

WELCOME FROM THE DIRECTOR

(Revised August 2015)

Dear St. Andrew Learning Center Family,

Welcome to our community! We hope that this will be the beginning of a significant and supportive relationship between your family and the staff at the Learning Center. This handbook contains information regarding policies and I ask that you refer to the booklet as needed. Many policies have been developed in collaboration with families, while others are required by our state licensing and quality improvement standards.

In addition, your child's classroom teaching team will provide you with a Family Packet that will give you more specific information regarding the program, schedule, and specific policies of the classroom. Please do not hesitate to contact your teachers or the office if you have any questions about the policies or would like to offer feedback or suggestions.

The Learning Center has an "open door policy" for our families; we encourage you to visit at any time to observe or participate in the program. Your teachers can provide you with the daily schedule including rest/nap times. If you would like to become more involved in our center, please make sure to talk with one of the teachers to arrange this opportunity. Your teachers are happy to organize a time to meet with you when they are not in the classroom.

We encourage and invite your feedback on our programs. You may participate in our monthly Family and Congregational Advisory Team (FCAT) meetings. Throughout the year, keep your eyes open for a variety of events planned for you, including center-wide events such as the Halloween Festival, Christmas Program and Potluck, and others. Each spring you will have the opportunity to complete a Parent Survey, and at all times we welcome your questions and suggestions. We value your participation at the Learning Center and recognize that our work can only be effective if we establish a trusting and respectful relationship with you – your child's first and most important teacher!

Once again, welcome to the Learning Center adventure and do not hesitate to send me an email at kfleming@standrewlutheran.com or visit me in my office.

Warm regards,
Kacie Fleming
St Andrew Learning Center Director
St Andrew Lutheran Church

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Core Values
Welcome To ALL
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Welcome to the St. Andrew Learning Center!

St. Andrew Learning Center is a valued ministry of St. Andrew Lutheran Church, a congregation of the Evangelical Lutheran Church in America (ELCA), functioning under the constitution and bylaws of the church, which are available upon request. As a congregation, St Andrew strives to create a place of grace in the world through ministry and mission work. We are weaving a fabric of care throughout our congregation ministries and the community by embodying our core values of God Care, Earth Care, Self-Care, Community Care, and Neighbor Care in our programs. For more about the St Andrew core values and other information, please turn to the back pages in this handbook.

The Learning Center provides a 5 day per week, full year program of education and care for infants, toddlers, preschoolers, and school-agers. Our children range from 6 weeks to 12 years of age.

We offer two enrollment options:

- For the younger children we offer full day or part day programming.
- For school-agers, we offer before and after-school activities on school days, full day care on school out days, and weekly camps during the summer.

MISSION

St. Andrew Learning Center is an integral part of the mission of St. Andrew Lutheran Church. Our program has been created to provide high quality childhood education and care for the diverse needs of our community.

To achieve this mission, the Learning Center:

- Respects each child as a unique gift from God
- Provides a child-centered, play-based learning environment
- Supports faith formation in developmentally appropriate ways
- Embraces research-based best practices in childhood care and education
- Invites diversity in staffing and enrollment practices

We accomplish this by:

- Establishing a foundation of positive relationships among children, staff, and families
- Planning our curriculum, activities, and interactions around the core values of St Andrew Lutheran Church and research-based best practices in childhood care and education

- Providing opportunities for children, staff, and families to learn and grow together in a safe, nurturing environment that appreciates differences in cultures ethnicities, languages, economic situations, abilities, sexual orientation and gender identity
- Maintaining high standards for qualifications, experiences, and continuing education of staff. Our director and staff are highly qualified educators with relevant education and experience. They increase their knowledge through ongoing training and education and are committed to providing best practices for each child in our program, as reflected in current theories and research.

PHILOSOPHY

At St. Andrew Learning Center our philosophy and pedagogical approach is rooted in child development theory and practice. Guided by the goals and objectives of Creative Curriculum[®]™ by Teaching Strategies Inc., we plan our learning environments, curriculum and activities to support the development of the whole child.

Our play-based philosophy reflects our belief that children learn through play and developmentally appropriate activities as they develop skills for school and life. Our approach emphasizes child-initiated activities and inquiries. Through constructive and purposeful play both indoors and outdoors, children gain competence and develop their social-emotional, physical, language, and cognitive growth. Through the use of appropriate in-depth studies the teachers and children investigate topics that support children’s development of skills and concepts in literacy, math, science, social studies, and the arts.

We foster spiritual development and faith formation by providing a loving, caring environment that values each child as a unique gift from God. Children participate in developmentally appropriate activities of joyful music, prayer, and stories, rooted in Christianity.

We value loving, positive relationships between teachers and children that respect differences and provide a critical foundation for successful learning.

We value children for their:

- Motivation to learn through play
- Ability to do meaningful work
- Wonder and curiosity

We value families for their:

- Bonds and traditions
- Commitment to work, home, and community
- Dreams for their children

We value staff for their:

- Vision

- Delight in children
- Skill, education and knowledge
- Commitment to children’s families and to the congregation of St Andrew Lutheran Church.

As a ministry of St Andrew Lutheran Church, we strive to be a loving community of faith that welcomes all without exception, regardless of ethnicity, gender, gender identity, sexual orientation, age, physical or mental ability, education, income or family status.

We intention in building bridges between the congregation and the Learning Center.

OUR GOALS

Our Goals for Children

We commit to supporting each child in:

- Having a confident sense of self and an understanding of diversity in the world
- Developing curiosity, a sense of wonder, and a life-long love of learning
- Being a respectful and competent friend, community-member, and citizen
- Valuing differences

Our Goals for Families

We support families in the care and education of their children as we:

- Develop partnerships that demonstrate respect for the beliefs and culture; Advocate for the best interests of all children and the St. Andrew community as a whole;
- Build trusting relationships that develop open and honest communication;
- Invite families to participate in the curriculum and center activities by;
 - Sharing their resources, ideas, knowledge, and culture ,
 - Participating in monthly meetings to advise the director regarding policies and practices
 - Welcoming and promoting communication
 - Sharing through a yearly survey their degree of satisfaction with the program and ideas for improvement.

Our Goals for Teachers and Staff

We strive to support each staff member by providing:

- Professional development which is ongoing, intentional, and reflective
- An environment which welcomes open dialogue, hearing others’ perspectives, and cultural differences
- Time to collaborate, assess learning environments, document experiences, and teach from the heart.

The St. Andrew Learning Center does not discriminate in matters of enrollment, administration, scholarship or participation. We welcome religious diversity in our programs and invite families of all faith traditions to share with us their important traditions, customs and cultural life.

