-time attender.

### **Suggestions for Memorizing**

Repeat the verses over and over to your child. Break up the verse into short phrases. Explain what the verse means and show them how the verse relates to their life.



## **Elementary Check In/Out Procedures**

### **Check-In**

Drop off begins at 6:15pm. First time parents who have not registered their child must stop by the Administrative Secretary's table to fill out the appropriate paperwork if a new clubber. A copy of these papers will be given to the Secretary. Make sure that we have emergency contact information. Then proceed to the Secretary's table to get your assigned to a team and classroom drop off in chapel.

Parents of returning Clubber will take their children to their Clubber assigned classroom or chapel no later than 6:30 pm each Wednesday. Parents are to check their Clubber in with their child's leader.

### **Check-Out**

Parents will pick up their Climber/Hiker in Central Court. Please ensure that your Clubber get all their things (coat, uniform, handbook, crafts, and any parent notes) before they leave. All Club activity ends at 8:00 pm each night. Team Leaders needs to clean up their classrooms before they leave, and late pick-ups delay their going home time. Please respect their time and be prompt.

Due to security reasons, only parents or guardians of Climbers and Hikers can pick up their children with the appropriate Pick-Up tags. Please make sure all adults who are approved to pick up your children are listed on the tags. We cannot dismiss children to their older siblings. If another adult is going to pick up your child for whatever reason, please provide a written note to the Climber/Hiker Secretary.

## **Cost for Materials**

**Registration fees of \$45 per year include a Bag, t-shirt, handbook, craft supplies, papers.** If items are lost, replacements can be purchased per schedule below.

Replacement t- shirt	\$10.00
Replacement handbook	\$9.00

\* Replacement Take Home Cards can only be purchased if we have extras. Since they are ordered by our club in sets of 40, we don't want to have a large quantity left over at the end of the year.

## **Tips on How Parents Can Help**

Help your child learn weekly verses:

- Establish a regular time to work on the verses with your child.
- Check the calendar for what verse to work on for the next week.
- Read each week's verse to your child and follow the simple instructions.
- Listen to your child recite the verse and sign your name where indicated. Be encouraging!

### **Bring your child to GAC on time and in their club t-shirt.**














- Find a special place at your home to keep your child's handbook and uniform, so it can always be found on GAC Night.
- Be sure your child wears his/her uniform to GAC. If it gets dirty, it is suggested that you wash it on gentle cycle with a mild detergent.
- Bring your child to GAC on time, so we can begin and end on time.
- Be sure that your child has gone potty BEFORE they come to GAC. All children must be potty-trained to be in the Swimmers program.
- Be sure that your child wears tennis shoes to club. Flip flops and sandals are not safe for your children when they are playing games.

# GOSPEL ADVENTURE CLUB



September	6 <b>FN</b> Family Kick Off Night Water Wars! 6:30-8pm	14 Thursday 9/14 Volunteer Training 6:30-8pm	20	27 1 <sup>st</sup> night of GAC 6:30-8pm	
October	4 GAC 6:30-8pm Pastor Appreciation	11 GAC 6:30-8pm	18 GAC 6:30-8pm	25 GAC 6:30-8pm Pajama Party	
November	1 <b>FN</b> GAC 6:30-8pm Community Helper Night	8 GAC 6:30-8pm	15 GAC 6:30-8pm	22 <b>No GAC</b> Thanksgiving Holiday	29 GAC 6:30-8pm Wild Animal Night
December	6 GAC 6:30-8pm	13 <b>FN</b> GAC 6:30-8pm Jesus' Birthday Party	20 <b>No GAC</b> Christmas Break	27 <b>No GAC</b> Christmas Break	
January	3 GAC 6:30-8pm	10 GAC 6:30-8pm Crazy Hair Night	17 GAC 6:30-8pm	24 GAC 6:30-8pm	31 GAC 6:30-8pm Western Night
February	7 GAC 6:30-8pm	14 <b>FN</b> GAC 6:30-8pm Sweetheart Bake Off	21 GAC 6:30-8pm	28 GAC 6:30-8pm	
March	6 GAC 6:30-8pm Wacky Wednesday	13 <b>No GAC</b> Spring Break	20 GAC 6:30-8pm	27 GAC 6:30-8pm Neon Night	
April	3 <b>FN</b> GAC 6:30-8pm Scavenger Hunt Adventure	10 GAC 6:30-8pm	17 GAC 6:30-8pm	24 <b>FN</b> GAC 6:30-8pm Summer Send Off!	

