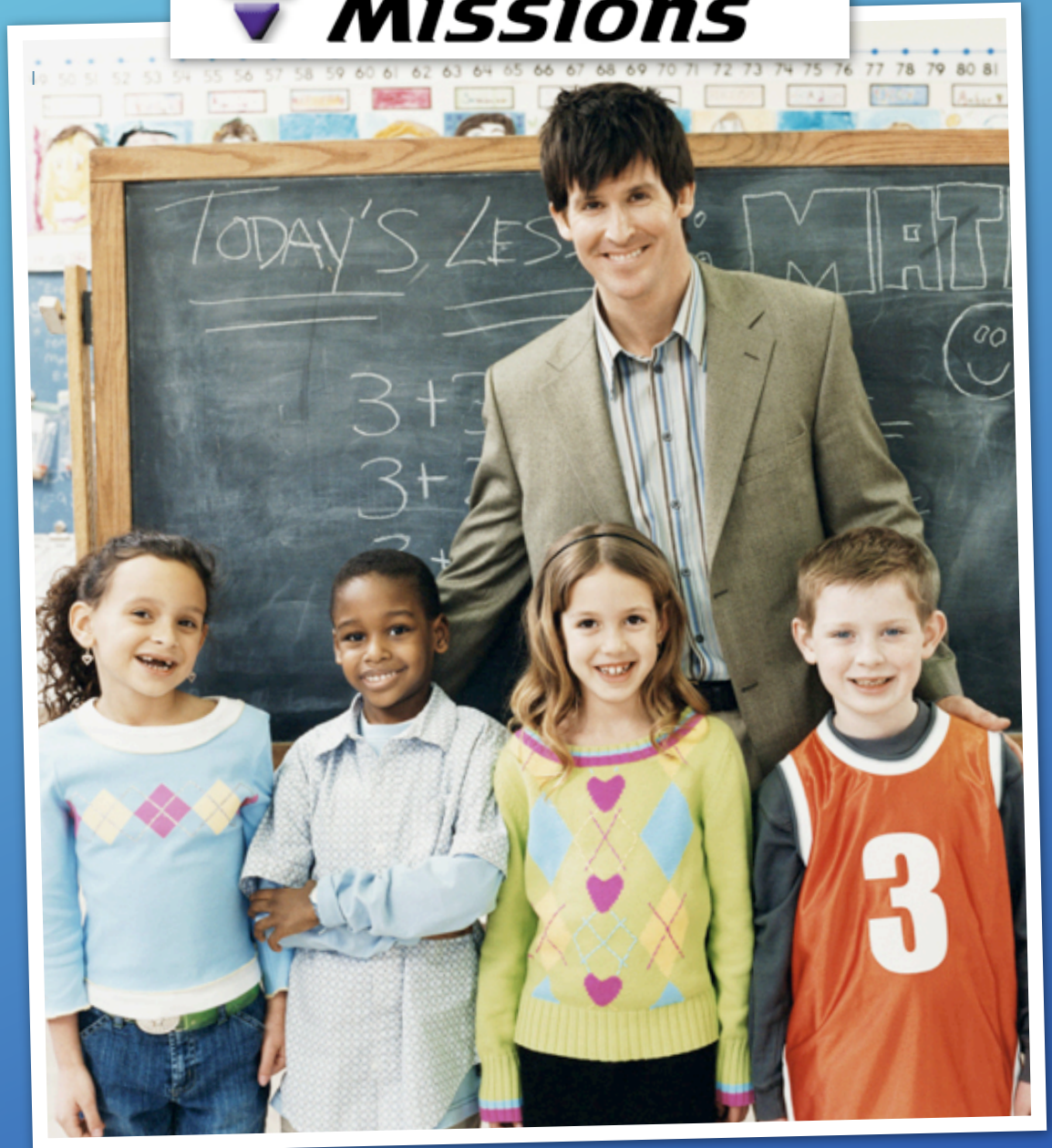


 **Whirlwind
Missions**

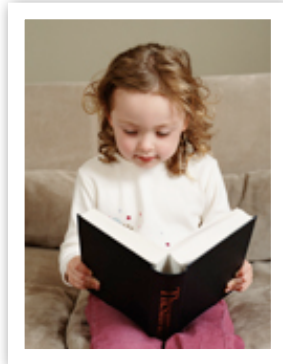


AFTER SCHOOL HANDBOOK

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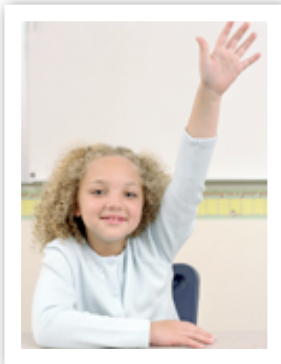
Orientation



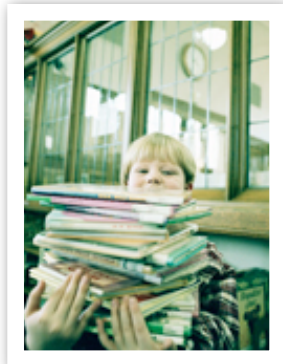
Typical Day



*Safety and Health
Guidelines*



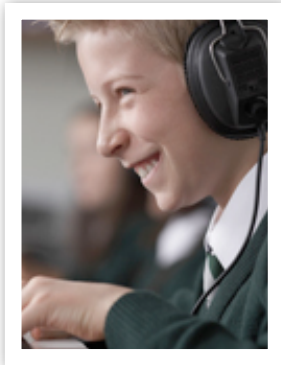
*Mission Kit
Lists, Forms and Flyers*



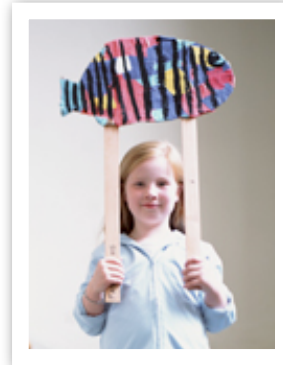
Spiffy Set up



Languages of Love



*Bible Lessons
Crafts, Games, Bible Verses*



ORIENTATION



Orientation

Welcome to the Mission!

My names Ashley Cummins and I'm going to be your Mission Guide.

All my life I've known foreign lands and people.

Daughter of two missionaries I soon found a passion for the same field of work. Upon our return to the States my Dad became involved in Apartment Ministry working with the Immigrant population. From as young as 9 I've been following in my parent's footsteps. As a high school student I felt a calling to work with refugee children. I've worked in 3 Apartment Complexes in the Atlanta area for the past two years and now found myself in Clarkson working at Kensington Station Apartment.

A **mission** is an Apartment given to Whirlwind Missions located in a multi-housing community. A mission has regular work such as an After School Program, Computer Classes, Reading Clubs, English as a Second Language, Bible Studies and other Community Events!



The first Mission was created 10 years ago by Tim Cummins. It is located in Azalea Apartments in Chamblee, Doraville, the International Village of Atlanta. Within about a 4 square miles of Interstate 285 there are 145 different countries represented and over 761 language groups! Without a doubt the whole world has come to us!

For the apartment managers a mission is another selling point in the competitive market. The managers now have an advantage in the ability to offer free educational and recreational activities for all the residents. At no cost to the manager this is a win-win situation.

For the kids of the complex the mission is a safe place where all their friends are playing sports, working on their homework, surfing on the computers, eating snacks or just hanging out with each other.

And for you! A mission is where you can plug in for 2 hours, or more, a week to help kids in school and life. It's somewhere fun that you look forward going to and it's a place where you can build relationships and save souls!

Inside this book are tips and instructions on how to start a mission near you! We now have over 40 established missions all over GA. Find one close to you at www.whirlwindmissions.org!

The Whirlwind Website is a great resources full of even more ideas and Training sections. Make sure to also check out the Photo Gallery at www.whirlwindmissions.smugmug.com.



Many of the Refugee and International children that we work with are having a hard time in school. Because of their low literacy skills many children fall behind. Most of the parents can't speak English let alone read English. So they can offer no assistance.