CURRICULUM, SCREENING AND ASSESSMENT

Curriculum Philosophy and Framework

The **Creative Curriculum for Infants, Toddlers, and Twos**[®] (Teaching Strategies, 2010) is the basis for the infant and toddler programs. **The Creative Curriculum for Preschool**[®] (Teaching Strategies, 2010) is the framework for planning for 3-5 year olds. The curriculum is theory-and research-based and designed to meet the individual needs of each child in developmentally appropriate ways. This framework guides our teachers in planning the learning environments, schedule, and activities that support active learning and children's development. The curriculum is based on 38 objectives arranged by developmental areas and goals. The objectives lead to child outcomes potentially predictive of their future success in school and life. For further information about the Creative Curriculum goals and objectives please feel free to visit their website at [www. teachingstrategies.com](http://www.teachingstrategies.com).

Our Before and After School Program seeks to enrich and build upon what youth learn in school. Activities and projects are planned to add to this, focusing on the areas of art, earth, music, science, social/emotional, physical and spiritual development. Opportunities to do homework are also provided each day.

Curriculum planning for preschoolers and school-agers often focuses on specific "studies", which are in-depth investigations of topics of interest to children and teachers. These studies may last a few days or weeks at a time as staff and children explore such areas together. Studies give children opportunities to develop knowledge and skills in literacy, mathematics, science and technology, social studies, and the arts while gaining in social-emotional, physical-spiritual, language, and cognitive development.

"All About Me" Questionnaire

As your child's most important teacher, your family provides valuable information to inform our teaching practices. Learning Center families are asked to complete an "All About Me" questionnaire at the beginning of each year. The responses provide teachers with important information and insights regarding individual children and their prior experiences, family culture, and learning goals.

Developmental Screening

In order to assure parents that children are developing normally we use the Ages and Stages Questionnaire (ASQ) in conjunction with area health professionals. This is a standardized developmental screening tool based on parental observation. We will need a copy of the form from your health provider's office for the files. If your child has not been screened, we will give you the form to complete. Per guidelines from the voluntary Quality Rating and Improvement System (QRIS) these assessments will be completed within 45 days of the initial enrollment and

annually thereafter.

Child Assessments

We conduct formal assessments at least two times per year for infants, toddlers, and preschoolers using an assessment tool developed for the Creative Curriculum objectives. The assessments are based on ongoing natural observations and sampling of children’s work. The ongoing observations/assessments help us to:

- Track the growth and development of skills
- Identify and clarify the questions children have to develop through our curriculum.

Assessments are shared with parents at formal conferences scheduled at least twice yearly. However, we encourage parents to set up meetings to talk to teachers about any concern with their child, the curriculum, or the school. We value your input to insure that the needs and interests of your child and family are being met.

Diagnostic Testing

Based on collaborative ongoing observations and assessments by Learning Center staff and families, we may identify the need for additional formal assessment and testing. Learning Center staff are not qualified to **diagnose** developmental delays or concerns, but are trained to **identify** indicators of developmental problems and/or variations from typical development. If needed we will help families contact appropriate intervention specialists from the county, school district or other agencies to get necessary information and/or screenings.

Children with Special Needs

The St. Andrew Learning Center does not discriminate in matters of enrollment, administration, scholarship or participation. For children with diagnosed special needs we will make an individualized assessment of the child’s particular needs and our ability to accommodate those needs. During this process we will partner with the parents or guardians and other professionals who work with the child. If we cannot accommodate the needs of a child, we will provide resources regarding other programs that might be a better fit for the child.

<h2>CLASSROOMS, SCHEDULES & CALENDAR</h2>

The Learning Center is open five days a week from 7:00 am to 6:00 pm. We have five classrooms to accommodate the developmental needs of children from 6 weeks to 14 years of age. We recognize the relationship between small group sizes/smaller numbers of children per adult and better outcomes for children, so the Learning Center’s policies for group sizes and teacher-child ratio are based on best practices and requirements of the Office of Child Care.

Name of Classroom	Group Size/Ratio
Willow Room-Infants	Group Size: 6

6 weeks -12 months	Ratio 1:3
Juniper Room-Toddlers 12 months – 36 months	Group Size: 12 Ratio 1:4
Oak Room-Pre-Schoolers 3 – 5 years	Group Size: 19 Ratio 1:10
Cedar Room-School Age Children 6 – 12 years	Group Size: 15 Ratio 1:15

Schedules

Infant- Preschool: The Learning Center opens at 7:00am and closes at 6:00pm. Families with infants, toddlers, and preschoolers may enroll their children 3, 4, or 5 days – full day or mornings only. We strongly encourage parents to have the younger children to their classroom by 9am in order to maximize each child’s access to the rich planned environment. Pick-up for children enrolled half day is 12:00 noon. All others must be picked up before 6:00pm.

School Age: The Cedar Room is open from 7:00am until transport to school and from the children’s return from school to 6:00. We also offer full day care for certain school closures. Children who are enrolled in full-day kindergarten through 6th grade are accommodated. Children must be enrolled for at least 3 days per week.

School-age children in the Cedar Room may be dropped off after 7:00am and are transported to school by St. Andrew Learning Center staff at the appropriate times. They must arrive in plenty of time for van transport to school. Students will be picked up at the end of the school day by St. Andrew Learning Center Staff and returned to the Learning Center as a group. Please note the necessity of calling the Learning Center if your child is absent from school.

Classroom schedules: Individual classroom schedules, experiences and routines reflect our curriculum, program goals, values, and beliefs about how children and youth learn best. Your teachers will provide you with your child’s classroom schedule including play times both indoors and outdoors, group times, chapel, meal times, and rest or nap times, as appropriate.

Calendar

The Learning Center calendar is distributed in August for the academic year. We follow Beaverton School District’s schedule for holidays and Thanksgiving and Christmas vacations.

Planned Closures

Please note that we have planned closure days for training during the year. We close for a

period of time in August for staff training, classroom work, and vacations. A calendar of Learning Center events can be viewed online at www.standrewlutheran.com.

Please check the yearly calendar carefully for our planned closure days and schedule ahead for family vacations or alternate sources for child care.

Unplanned Closures

St. Andrew Learning Center follows the inclement weather closures of the Beaverton School District. Please listen to local television and radio or view the internet for accurate closure information.

- For 2-hour delays - SALC **will open at 10:00 a.m.**
- For midday closure due to inclement weather or other local emergency – each family will be notified by phone to pick up their child immediately. Staff will work down your authorized emergency contact list until we find a person who is available. See the section on emergencies on page 32.

Starting in a New Room

In order to meet the needs of children and families we make transitions to new rooms as smooth as possible. The teachers will collaborate with you during orientation to help your child transition smoothly. You can help by filling out the paperwork and letting us know about your child. At the beginning of the school year, each classroom will prepare families with intake forms, conversations, and social events. The infant classroom practices a gradual transition process over the first week during the child's initial entry to the Learning Center. The teachers will give you guidelines.

Transition to the Next Classroom

The majority of transitions to new classrooms will occur in late summer. If a space is to become available at a different point during the school year, teachers and administrators work together to decide if there is a child within the center ready to move before looking at the waiting list. They will then consult with the parents before a final decision is reached.

