



PARENT HANDBOOK

Early Education



WELCOME PARENTS!

We welcome you to Salem Academy. At Salem Academy you will find teachers and staff that really care about your child and your family. We are here to support your family and its values. We are centered in God's Word and funnel our activities, lessons, stories and our entire curriculum through Him. We strive to ensure that our school/childcare center is a safe place for children to learn, play, and grow. Our staff is trained in working with children and participates in ongoing training throughout the school year. We try to remain alert to the ever-changing needs of today's families and to the findings of current research in early childhood development.

We are not only here for the children, but also to be available to help the parents. Parenting can be difficult in this very high-paced world that is around us. We desire to work together to provide the very best for your child as he/she grows and develops. Parents are always welcome to visit the center anytime our doors are open for childcare.

"Train up a child in the way he should go,
and when he is old he will not depart from it."
- Proverbs 22:6

***Updates highlighted.**

CHILDREN LEARN WHAT THEY LIVE

If a child lives with criticism,
He learns to condemn.

If a child lives with hostility,
He learns to fight.

If a child lives with ridicule,
He learns to be shy.

If a child lives with shame,
He learns to feel guilty.

If a child lives with encouragement,
He learns confidence.

If a child lives with praise,
He learns to appreciate.

If a child lives with fairness,
He learns justice.

If a child lives with security,
He learns to have faith.

If a child lives with approval,
He learns to like himself.

If a child lives with acceptance and friendship,
He learns to find love in the world.

Author unknown

FOUNDATIONAL DOCUMENTS

SCHOOL PHILOSOPHY

The Christian philosophy of education is unique in contrast to all other educational philosophies. Other philosophies of education are man-centered. Christian education is centered in the person of Jesus Christ as revealed in the Word of God. The Christian philosophy holds that God, as the Ultimate Truth, becomes real to each person—man, woman or child— when that person accepts Christ, the crucified, risen Lord, through faith ("I am the way, the truth and the life" John 14:6). In keeping with these convictions, the school administration builds, and the teacher teaches, a curriculum that is God-centered. The entire educational program is designed to bring glory and honor to God and to encourage reverence for all of God's creation in the heart and mind of each student. The student does not learn reverence for God through the intellectual process alone, but through accepting Jesus Christ as personal Savior. The student will then be open to the guidance of the Holy Spirit in the learning of skill, knowledge, and values.

Teaching does not become Christian because we teach biblical truths alone, but rather because these truths are exemplified and practiced in the curriculum, activities, and everyday lives of students and staff. True Christian education is discovering and applying truth, seeing God revealed in truth, and recognizing that God alone is the Creator and that we are made in the image of God.

The Bible is very clear in the establishment of the family unit as the primary social structure (Deuteronomy 11:19, Deuteronomy 6:1-9, Ephesians 6:1-4). Salem Academy views itself as an extension of the home; therefore, we exist to help parents meet their God-given responsibility to train their children to know and serve God.

MISSION/VISION

The mission/vision of SAC is to provide an excellent education, from a Christ-centered, biblical perspective, so that our students might know and serve God. The abbreviated expression of our mission/vision is:

"Excellent education, Christ-centered, biblical perspective, to know and serve God"

- The scriptural basis for "**an excellent education**" is found in Colossians 3:23, which says, "Whatever you do, work at it with your heart, as working for the Lord, not for men."
- The scriptural basis for "**Christ-centered**" is found in Mark 12:30, which says, "Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength."
- The scriptural basis for "**biblical perspective**" is Philippians 2:2-5, which says, "Then make my joy complete by being like-minded, having the same love, being one in spirit and purpose. Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Christ Jesus."

- The scriptural basis for “**knowing and serving God**” is found in Philippians 3:10, which says, “I want to know Christ and the power of his resurrection and the fellowship of sharing in his sufferings, becoming like him in his death.”

The learning experience at Salem Academy also takes place in the context that all truth is God’s Truth, and the foundation of that Truth is found in the person of Jesus Christ. The scriptural basis for this context is found in John 1:1, which states, “In the beginning was the Word, and the Word was with God, and the Word was God.”