Think about the last time you willing did something you were horrible at. Never! Same with the kids.

They become frustrated and feel helpless so they quit, drop out and sometimes join gangs and start using drugs. This is where you come in! Just by coming and helping the children with their home work can make a world of difference to their lives! Whirlwind

Mission Volunteers come and assist the kids with their home-work while at the same time building a 1-on-1 relationship.

Kid's Religions

A majority of the kids are either Muslim, Buddhist, or Catholic so volunteers have to share Jesus in a loving way such as Helping with homework, Listening to Kids, Teaching Kids, Playing and Spending time with The kids.

Get to Know More!
Religion

www.religionfacts.com

www.everystudent.com

Kids Who Come

Most of the Apartments have an average of 20-25 kids who will participate. Ranging from 1st- 7th grade. With a mix of some High Schoolers and Preschoolers. A good missionary group size would be 6-8 kids and 2 adults. The best ratio is about 1 missionary (YOU!) and 3 residents.

TYPICAL DAY

All You Need to Know about the Ghetto: TYPICAL DAY at Ashley's Mission

I pull up at the Mission with time to spare before the kid's school bus gets here. (Around 3:00) I run down to the Mission and make sure all the tables are set up. Depending on space set up can be different.

Check out Spiffy Setup
Pg.

I hear the bus coming from up the street so I walk back up to the stop. Some of the parents are waiting. Here's a great time to start getting to know the families and tell them about the Program. Since my Mission is primarily African American just about everybody speaks English. At other Missions that may not be the case, ask what people group live in that area and try to learn some simple commands in their language for moments like these.

Check out Languages of Love
Pg

The Kids all run up to me screaming excitedly! They're a rowdy bunch but it's a loving feeling.

We all head inside to start on Homework. I usually walk around the tables and check on each kid or if we have enough volunteers for each table I like to pick a certain table to stay at and help just those 4 or 5 kids. For the younger children in Kindergarten and 1st grade the homework is simple coloring or cutting out shapes and for the older kids it might be helping them read to find answers or reviewing over spelling words.

Check out Grade Page
Pg

From the beginning of school the kids always seem to have projects so it's nice to buy a few of the basics.(Under \$30)

Check out Mission Kit
Pg

After studying and school work we go outside and play!
I like to do lots of Relay Races, Basket Ball and Soccer on the Tennis Courts. They also enjoy Hide and Seek, Tag..

Check out Game Time
Pg

When the kids are all tired out we sit down and I say
“Stay and Listen to the Bible Story so you can get some cookies!” Sometimes we act it out and use props (tables, books, paper towels as beards..) This way the kids get really into it.

Another great way is to have all the kids make a paper book and draw what they see as you tell them the Bible story. Try going on-line to this website:

<http://missionarlinton.org/resources/curriculum/>

they have lessons already planned plus craft ideas!

Check out Gettin' Crafty
Pg

After we've done our homework, played outside, heard a Bible story and made something to show mom, and packed up there's nothing better to do than EAT!

Snack Time should be saved for last. This way you have leverage in keeping the kids attention during the Bible Story. Kids should already be packed up and waiting outside.

Have a prayer and Serve.

I keep cookies and stir -up drink mix in a cooler and store it in the fridge at the Mission. If you don't have a kitchen set-up make at least 2 jugs full at home and bring them. Store Brand Cookies are delicious and cheap! The kids mainly prefer Chocolate Chip, Chocolate Sandwich Cookies and Vanilla.

For the Juice- Mix just add water. Fruit Flavors, Cherry are always good. At Snack Time I hand 2 cookies and a drink to each child as they leave the Mission.

★ This can be a good job for younger Volunteers.

Check out Whip it up
Pg.

It's better to eat outside. That way there's less mess to clean up. Make sure if you have Juice Box wrappers or any Snack trash you pick it up. It's a good idea to take a big trash-can outside during the snack.

When a kid throws something away make a big deal about how good they are! This encourages more kids.

Around 5:30 is Departure Time. Say your good-byes and see-you-tomorrows here.