Decisions about whether children can transition to the next classroom are based on developmental abilities, space availability, and chronological age. We strive to move children with a cohort of peers, at least one friend or more. We believe the familiarity of a peer gives children more comfort when entering a new physical environment as well as providing the many benefits of strong social relations.

Schedule Changes

Changes in scheduling can be made at any time to add or decrease a day of your schedule, as space allows. Additional payment may be required upon the 1st day of the change if it affects your tuition rate. In the case of decreasing enrollment, changes in tuition will be applied at the 1st of the next month. Please speak with the Director to add or drop days.

ARRIVAL & DEPARTURE POLICIES

Absences

If your child is not able to attend school, or will be late, for any reason, please call the Learning Center at 503-643-9416 or email kfleming@standrewlutheran.com to alert us . When calling please leave the following information:

- Your child's name
- Your name
- Reason for absence (or late arrival)
- Date on which you are calling

Entrances

Entry to the Willow Room (infants) is through the main entrance to the church at the upper level on the south side. To enter the rest of the classrooms, please use the double doors at the lower level west side and come into the vestibule.

Center Security

The doors to the Learning Center classrooms are locked at all times. When you arrive, please ring the doorbell and a staff member will come to answer the door. **When entering or leaving the facility, please do not let others in if you are not familiar with the person.**

Sign In and Sign Out Policies

For the safety of your child and all the children in our care we require the following:

- All children must have an authorized adult accompany them into and out of the Learning Center
- Each child must be signed in and out with the time and initials of adult accompanying them.
- Children need to stay with their adult until they are signed in and arrival has been noted
- Connect your child with a staff member so the Center knows your child has arrived or departed.
- Younger siblings **may not** be left in the car without an adult.
- At departure time you are responsible for your child once you arrive. Please keep them within eyesight and as close by as needed.

State licensing and good policy require that we have a list of authorized adults.

- All adults authorized to pick up your child at any time must be on the list that is kept in the child's file.
- Government issued picture ID will be required if staff does not recognize the adult

picking up your child. Please remember the request is to protect your child, not to frustrate you.

- If someone is picking up your child on a temporary basis, we must have written notification from you **AND** the person must have a picture ID.
- If you have a restraining order or court documentation that restricts individuals from picking up your child, we require a copy to ensure your child's safety.

School age transport

- Transport to and from schools is via van driven by qualified SALC staff members
- Following the school dismissal bell youth are responsible to walk immediately to the van
- Parents must let both the Center and the school know if a child will be absent from school and care.
- In case a child does not arrive at the van as expected the staff person will contact the school office and then call the parent alerting them to the no-show.
- If the child is a no-show due to lack of communication there will be a \$15 No-Show Fee assessed.
- Continued problems will be grounds for exclusion from the program.

Late Pick-Up/Departure Policy

The Learning Center closes at 6:00pm sharp. **Clocks in the Learning Center will be used to determine the correct time.** Teachers have lives to attend to besides SALC, so there is no toleration for lateness except in exceptional circumstance.

Part-time children must be picked up by **noon** and all others must be picked up by 6:00pm.

- **You need to arrive early enough to gather all items to take home and help your child exit the school. Please assess the time it takes and give yourself enough time so you are out of the building before 6:00pm.**
- **Emergencies happen. Families need to have back-up so others can pick up your child. Alert the center as soon as you know so that staff can help your child make the transition to a different adult picking them up.**
- **Late fees will be charged for any child picked up after closure of the school.**
- **Late fees are \$30 for the first 5 minutes or any portion, and \$1.00/minute for any time after 5 minutes.**
- **After 30 minutes with no parent contact the local police or sheriff's office will be notified.**
- **More than two late pickups will be ground for permanent exclusion of your child from the center.**

TUITION & FEES

Tuition Rates & Payment

St. Andrew Learning Center is committed to providing high quality programs and environments for the children in our care. In order to maintain that standard and yet reflect the economic needs of parents with small children, tuition rates are carefully set by the Learning Center and St. Andrew congregation on a yearly basis.

At enrollment, families will receive current tuition rates for their child's age group. Families will be notified of rate changes in advance. PLEASE NOTE: **Monthly tuition rates will not be pro-rated for vacation days, planned or unplanned school closures, or your child's absence.**

All tuition payment is due by the 5th of the month. Tuition not received by this date will result in a late fee of \$25 dollars per month. Tuition that is 60 days late will result in exclusion from the Learning Center until the outstanding debt is resolved. The Learning Center is not responsible for holding a child's space in the center if a family is excluded due to non-payment.

There are two ways to pay your tuition.

- You may pay electronically through "On-Line Giving" at St Andrew's website, <http://www.standrewlutheran.com/>. (For assistance with this option, view the tutorial on the website, see the Frequently Asked Questions, or ask the director to connect you with a member of the technology team for in-person help).
- You may pay with a check or money order by placing your payment in the wooden box outside the Director's office. Staff members may not take tuition payments.

Checks returned for insufficient funds will be assessed a \$30.00 fee and all future payments must be made in the form of cash or money order.

Tuition Assistance

Tuition assistance is available based on family income, need, and our available funding. Please speak to the director for information and application forms. Tuition assistance is reviewed on a case by case basis by the Assistance Committee of St. Andrew Lutheran Church. The family's need for tuition assistance is reviewed on a yearly basis.

Claiming Tax Credit

Our tax ID number is 93-0627207. You will need this number for a Dependent Care FSA (Flexible Spending Account) or for reporting these expenses toward federal dependent care credit on your income tax returns.

Vacation Days

If your family will be taking a vacation during our scheduled open days please let your child's teacher know. We do not reduce tuition for those days.

Withdrawal

If you need to withdraw your child from the school please let us know 30 days in advance. We want to help your child in this transition. We would also like to be able to offer another child the opportunity to become a member of the community and need time to help new families join the school.

DAY TO DAY POLICIES & EXPERIENCES

Child Guidance & Discipline Policies

We at St Andrew Learning Center believe that each child is a gift from God and a unique individual. The development of self-discipline and self-regulation is based upon the foundation of positive nurturing, and mutual respect between each child and her/his teachers. Each child will feel valued as an individual and as a result develop respect and empathy for the feelings, needs, and gifts of others.

We guide each child to treat others with kindness and respect. They learn their feelings are valid and they have rights as members of the learning community. They also learn that others have these same rights and so some behaviors are unacceptable. Teachers set reasonable limits and guide each student to express feelings and assert their rights in positive and productive ways. Within this positive approach and based upon loving relationships, negative behaviors are naturally minimized.