Family Nights (FN) require parent or guardian attendance.

Sept. 6		Family Kick Off Night / Water Wars- Gospel Adventure Club Promo Night. This is a free event for all ages. We will have a quick overview meeting in the Chapel. Please wear clothing suitable for a wet adventure. (Family Night)
Oct. 4		Pastor Appreciation – On this night we are encouraging our club kids to honor one of the pastors that help to lead our church. We are going to give them a list of pastors and ask them to write a note or color a picture to give to that pastor.
Oct. 25		Pajama Night– What would a fun night of GAC be without showing off your favorite PJ's? This is a great night, but please make sure that all the kids wear shorts or pants. They can wear slippers but have them bring a pair of shoes for game time.
Nov. 1		Community Helper Night – On this night your kids do not need to dress up, but rather come and hear from some of our brave fire fighters and police officers. This is a great night for us to honor those that help to keep us safe. (Family Night)
Nov. 29		Wild Animal Night– A fun night to look like a wild animal! But please make sure that all the kids wear shorts or pants and shoes.
Dec. 13		Jesus' Birthday Party – On this night your kids don't need to dress up, but rather come ready to celebrate Jesus' Birthday. (Family Night)
Jan. 10		Crazy Hair Night – We are encouraging everyone to have crazy hair. The crazier the hair the better.
Jan 31		Western Night – Yeehaw! Club kids get a chance to have fun dressing in the Wild West. Whether it is Cowboys or Indians we just ask that they do not bring weapons with them, even if they are toys.
Feb. 14		Sweetheart Bake Off – This is a family night where you and your family team get to bake your best heart themed treats to impress our panel of judges composed of our Pastor and CCC leaders! (Family Night)
Mar 6		Wacky Wednesday- Things are going to be a little bit wacky! Dress your wackiest, with mismatched shoes, clothes, hair, and clothing accessories!
Mar. 27		Neon Night – Fun! Your kids get a chance to wear neon colors for a fun evening with lights and glowsticks.
Apr. 3		Hunt Adventure Night – A Club favorite, this is all about finding the fun in family competitions! Starting at The Great Plains Nature Center, you & your child will compete to find everything on the scavenger hunt list. Then we'll conclude back at CCC for a well-earned dessert. (Family Night)
Apr. 24		Summer Send Off – This year the final night of GAC will be a chance to honor the achievement of all our Adventurers. Family and friends are encouraged to join us for this great evening. (Family Night)

**Family Nights (FN) require parent or guardian attendance.**

## **Club Time and Schedule**

Club time is broken down into 3 segments: Large Group Time, Small Group Time and Game Time.

### **Swimmers**

6:15 – 6:30 pm	GAC kids arrive and check-in at Preschool Counter
6:30 – 6:55 pm	Small Group Classrooms
6:55 – 7:00 pm	Transition Time
7:00 – 7:20 pm	Game Time (Multi-purpose)
7:20 – 7:30 pm	Transition Time
7:30 – 7:50 pm	Worship Time (Chapel)
7:50 – 7:55 pm	Transition Time
8:00 pm	Dismiss from Preschool Counter

### **Climber/Hiker**

6:15 – 6:30 pm	GAC kids arrive and check-in at Chapel
6:30 – 7:00 pm	Worship Time (chapel)
7:00 – 7:05 pm	Transition Time
7:05 – 7:35 pm	Small Group (Lobby and Hospitality)
7:35 – 7:40 pm	Transition Time
7:40 – 8:00 pm	Play time (Central Court)
8:00 pm	Dismiss from Central Court