Clean up is all that's left. This is easy just scrub down the tables and sweep. If you want to give some of the kids a leadership position clean up is a good task for them to complete. Stack chairs and tables if necessary, if not just push in the chairs. Turn off the lights and computers, close any blinds and lock up the Mission.

When you leave make sure the room looks tidy enough that if the manager were to come in they'd be proud.

SCHEDULE

Here's the Plan!

3:00 Round up Kids

3:30 Homework Time

4:40 Recreation Outside

5:10 Bible Story and Craft

5:30 Hand out Snacks - Kids go Home

5:40 Volunteers Cleanup and Head Home too!



SAFETY & HEALTH

Guidelines



SAFETY

Don't freak out! If you go running and screaming so will the kids!

- Make sure you register all the kids. This way you have each child's Contact and Health Information.**

- Keeping an Attendance Sheet can help in making sure everyone is accounted for in case of an emergency.**

- Know how to evacuate everyone to a safe place in the**

All of the missions are safe in the Day time. However if everything were perfect we wouldn't be working there!

So Volunteers stay alert for Suspicious Activities and Individuals such as

1. Selling of Drugs
2. Buying of Drugs
3. Carrying a Weapon
4. Trying to sell or give away harmful materials.

Report to the Manager if you witness any of the above listed!

In dealing with naughty children first say sternly "Do you want me to tell your Mama about this? Let's go talk to her right now!" Then act like your headed out to talk to the parent. If this doesn't work the child should be sent home.

HEALTH

Illness and Injury

Illness

Children with these conditions are not to be allowed in the mission.

- Child with fever over 101 degrees
- Sever Cough
- Communicable Disease

If you have a Child that's sick, have his/her friends pray for them to get better.

Becomes Sick at Mission

- Call parent/guardian Immediately
- Check to see if they are able to walk home with Volunteers, Friends or Family
- Check Medical History
- Place in suitable area away from others
- Call Children's Health Care of Atlanta 404-250-5437 (Press 1 for nurse advice)

Injury

- If the injuries not bad check and if a cookie helps ask. “ Do you want a cookie? What kind of cookie? Can you help me pass them out?” All these questions at once make the child stop thinking about the pain.
- For Minor cuts and bruises apply practical First Aid

MISSION KIT



Inside the Mission

Here's a good list of the basic Supplies and Ideas you can use in order to be fully prepared. You don't have to go out and buy everything, just the ones marked with stars (most commonly used). You can also print out all the Forms and Flyers to be used at your own Mission. When you're first starting out print out at least 25 copies of the Registration, Health and Code of Conduct Forms. These should be stapled together as a packet.

- Look for old stationary and school supplies at home
- Try to get Sunday School Classes to help collect certain items.
- You can also contact retired teachers who may have tons of materials and resources.
- Also when making purchases at the store tell the Store Manager what's happening. Sometimes they give you big savings!

Supplies

Mission Basics

- | | | |
|---------------------|-----------------|--------------------------|
| *Tables | *Mission Binder | Name Tags |
| *Chairs | *Forms (pg.) | Kids Board games |
| *Shelves | CD Radio | Flash Cards |
| *Bibles to hand out | Info Signs | Table clothes |
| *First Aid Kit | Kids Books | Lighting Rug for outside |
| *Camera | | |

School Supplies

- | | |
|------------------------------------|---------------------------|
| *Poster Board | White glue or glue sticks |
| *loose leaf paper | Highlighters |
| *Magazines | Pocket Folders |
| *Crayons/ colored pencils/ markers | Simple Calculator |
| *Pencils/pens (Black and Blue) | Composition notebook |

Cleaning Supplies

- *Broom/ Dust Pan
- *Paper Towels
- *1 Lg Trash-can
- *Hand & Dish Soap
- *Toilet Paper
- *Magic Eraser Sponges
- Tissues
- Vacuum
- All Purpose Cleaner Mop/ Bucket
- Hand Sanitizer

Snack Menu

- *Cookies (Chocolate chip, Oreo, Vanilla)
- *Fruit Juice Boxes
- Juice Mix (Kool-aid type drinks)
- Dollar Store Candy (Prizes)
- Napkins
- Plastic Silverware
- Chips
- Grocery Bags
- Cooler
- Cups
- Paper Plates

FORMS

Forms

Registration Form

Basic Contact Information about Child should be completed and signed by Guardian. Required before entering Mission. Best way to get this done is to have a Registration Day to inform the residents. This is also a good way to meet the parents.