Our basic principles of positive guidance include:

- Setting clear and consistent limits that are just, fair, age-appropriate and easy to remember
- Modeling by teachers of good listening, self-control, patience, gentleness and forgiveness
- Focusing on what children and youth should do rather than what they should not do
- Praising appropriate behavior
- Acknowledging that many "*misbehaviors*" are simply "*mistaken behaviors*" and are learning opportunities
- Guiding children and youth toward the resolution of conflicts and problems through teacher example and active teaching

When unacceptable behaviors do occur, they are handled respectfully, calmly and privately in a timely manner. Corporal punishment is never used. When behaviors are more severe and consistent, teachers and families will work together, including behavior specialists if necessary,

to plan for solutions. In the event of consistent behaviors that are not resolved in a reasonable amount of time, as a very last resort, the child will be asked to leave the program.

Appropriate Dress and Personal Items

Play is a child's work and we take that work seriously. Their daily activities will include active and messy play, glue, paint, glitter, dirt, grass, mud and more. We recognize that it can be very hard for children to fully participate when they are worried about getting their "good" clothes dirty and ask parents to choose clothes ready for play when dressing for school. Any extra sets of clothes provided should also be ready for play and activity.

Each child will be assigned a space for their daily items to be kept, and we ask for your family's assistance in checking through this space often to keep it clean. Other than on specific sharing days, please leave toys and other items at home. The Learning Center does not take responsibility for lost or damaged items. **In particular, please leave expensive electronics and family heirlooms at home.**

We understand youth in before and after school care might have music players, cell phones and other items with them from time to time because they were needed at school but all youth are asked to leave these items in backpacks.

Outdoor Play

Outdoor activity is very important for children and is a planned activity at the Learning Center. We feel that a child who is well enough to be in the center is well enough to play outdoors. This provides the fresh air and movement needed daily for the children's general well-being and healthy development.

To take advantage of our beautiful outdoor spaces we anticipate being outside on a daily basis (even in light rain). Please be sure that your child has a water proof jacket, boots and warm layers each day. In winter please send boots, a warm coat, sweater, snow pants (if needed), mittens and a hat. In summer, please provide a sunhat. We will administer sunscreen, as is described elsewhere in this document.

Supply List

We ask you to bring some things to be left in your child's cubby or personal space. These include:

- Extra clothes as appropriate to the season, including underwear or diapers, socks, pants, shirt, and an outer layer.
- Boots/outdoor shoes
- Small blanket and pillow and a snuggly for rest time (full day children).

Please check these supplies often and replenish them as needed.

Celebrations

The Learning Center uses the following values/goals in making decision about celebrations (including holidays):

- In order to ensure that all feel welcome and included at SALC, we believe that it is important to acknowledge practices and values that are important to families and to find ways to make these things visible in our environment.
- We believe that each family reflects larger cultural practices and values in their own unique ways as “home culture.” Families (and children) are encouraged to initiate sharing home culture in the classroom whenever possible.
- We believe that building strong relationships of respect and trust with families is an essential building block to being able to share culture in our classroom.
- As a ministry of St Andrew Lutheran Church, we especially observe the Christian traditions of Advent, Christmas, Epiphany, Lent, Easter, and Pentecost through planned classroom activities, center-wide events, and age-appropriate chapel visits with the pastor.

The Learning Center hosts three center-wide events each year for all children and families. The events are planned to allow families and children to play together with activities that fit within our overall curriculum. Each is an opportunity to meet other parents and children of the school **and to have fun with your child.**

The three celebrations are:

- Halloween Festival in October
- Christmas Program and Potluck in December
- End of the Year Celebration and Graduation in late Spring.

Families will receive information in advance about the events and how they can participate.

Individual classrooms sometimes choose to host their own special days, based on the interest and relevance to the lives of the children and/or families. If families have a special celebration they would like to share with the classroom, please talk to your teacher.

Birthdays

One of the milestones each year for most families is celebrating a child’s birthday. At the Learning Center we like to celebrate birthdays too. As a community, we would like to restructure the celebration of birthdays and honor your child’s day in a special way.

We ask that you refrain from sending sweets. We have provided a list of alternatives below as choices for celebrating your child on his or her birthday.

- Donate a book to the center.
- Have your child bring their favorite book to share with the class.
- Donate a ball or jump rope or other special equipment to the classroom.

- Provide each child in the classroom with a colorful pencil, stickers, eraser or other small appropriate gift.
- Make a CD for the class.
- Visit the classroom to spend time with your child and his/her friends.
- Share a special talent or activity with all the children on a classroom visit.

Talk with your child’s teacher about how your family can help the classroom celebrate this birthday.

Field Trips

The Learning Center views the surrounding community as an important resource in extending the curriculum and providing children with opportunities to learn about people and places in the “neighborhood.” Our classrooms will occasionally go on “field trips”. Please watch for your child’s classroom information on curriculum plans, monthly calendars and in newsletters. Parents or guardians must grant permission for specific trips and recurring trips using the field trip permission form.

Each classroom at the Learning Center utilizes the campus community garden, wetland space, and parks across the street as part of our community experiences. For these neighborhood field trips, we walk and push children in strollers.

Children in the Cedar Room sometimes go off-site for field trips. When the field trip requires transportation, we use the St. Andrew Lutheran Church van or TriMet. If a child has not arrived by the time the class leaves for a scheduled field trip, parents are responsible for taking the child to the field trip destination and returning the child back to the building once the class has returned. Children may not be left by parents at the Learning Center if the rest of the children in the class are off-site on a field trip.

STAFFING

Our director and teachers are our best resource for providing high quality education and care for your children. They are carefully selected for their education, experience, and passion for this work. Our teacher qualification standards are higher than those required by the state licensing rules of the Office of Child Care in the Oregon Department of Education.

Teaching Teams We know that strong, positive relationships between the teachers and the children provide the foundations of child development and learning. In order to establish such relationships each classroom has a team of teachers who offer consistent care throughout the day. The biographies of current teaching teams and our director can be found on our web site www.standrewlutheran.com

and at the following URL:

http://www.standrewlutheran.com/index.php?option=com_content&view=category&id=208:meet-our-staff&Itemid=177&layout=default

We urge you to get to know your child's classroom teachers and our director. They are your partners in your child's life.

Staff Qualifications

All staff undergoes a rigorous screening and interview process before they are hired. We examine their education and relevant teaching experiences with children and check their references. We select our staff based on their fit with our program. We strive for diversity in age, ethnicity, and background.

Background Checks and Safety Training

We take child safety seriously. All of our staff members are enrolled in the Oregon Office of Child Care's Central Background Registry (CBR), and have undergone St. Andrew Lutheran Church's background check. All hold current First Aid, CPR & AED and Food Handlers certification and have attended a class in Recognizing and Reporting Child Abuse and Neglect.

By state law, every employed staff and regular volunteer in our program is a mandatory, 24-hour reporter of suspected child abuse and neglect. If they have reasonable suspicion of child abuse or neglect, they must call Child Protective Services or the local police.

Continuing Education

Our staff members participate in yearly continuing education activities to keep up-to-date and current in best practices for children's education and care. They each have professional development plans and are supported to participate in Oregon's state professional development system and attend conferences, trainings and classes.

Commitment to a Code of Ethics

All of our employed staff and regular volunteers receive training about and have made a commitment to our profession's Code of Ethical Conduct, developed by the National Association for the Education of Young Children (NAEYC). The Code includes core values, ideals and principles in four areas: Responsibilities to children; responsibilities to families; responsibilities to employer and co-workers; and responsibilities to community and society.

You may view the Code of Ethical Conduct at NAEYC's website:

http://www.naeyc.org/positionstatements/ethical_conduct

Volunteers

We are excited about offering a program that includes a significant portion of volunteer involvement. Adult volunteers in the classroom help to develop an intergenerational sense of the community that surrounds our children and youth. Adult volunteers, from St. Andrew congregation or family members are invited to participate. Volunteers make our program special by creating intergenerational relationships that allow children and youth to experience the larger community. Caring for community and neighbors is a spiritual value of St. Andrew congregation.

We offer volunteer opportunities to come into the classrooms and share special projects, read stories to children, rub backs at naptime, and lend an extra pair of hands. We also offer out of classroom activities, such as preparing snacks, washing dishes, preparing materials for teachers, making or repairing furniture and equipment, serving as office assistants to the director, planning events, consulting, and training. Some of this work can be done at home.

All volunteers who work regularly with children and youth will have undergone a background check. If volunteers come into the program for special projects but will only be volunteering short term while another staff or approved volunteer is present, he or she might not be enrolled in the Central Background Registry. Volunteers, whether regular or occasional, will never be left alone with children. They will always be supervised by qualified staff.

Parents/guardians and family members are also partners in the enrichment and learning process. Any time you spend with us will make a difference. If you are interested in volunteering, please arrange with the director to meet together and talk about your volunteer possibilities.

Families are Welcome at Any Time

St. Andrew Learning Center welcomes custodial parents and guardians to visit and observe your child's participation at any time your child is in our program. Each family at St. Andrew Learning Center is a valued part of our curriculum and we seek to include your family's cultural background, traditions, beliefs and interests as part of the learning process each year. If you have an interest in sharing your family's cultural heritage and traditions with us, please speak with your child's teacher about the best way to incorporate these into our classroom activities.

ASSURANCE OF QUALITY

The staff of St Andrew Learning Center have a daily commitment to providing quality care and education for your children. They keep up-to-date with research on best practices for children's learning and nurturance.

Inspection and Certification

We are licensed by the Oregon Office of Child Care in the Department of Education. This includes yearly visits by our state licensing specialist, sanitation inspector and fire marshal to assure we are meeting essential health and safety standards. You can view our license in the lower vestibule of the Learning Center. Copies of our most current inspections are available upon request. If you have questions or concerns about our program, you can contact our Office of Child Care licensing specialist Jackie Barrios at 503-612-4246.

Quality Rating and Improvement System (QRIS)

We are also participating in an Oregon initiative for licensed child care programs, the Quality Rating and Improvement System. This program sets forth higher standards than are required by state licensing. The director and teachers are examining their policies and practices and documenting examples of how they meet the higher standards. Families also will be participating in this quality enhancement project through their annual surveys. For more information about QRIS, visit the website located at Western Oregon University, <http://teachingresearchinstitute.org/projects/qrisc>.

COMMUNICATION

Good communication is vital. You are your child's first teacher. We need your insights so that we can best inform you about your child's day, what is happening at the center and learn how to better help your child feel secure and happy at SALC. Feel free to communicate with us via telephone or email if you have any questions or concerns.

Each day we ask that you please:

- Check in with your child's teacher on arrival with any relevant information about sleeping, eating, and moods.
- Let us know if there are changes and transitions at home – major or minor.
- Check in briefly at departure to learn more about exciting things that happened or details about your child's care and routines.

- Note that the youngest children have a daily sheet to inform you about activities, health, appetite, diapering and needed supplies. Check it before you leave to see if you need to follow up on something with the teacher.
- Make sure you check the parent information area near the sign-in book. Check your child's special classroom folder and take home information.
- Look in your child's cubby or box for information or art projects to take home.

There are other opportunities to learn about the center and activities. Please note:

- Weekly curriculum activities or postings about the day on whiteboards outside the rooms.
- Displays of documentation about children's learning or special projects in the common areas. **Check out walls, whiteboards, and bulletin boards.**
- Posters or sign-up forms in the vestibule. These are opportunities for your family to participate in special center or church activities. Postings for our special enrichment programs will also be found here.
- Our website www.standrewlutheran.com provides a resource of information regarding the activities and policies of SALC and St Andrew church. Click on the St. Andrew Learning Center button to access information.

Newsletters

Staff communicate more generally through classroom newsletters or a center-wide director's newsletter. Newsletters include logistical information such as reminders about outdoor clothing, labeling food containers, etc. but they focus primarily on curriculum information, documentation, and relevant pieces on child development.

Facebook Group

We invite you to become a friend on our *private* Facebook page St. Andrew Learning Center. Please email the director to be included. Postings deal with special occasions or notes regarding general school information such as closures.

Conferencing with Parents

Scheduled conferences are held with parents/guardians on two occasions each year (mid-year and end of year) to discuss your child's development and experiences at Learning Center. We encourage a reciprocal dialogue in which observations and insights are shared both from home and from SALC. If you would like to request a formal conference or just a chat please contact your teacher. Teachers like to meet informally with parents, in-person, by email, or over the telephone. We want to forge an ongoing commitment to communication and building a collaborative relationship.

Communicating Children's Progress

The communication of children's progress occurs in a number of ways and is ongoing throughout the year: face to face communication, emails, family-teacher conferences, and curriculum documentation. Please see the section on Assessment in this booklet for more information about the planned family-teacher conferences.

Family and Congregational Advisory Team (FCAT)

All Learning Center families are invited to participate on the FCAT team. The advisory team's purpose is to promote communication and to advise the Director regarding issues related to the center and its families. The FCAT team includes adult family members from the Learning Center and members from the St Andrew congregation.

The FCAT team typically meets monthly. The Director reports on the activities of the center, shares results of the annual family survey, outlines proposed initiatives, and seeks input from members regarding center policies. From time to time, the FCAT team may take the lead in fund-raising and volunteer activities intended to support major projects. FCAT members act as a conduit for information and feedback between the Learning Center and Learning Center families and the St Andrew congregation. This is not a formal decision-making body and does not have oversight or responsibility for the center budget.

Annual Evaluations and Feedback

Each spring we ask families to complete a family survey rating their experience at the Learning Center. We take your feedback seriously. We use the results of the survey as well as your day-to-day ideas and suggestions to guide us in planning and policy decisions and ongoing quality improvement. The feedback is summarized and shared with teachers, the FCAT team, church staff, and members of the congregation. A copy of the summary is emailed to families.