Health Form

Basic health related questions. This can be copied on the back of the Registration Form to be filled out at the same time.

Code Of Conduct

The Rules, conditions and Release of Liability for the Mission. Must be signed by Parents or Guardian

Volunteer Application

Application Sheet for people interested in helping out in the program

Here's the Plan Handout

Ordinary days schedule and tasks that need to be completed.

Sign in Sheet

A Sheet set out for the Kids to Sign in when they enter the mission. Has Name and Date spaces provided.

Attendance Sheet

A Sheet with spaces for Names to be filled in and Dates to record days attended. Give prizes (candy toys from dollar store) to kids that attend regularly!

After School Registration Form



Child's Name _____

Parent's Name _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: Home _____ **Work** _____

In Case of Emergency Contact _____

Demographic Information

Gender: Male _____ **Female** _____ **Date of Birth:** _____

Age: _____ **Primary Language:** _____

To be completed by Parents

I give permission to my child, named above, to attend the mission on the days checked:

Mon. _____ **Tues.** _____ **Wed.** _____ **Thur.** _____ **Fri.** _____

HOLIDAYS

The Program is coordinated with the School System calendar. If school is closed for a holiday, teacher workday, or inclement weather conditions, the center will also be closed.

Health Form

Please Check if your Child has:

- Hay Fever**
- Heart Conditions**
- Diabetes**
- Epilepsy/ Nervous Disorder**
- Major Illnesses in past year**
- Other**

If any of the above are checked please give details

Is your child allergic to any foods, medicines, other?

Does your child have any Physical Limitations? ___ YES ___ NO

Any Activity Restrictions? _____ YES _____ NO

If your child needs medical attention for injuries or illness, please send the necessary information so we can provide proper care while at the Mission.

If we have an emergency and can not contact the Guardian we will call 911.

Code of Conduct

RESPECT YOUR SELF AND OTHERS!

- 1 **Get an adult when you have a problem.**
- 2 **Be honest.**
- 3 **Use your words to resolve conflict.**
- 4 **Tell an adult when you are leaving the Mission.**
- 5 **Not take any materials from the Mission without permission.**
- 6 **Do not lie.**
- 7 **Keep the Mission clean.**
- 8 **Use appropriate language.**
- 9 **Do not enter the pool area without adult supervision.**
- 10 **Do not bring weapons (rocks, guns, knives, razor blades, etc.).**
- 11 **Do not vandalize the Center or others' personal property.**

COMPUTER ROOM RULES

- 1 **No food or drinks in the computer room.**
- 2 **Seek help for technical support.**
- 3 **Use the computer properly.**
- 4 **Consult staff about printing materials.**
- 5 **NO FLOPPY DISKS ALLOWED IN THE COMPUTERS!**

Unacceptable behavior will result in one or all of the following disciplinary actions:

- 1 **Time out**
- 2 **Suspension from Mission**
- 3 **Parent Conference**
- 4 **Telephone Conference**

CODE OF CONDUCT (CONT.)

Unacceptable behavior will result in the following disciplinary actions:

OFFENSE

CONSEQUENCE

Name calling

Verbal warning

Hitting

Suspension

Disrupting homework time

Verbal warning

Not listening

Verbal warning

Lying

Verbal warning

Stealing

Permanent suspension

from center

Vandalism

Permanent suspension

from center

Fighting

Permanent suspension

from center

If a child receives three (3) warnings in one day, that student will be suspended from the Mission for one (1) day.

The following **first** offenses will result in **permanent** suspension from the Mission:

- 1 Bringing weapons
- 2 Fighting
- 3 Vandalism of property

Should a child be disrespectful to a facility attendant, the child may be asked to leave the facility and be prohibited from access to the facility for two (2) days.