Questions and Conflict Resolution

We invite your questions about the program and your child's involvement at any time. If at any time, while your child is enrolled in our center, you have concerns about the care and education your child is receiving, please first discuss your concern with the teachers involved. As a Christian community, the goal of conflict resolution is to create graceful conclusions to issues of concern. We believe that if all participants begin in a space of welcome and grace, many concerns will be resolved without any further uneasiness.

If your concern is not resolved by working with your child's teachers or you are not comfortable approaching the teachers, please talk with the director and try to resolve the issue. The director will facilitate the conversation with the teachers. If you are not satisfied with the results, contact Pastor Mark Brocker, lead pastor of St Andrew Lutheran Church, 503-646-0620, brockerms@standrewlutheran.com.

As members of a community, every adult who spends time at the Learning Center (including staff, parents, guardians, students and visitors) should strive to provide the children with a model of civil and respectful behavior. Interactions between adults at the center should support a caring and safe environment for everyone. Given that differences in opinions can arise within any community, it is particularly important that adults at the center are mindful of the behavior and interactions children observe when there is the potential for conflict. Children can learn a great deal by seeing adults approach and solve differences in a positive way.

Confidentiality

Our Learning Center operates as a community in which the building of trusting relationships between families and center personnel is important to the quality of our programs and the delivery of a developmentally appropriate curriculum. To be in compliance with federal and state regulations and our Code of Ethical Conduct and to respect the privacy of everyone, confidentiality of information is of primary importance in our center.

To assure confidentiality the following policies are in place.

- All child/family records are confidential and kept in secure cabinets.
- Learning Center staff members have access to children's records on an educational or administrative need to know basis.
- Other staff/external bodies view files only under the supervision of the director. Parent permission is secured as required.
- Parents/guardians can review records of their own child in the Learning Center office.
- The status of children and families is discussed in an appropriately private space only by Learning Center personnel who are working with or have a legitimate educational need regarding that child or family.
- Personal information regarding children and families is only shared as needed or requested by the family/staff with respect to the privacy of each individual.
- Information about families and children, including assessment results, may not be released to other agencies or individuals without written permission from the parent/guardian.
- Learning Center staff members are mandated by law to report to the appropriate government agency any evidence of child abuse or neglect regardless of confidentiality agreements.

HEALTH POLICIES AND PRACTICES

Hand Washing

Washing hands often is one of the best ways to keep people healthy and prevent the transmission of disease. When children and staff arrive, they will be asked to wash their hands. Hands are also washed often throughout the day, before and after eating, being outside, using the toilet, blowing noses, and after crafts. It is good practice to have your children wash their hands before going home, just to leave the germs behind.

Toileting and Diapering

Strict hygienic practices for changing diapers are posted above changing tables and are closely followed. As children transition from diapers to underwear teachers will work with parents on facilitating the process. State law does not allow for washing out soiled diapers or clothing so in case of accidents all soiled clothes will be bundled into a plastic bag to be sent home for washing.

Sunscreen

When children are to be exposed to the sun, teachers will apply a broad spectrum sunscreen every two hours on all exposed skin from the Learning Center's bottle with an SPF of at least 30. We are happy to provide the bottle to you at any time so that you might check the ingredients if you have particular concerns. If you prefer, you may provide your own sunscreen. According to our licensing regulations, it must be non-aerosol. Please label it with your child's first and last name, to be used only on her/him. Children over six years of age will apply sunscreen to themselves, but will be supervised in application to ensure full coverage.

If Your Child is Ill

Our utmost concern is children's health. Because we are working in an environment for group care of young children, our policies may differ from those recommended by a health professional for your home setting or elementary school. When children who are ill come to the center, the health of other children and teachers may be jeopardized. A child who is sick has special care needs that may extend beyond the ability of staff while they are caring for other children. We want your child and everyone else's child to remain healthy. Please keep your children home when they are ill to prevent the spread of contagious diseases.

Some signs that your child should be at home:

- A fever over 100 degrees
- A severe cough
- Diarrhea (more than one abnormally loose, runny, watery or bloody stool)
- Nausea
- Vomiting within the last 24 hours
- General malaise and lethargy unusual in your child

To attend the after-school program your child must have attended school that day.

If she/he is too ill to go to school, he/she cannot come to the Learning Center.

When Children Become Ill

Children who become ill during the day will be secluded and allowed to rest comfortably until you or someone from your emergency contact list can be reached to pick her/him up. If we are unable to contact you concerning a sick or injured child your family physician will be notified if necessary.

Health care laws require us to send children home if they have any of these symptoms:

- A fever over 100 degrees
- A severe cough
- Diarrhea (more than one abnormally loose, runny, watery or bloody stool)
- Nausea
- Vomiting
- Unusual yellow color to skin or eyes
- An undiagnosed rash
- A stiff neck and headache with one or more of the symptoms listed above
- Difficulty breathing, abnormal wheezing or complaints of severe pain

If symptoms of illness impair the child's ability to participate in regular activities or if the child needs so much extra care that the care of other children in the group is compromised then we will ask parents to pick up their child for the good of the entire group.

The success of our illness exclusion policy is dependent upon the following:

- Trusting relationships between families and staff, each knowing the other makes the best decisions possible in the moment based on the available information
- Commitment by families and staff to understand the burdens that ill children create for everyone and to make every attempt to ease these burden on families, staff, and the children individually and collectively
- Acknowledgement by families that teachers:
 - Know the children in their care very well
 - Use careful judgment when making a decision that a child is behaving atypically
 - Can recognize when a child is uncomfortable and not feeling well
 - Will reach an agreement within the staff (including the director as needed) that the symptoms indicating illness are sufficient to warrant a notification call and/or sending a child home.

Colds are common, and excluding a child once he or she has a cold is really too late to prevent the spread of the virus. Children with mild cold symptoms who lack the contagious symptoms already described do not have to stay home. Decisions about keeping a child with a cold at SALC depend on how comfortable s/he and whether the staff can meet this child's needs while giving quality care to the other children.

Returning to School

When a child has vomited, had more than one instance of diarrhea, or had a fever above 100 at school **or** at home, they **must** be out of school the day of the incident (day 1), out the following day (day 2), and may return the following day (day 3) **provided that they are free of all symptoms on day 2 WITHOUT the use of medication**. Please reread this, it is very important.

Contagious Diseases

Please notify the school immediately if your child is diagnosed with **any** contagious disease or condition which keeps them from attending school. Some examples are strep, lice, pink eye, impetigo or other illness that spread easily from child to child. Your health care provider will let you know if a diagnosed illness is especially contagious. When an illness or contagious disease becomes known to any of the classrooms, the director will send a health message to communicate the symptoms of the disease to families whose children may have been exposed. All parents are asked to carefully check their children for symptoms and keep them out of school if indications of illness are present, at least until the incubation period has passed.

Head Lice Policy: The presence of head lice is not an illness but it does require special attention, in part because of misinformation in the past. SALC works with parents to treat and manage head lice effectively. We work to keep head-to-head contact as minimal as possible, but small children's interactions in role play or on the playground often lead to direct contact. Prompt treatment is in the interest of the child and her/his peers and teachers.

If you find head lice on your child's head please do the following:

- Notify the Learning Center and advise when safe and recommended treatment was begun.
- Refrain from bringing your child to SALC
- Check your child daily to ensure that no live lice remain even after return to SALC. Re-treatment is sometime required.
- Follow recommendations for eradicating further head lice from your home or other high contact areas.
- Your child will be allowed to return to the Learning Center when no live lice or nits remain.

In order to achieve a consistent approach to head lice management, SALC will:

- Notify a child's parents immediately when visible live lice are identified by a teacher or the director. The child will be excluded and will be allowed to return after the above measures have been taken
- Provide practical advice on treatment and eradication, maintain a sympathetic attitude and avoid stigmatizing or blaming families who are experiencing difficulty with control measures
- Accept the notification by parents that appropriate treatment has commenced

Conjunctivitis Policy: Conjunctivitis is an infection of the eyes commonly known as "pink eye" which can come in various forms including viral, bacterial, and as an allergic response. Because SALC staff is unable to make a definitive diagnosis, a child with conjunctivitis-like symptoms must be examined by a health care provider and can return when approved to be in group child care, with or without treatment. Parents will be notified and asked to take their child to the provider as soon as possible to minimize the risk of spreading the infection.

Medications Policy and Procedures

We ask that families not use medications in the morning that may mask symptoms of undiagnosed illnesses. Giving a child Motrin/Tylenol or other pain reliever may get them through the morning, but may also unnecessarily expose other children to unidentified ailments. If your child has been given ANY medication prior to arrival, please let a staff member know the reason for the medication as well as the time of last dose.

Parent or guardian written consent is required for both prescription and over-the-counter medications. This includes pain relievers, cough syrup, nose drops, first aid ointments and others purchased without a prescription. Note: we cannot administer medications to mask symptoms of contagious diseases.

All medications must be given to staff upon entry to the classroom, so that they can be stored safely and properly administered by Learning Center staff per the dosage schedule. State law requires that no medication be accessible by small children. **Therefore, do not leave medications of any kind in purses, handbags, backpacks but hand them directly to a staff member for safe keeping.**

Medications for acute illness (i.e. antibiotics) will be sent home with you at the end of each day. Medications to be kept for a longer term use may be stored overnight at SALC but must be checked by you at least 1x per week for supply and freshness. For these, we will ask you to sign a new authorization at least 1x per month.

All **prescribed and over the counter medications** must be in the original containers and labeled with:

- Child's name
- Name of medication
- Dosage
- Directions for administering
- Date of prescription
- Name of prescribing health care provider
- Over-the-counter medications intended to be given as needed also must be in the *original container*, and include clear directions for administering that include:
 - Description of what it is
 - When to administer
 - How to administer

Prescribed medications for emergencies, such as epi-pens or asthma nebulizers, that are to be kept on hand at the Learning Center, must be in original containers, properly labeled including directions for storing **and accompanied by your health care provider's written directions for use.**

To administer your child's medication, we require a signed authorization form (available from Learning Center staff). Staff will log each dosage and will inform you daily of the medication administered to your child. If you request, we will provide a copy of the written log including medication given, dosage, times of administration, and signature of staff who administered.

Immunizations

Immunization records are required for all newly enrolled children in infant, toddler, and preschool classrooms. This form is included in the parent orientation packet and must be returned within a week of your child's first day. If it is not received by then your child will be excluded.

This form is a legal document required by state law. It must be signed and dated. It is your responsibility to update the form each time your child receives new immunizations. Although a medical record may be attached detailing the medical immunizations and dates, state law requires the form to also be filled out.

If you have an immunization exemption form for your child, s/he will be excluded from the Learning Center in the event of an outbreak of a communicable disease for which there are immunizations. All exemption forms must be completely filled out and attached to the Immunization Form.

Immunization requirements do not have to be met for youth in the before and after school program, since the child's school receives this information. If your child is home schooled, please see the director for how to proceed.

Sleeping and Napping Policy

Infants nap according to their own schedule. All other children who attend full days will participate in a rest or nap time during the early afternoon. Children are not required by our state licensing rules to nap, but they must rest quietly until staff has helped all other children get to sleep. Children who remain awake can get up at that time and will play quietly with a teacher until the rest of the children in the classroom awaken.

Each child is assigned a cot or mat, and they will bring their own blankets/pillows from home. They also are welcome to bring small soft security objects from home if needed to settle for rest or naps. We strive to make nap and rest time relaxing and nurturing for the children by darkening the room, playing soft music, and avoiding teacher conversations and interruptions.

Nutrition, Meals and Snacks

Healthy whole foods provide your children with the best fuel for their work and play at St. Andrew and sustain them throughout their time with us. Breakfast is an important start to each child's day. Children arriving before 8:00am will be provided with the opportunity to have basic cereal and milk for breakfast. However, families are welcome to provide a box of cereal specific to your child.

SALC provides daily snacks for all children and youth enrolled each day. We follow the USDA guidelines for serving sizes and food groups included at each snack. Snacks will have at least two of the following food groups: Fruit & Vegetable, Grains, Proteins, and Dairy. Snack menus are posted for parents.

Children with food allergies, and vegetarian/vegan children will be provided a substitute if the day's snack is not acceptable. Please note on your registration form and speak with staff if you have a specific concern and would prefer to provide the snacks for your child.

At lunch time we provide the milk for each child. Lunches for toddlers and preschoolers will be provided by their families. Packed lunches must follow the USDA guidelines and provide **one protein, one grain, and two fruit or vegetable servings** each day. For information on serving sizes, ideas on planning lunches and nutrition for your whole family check out Choose My Plate <http://www.choosemyplate.gov/>.

If your child's lunch includes a food item that needs to be kept cool, please tuck in an ice pack. Staff is able to reheat food in children's lunches that has already been cooked at home, but they are not able to cook and prepare food. Please alert teachers when you send something that needs to be reheated. Lunch bags should be taken home at the end of each day.

Infants will be fed per parent instructions. Special guidelines are available from the teaching staff. We invite parents who are breast-feeding to talk with teachers about how we can support you.

Food Allergies

The Learning Center proactively restricts the potential for specific allergic reactions in the center environment and in so doing hopes to minimize the risks for children with food allergies.

The Learning Center is a NUT-restricted environment.

Tree nuts, peanuts, and other related products are the most serious and prevalent allergens at the Learning Center. Accordingly, foods with nuts (including nut pastes and flour) are not allowed at the center. We recognize that this policy is an inconvenience for parents and children but ask for your help since for some children exposure to nuts poses a serious health risk. This allergy can be so severe that simply smelling or touching nut products may result in a life-threatening reaction.