Activity Center

PARENT/GUARDIAN CONTRACT

ACKNOWLEDGMENT OF RULES, CONDITIONS AND RELEASE OF LIABILITY.

I, _____, as the parent/legal guardian of
_____, hereby acknowledge the following:

1. I have received and read a copy of the Mission and agree to abide by them. I am aware that if my child or ward displays unacceptable behavior, he or she may be asked to leave the facility and may be prohibited from future use of the facility.
2. In placing my child or ward in the programs offered at the Mission, I am aware that there are certain inherent risks associated with the operation of the Mission for which the owner and management of the Mission cannot, and will not be responsible. I hereby for myself, my child or ward, and all those claiming on behalf of or through me, or my child or ward, waive and release any and all rights, claims, demands, and judgments which I or my child or ward may have against the **Mission** and its owners, agents, or employees for any damage, accidents, or injuries that may be suffered by me or my child in participating at any time.
3. I understand that this program is an amenity offered by **Apartment Homes** and that I will not be charged for enrolling my children.
4. I understand that facility attendance is not required. I authorize the facility to allow my child to leave (choose one):
 - a. () whenever he/she requests (age 10 and older)
 - b. () at 5:00 P.M. each day (age 10 and older)
 - c. () only when I come to pick him/her up
5. By enrolling my child or ward into this program, I acknowledge that I have read this document, that I understand what is set forth in the document, and that I agree with the terms and conditions of this document.
6. I understand that my child may be photographed while at the Mission. These photos will be used for _____ display at the center and or for advertisement concerning the Center Program.

Guardian's Signature: _____ Date: _____
Student's Signature: _____ Date: _____

Volunteer Application

Name _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Home _____ Work _____

Email: _____

I am Available to serve at the Mission

Available Anytime

Available on checked days Mon. Tues. Wed. Thurs. Fri.

Can only come during the following date range: From _____ To _____

Available time during the day: From _____ To _____

Can't start now, but will be able to starting _____

What's your dream job?

Designing Craft Ideas and Activities

Tutoring Children ages 1-5 6-10 11-15 15+

Teaching Bible Lessons

Teaching ESOL

Teaching Computer Classes

Cooking/ Preparing Snacks

Coaching/ Playing Sports with Kids

Planning and Organizing Block Parties

Teaching Guitar Classes

Teaching a Reading Club/ Literacy Program for Adults or Kids

Other

Can you commit to coming on a Weekend? YES NO

WELCOME TO THE MISSION!

NOW YOU ARE A MISSIONARY!

Here's the Plan!

3:00 Round up Kids

3:30 HomeWork Time

4:40 Recreation Outside

5:10 Bible Story and Craft

5:30 Hand out Snacks - Kids go Home

5:40 Volunteers Cleanup and Head Home too!

Scratching the Surface

Getting to Know the Kids

What's your name? Where are you from? What's it like there?

What is you favorite class, food, color, sport, Bible Verse, book?

Do you like to color, paint, play games, go on the computer?

Ask about their family. Sisters? Brothers? Do you get along?

Do you have any pets? Do you like to read?

Be natural y'all are friends!

Simple conversation can build powerful relationships!

**BIBLE LESSON
AND
CRAFTS**

Bible Lessons and Crafts

Resources

A page full of helpful Website, Magazines and books to use when creating a Lesson Plan.

Developing a Lesson Plan

What goes into Planning a Lesson. Step-by-Step Instructions. Finding a Topic, Bible Verse, Game, Craft and Prayer.

Lesson Plan Outline

Worksheet to Help you stay organized as you plan or your Lesson.

Bible Lessons and Craft Resources

Here are some great websites

<http://missionarlington.org/resources/curriculum/>

http://children.calvarychapel.com/site/curriculum_n.htm

<http://www.dltk-bible.com/>

<http://www.kidsrcrafty.com/>

<http://www.designedtoat.com/animals.htm>

Children's Ministry Magazine is also a good resource.