However, we cannot **guarantee** that our center is 100% nut-free. Teachers will inform parents if they see food from home that includes visible nuts or they already know the product contains nut products. Removal of food may be necessary if there is a known nut product. We do not exclude the many commercial products that include a warning about trace elements of nuts and/or the possibility of contact with nut-contaminated machinery.

Teachers do not read product labels. We must depend on your assistance to monitor foods from your home. We also encounter other allergies such as dairy, soy, gluten. The Learning

Center staff will always work with the families of children concerned to create as safe an environment as possible by providing alternative healthy substitutes for snacks.

SAFETY

Prevention of Accidents and Injuries

We strive to keep your children safe by watching them carefully, keeping our child-staff ratios low, and checking our classrooms and outdoor areas frequently for safety hazards. Our toys and play materials are selected to be age-appropriate. We are aware of foods that are choking hazards for young children. We regularly communicate to children our expectations for their safe behavior.

As recommended by the American Academy of Pediatrics, infants under six months of age are **always** put to sleep on their backs on bedding that meets national safety standards. If you ask us to do something different, we will require a signed note from the baby's health care provider stating what is recommended and why.

Accidents and Injuries

Unfortunately, sometimes accidents and injuries will happen. When they do, our teachers are prepared to respond quickly and calmly.

All staff is trained in first aid and will be the first to respond to minor injuries as they happen. First aid kits are available in all classrooms and travel with children when outside and away from the building. After receiving care, an incident report will be completed and signed by the staff and parent or guardian. If you would like to receive a copy of an incident report, please ask the staff before leaving. Incident reports are also completed for behavioral situations and must be signed by parent or guardians.

In the event of a medical emergency, SALC will immediately transport the child to the closest hospital where staff will remain until parents or guardians can be contacted.

State Mandated Reporting of Child Abuse and Neglect

All teachers and regular volunteers are state-mandated, 24 hour reporters of suspected child abuse and neglect. This means that if we have any reasonable suspicion of abuse or neglect we are required by law to report it immediately.

Impaired Drivers

By law, we must release children to custodial parents and other persons authorized for pick-up. If a teacher observes that the adult seems to be impaired by alcohol, drugs, or other problems that could jeopardize the safety of children in the car, the teacher will offer to call another

approved adult to come pick up the child. If the adult refuses, the teacher will release the child to the adult but will call the authorities immediately to report suspected child endangerment.

Evacuation for Emergencies

In the event of fire, an earthquake or other emergency situation that requires evacuation from the building or lock-down of the building, SALC staff will make every effort to contact a parent/guardian by phone. If we are unable to contact a parent or guardian, other authorized contacts will be called. Your child will remain with program staff or church personnel until safe arrangements can be made. In the event of an evacuation that forces us to leave the immediate premises, our alternate pick up space will be across Butner Road at Foothill Park on Huntington.

We have an emergency procedure manual that can be reviewed by parents.

ST. ANDREW LUTHERAN CHURCH

Vision & Core Values

At St. Andrew Lutheran Church, we seek to live out our Core Values of God Care, Earth Care, Community Care, Neighbor Care, and Self Care. Drawing from the verse, “Cast all your anxiety on God, because God cares for you” (1 Peter: 5:7), we seek to build a community that cares because God cares for us.

- **God Care:** Praising, giving thanks, and confessing to God and interceding on behalf of God’s people and creatures in worship, prayer, and daily life.
- **Earth Care:** Recognizing Earth as our home and all God’s creatures as our kin, confessing where we have contributed to ecological destruction, and seeking to renew Earth and all its inhabitants.
- **Community Care:** Partnering with other organizations in the community to provide for the well-being of individuals and the community as a whole.
- **Neighbor Care:** Providing mercy and seeking justice for our neighbor in need, especially the least of these among us.
- **Self Care:** Seeking physical, emotional, social/interpersonal, intellectual, vocational, financial, and spiritual well-being for our self.

To live out this vision, we recognize two key ministry initiatives of Worship and Christian Education.

- **Worship:** Cultivate engaging gospel-centered worship in a variety of forms that glorifies God, communicates God’s gracious unconditional love for us, and inspires us to care for God, Earth, our communities, our neighbor, and our self.
- **Christian Education:** Offer gospel-centered educational opportunities for all ages that teach us of God’s gracious unconditional love for us and help us grow in our faith and

integrate the five core care values into our life and ministry.

Affirmation of Welcome Statement

At St. Andrew Lutheran Church, we strive to be a loving and welcoming community of faith. We are centered in the Good News of Jesus Christ, who calls us to reconciliation and wholeness in a world of alienation and brokenness.

All are welcome, without exception, regardless of ethnicity, gender, gender identity, sexual orientation, age, physical or mental ability, education, income, or family status.

All are welcome here to worship God, receive the sacraments, and share in fellowship, leadership, and service. We commit to treasuring one another's similarities **and** diversities as one body in Christ.

We are called to provide a safe space in the community as we break down the barriers of isolation. We will continue to discover what it means to be "Reconciling in Christ".

**"Welcome one another therefore, just as Christ has welcomed you, for the glory of God."
Romans 15:7. Adopted by the St. Andrew Congregation on December 2, 2012**

We welcome our Learning Center families to participate with us in our worship and other Christian education opportunities. Our worship services on Sundays are at 8:30 and 11:00. Children are invited to join in the worship services. There are bins with quiet activities and coloring pages at the back of the Sanctuary. If families prefer, nursery care is available during Sunday morning worship for infants and children up to age five. The nursery is located at the main upper entrance, to the left.

Sunday School classes are available between services during the school year for children from age 3 through 5th grade. Your children are welcome to participate in Sunday School. Adult education classes are also held between services.

Confirmation classes are available on Sundays between services for children in sixth through eighth grade. If you would like to have your child participate in Confirmation, please talk with a Pastor. Classes for High School Youth also meet on Sunday mornings between services.

Pastors

St. Andrew Lutheran Church has two pastors, Pastor Mark Brocker, who is lead pastor and Pastor Robyn Hartwig, our associate pastor. The Pastors are available to talk through tough issues with you and guide and pray for you as well as share in your joys and happy times. Please contact the church office at 503-646-0629 to make an appointment or share a prayer request.

Baptism and Communion

If you or a loved one would like to be baptized or have your baptism affirmed, please contact the church office to speak with a Pastor. Baptism is offered to all ages, beginning in infancy. We receive Communion in both services every Sunday. All are welcome to join us in Communion. Children may come to the table for a blessing. Children of any age may receive Communion at a time a parent deems it appropriate. We ask that you speak with one of the pastors for assistance with preparing your child for this experience.

More Information

Please visit the St Andrew Lutheran Church website for more information about our worship, music, children and youth programs and activities, and adult education opportunities.

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

**We are pleased to have you and your family in our
St Andrew Learning Center program.**