<http://www.childrensministry.com/>

Fun Mission Books

- Amazing Science Devotions for Children's Ministry By Group
- Fun Group Devotions for Children's Ministry By Group
- Parable Projects By Linda Standke
- The Super Bible Game Book By Linda Standke
- 52 Ways to Teach Missions by Rainbow Books
- Parables for Kids By Danae Dobson and Dr. James Dobson
- More Fun Around the World By Jackie Faughn
- 101 Simple Service Projects Kids can Do By Susan L. Lingo
- Edible Object Talks that Teach about Jesus By Susan L. Lingo
- Truth Works Work Book By Josh McDowell
- The Big Book of Christian Crafts By Kathy Ross
- In the Bag Stories By Louise Kohr
- A compact Encyclopedia of GAMES for all ages By Mary Hoenstein

Read through a few of these books and you'll get some great ideas to make up a lesson plan.

Developing a Lesson Plan

Think of the kids that you're working with. What are some of the problems they are facing? What are some issues you need to deal with? Think of some ways you can address those problems in the lesson you'll teach.

Ex: The kids are constantly fighting and have anger problems. You could teach Ephesians 4:26-27. Talking about how God doesn't say it's sinful to be angry but he is concerned in how we handle our anger. Then make the kids Think of things that make them really angry.

Topics for Lessons

- | | | |
|----------------|---------------|----------------------|
| • Fear | Home work | Missionaries |
| •Anger | Competition | Parables |
| •Obedience | Friendship | Bible Stories |
| •Promises | God's Love | |
| •Loneliness | Self Worth | |
| •Embarrassment | Obedience | |
| •Trust | Promises | |
| •Gossip | Holidays | |
| •Success | Embarrassment | |
| •Jealousy | Self Control | |

Once you have a Topic to teach **research a Bible Verse** that goes along with the lesson.

Bible Verse Websites

<http://akidsheart.com/bible/biblev.htm>

<http://www.angelverses.org/>

[http://www.hubbardscupboard.org/bible memorization.html](http://www.hubbardscupboard.org/bible_memorization.html)

There is some much material out there it won't be hard to find good ideas.

Next step in developing a Lesson is **finding a game** or experience to teach the lesson. By that I mean give the kids something to do so they understand what they're learning about.

Ex: You're teaching about anger. You might have all the kids roar or stomp their feet, make angry faces.

The Super Bible Game Book By Linda Standke is great for teaching lessons. It features Ten Talents Game, Bible Word Cube, Walk the Plank, Memory Verse Balloon Toss... You get the idea.

The Encyclopedia of Games created By Mary Hoenstein is good too. It has indoor and outdoor games.

After you have the Topic, Bible Verse and Game next is **finding a craft**. This can be a simple worksheet that you can print out and color or a paper plate to cut and make a hat.

Here's some more helpful websites:

<http://www.dltk-bible.com/>

http://www.makingfriends.com/bible_crafts.htm

<http://mssscrafts.com/crafts/>

<http://biblekidsfunzone.com/crafts/crafttemindexlist.html>

The Big Book of Christian Crafts By Kathy Ross

is good too it has Step-by-Step instructions for favorite Bible Stories.(Jesus' Birth, God's Creation, Christian Values...)

Craft Ideas

Creation Wheel

Tree with Squirrel Puppet

Growing Plants

Bottom of the Sea Diorama

Joyful Card Holder

Spoon Puppets

Christmas Memory Book

Joyful Noise Hats

Prayer Necklace

Bible Favorite Bookmark

Love Notes

Glowing Prayer Reminder

Bible Verse Chains

After you've picked a topic, Bible verse, game and Craft all you have to do is **pull it all together with a prayer**

Ex:

Dear Heavenly Father,
Thank you for bringing these kids here today. Thank you for each one of them. Help them to go home and share what they learned with their friends and family. Amen

You can also use this prayer time to include prayer requests and praises.

Short Prayers

Dear Heavenly Father from above,
Look down on (Names of Children) with love,
Please keep them in your care,
And tonight hear their prayer.

Thank you for the world so sweet,
Thank you for the food we eat,
Thank you for the birds that sing,
Thank you God for everything.

God made the sun,
And God made the trees,
God made the mountains,
And God made me.
Thank you O God,
For the sun and the trees,
For making the mountains,
And for making me.