CORE VALUES

Our over-arching core value is the umbrella of Christlikeness (Philippians 2), which will be demonstrated by the expression of four specific core values stated in priority order:

- **Integrity** (James 5:12): First and foremost, we must be who we say we are and do what we say we will do. The essence of integrity is our “being,” or being true to our identity.
- **Servanthood** (Philippians 2:4-8): This core value encompasses mindset (worldview) and actions. Our mindset will be one of serving, which will then dictate how we treat others.
- **Mutual Trust and Respect** (I Thessalonians 5:15-18): This core value represents how we view and respond to others. Trusting and respecting others means that we will accept what they tell us as true. It also means that we will always think the best of others and not gossip or spread rumors. Being servant-minded will enable us to view others in this way.
- **Stewardship** (Colossians 3:23): Finally, we must take good care of the resources God has entrusted to us. We must also use our resources to the fullest extent of what they enable us to do, all for the glory and honor of God.

STATEMENT OF SEXUALITY

Changes in how sexual identity and practice are viewed have transformed the political and cultural climate of our country. The spectrum of Christian response has been very broad, from full acceptance of any and every expression of sexuality to hateful judgment of people who have adopted lifestyles that tradition or “common sense” tell us are unacceptable. The pervasiveness of the issue and the confusing Christian response necessitate that Christ followers seek the heart and mind of God on the issue. The approach of Salem Academy is to value Biblical principles, provide a safe moral environment for education, and to treat every person as a valuable individual, seeking reconciliation whenever possible.

The Salem Academy stance on sexuality flows from two pervasive Biblical principles:

- God created mankind in two genders, male and female. The creation narrative in Genesis clearly indicates an intentional distinction between male and female, both genders born out of the “image of God”. Females and males are equivalent in value in the eyes of God, yet clearly distinct within God’s creative order. Any attempt to blur or cross the God-given

distinction between these two genders deviates from His creative purpose. (Genesis 1:26-28)

- God established marriage between a male and a female as the only sanctified human sexual relationship. All other sexual relations (including adultery, fornication and homosexuality) deviate from God's creative intention. Scripture condemns any sexual activity - heterosexual or homosexual, extra-marital or pre-marital – that is not within the bounds of biblical marriage between a man and a woman. (Genesis 2:18-25)

The Salem Academy community is expected to abide by these principles. We believe that scripture teaches that engaging in acts that are outside the biblical definitions of marriage and gender distinction are harmful to the individuals involved and to the school community as a whole. We will lovingly rebuke and discipline those who engage in activities that are outside of God's clear boundaries on sexuality.

However, we do realize that these are difficult, confusing times in which we live. An entire culture is struggling with so many different form of sexual brokenness, and it is only by God's grace that any of us are able to fulfill God's holy purposes for sexuality. Therefore, we will approach any revealed situation of struggle with love and compassion. We will be understanding about inclinations and attractions, and differentiate these temptations from immoral actions. We will listen, advise, and pray with a view toward repentance and reconciliation. We will stand firm in the conviction that God's Word is clear on these matters, but we will value the individuals involved even if their choices ultimately lead to separation from the SA community.

ARTICLES OF FAITH

Salem Academy, as a private Christian school, exists to provide the spiritual as well as the mental, physical, and social development of the youth of the community. This development of the total personality is designed to enable students to function more capably within the community. Every school community is interrelated within other communities and is a part of larger communities, particularly the state and nation. As a Christian school, Salem Academy has a specific philosophy, which is rooted in its Articles of Faith, founded on the view that the Holy Bible is the only Word of God, and which must be held separate from and above that of the State and national educational system.

Salem Academy's Articles of Faith are as follows:

- The Bible is the inspired Word of God, the only rule of Christian faith and practice;
- God is the Creator and Sustainer of all things and the source of all truth;
- God eternally exists and manifests Himself to us in three persons - Father, Son, and Holy Spirit;
- Jesus Christ is the Son of God who became flesh, conceived by the Holy Spirit and born of a virgin. His atoning and substitutionary death upon the cross provides redemption for all who believe, the just for the unjust. His resurrection and

ascension to heaven and the promise of His personal return provide the hope of eternal life;

- Mankind was created in the image of God. Because of sin, man became eternally separated from the life of God and desperately in need of a Savior.
- Salvation has been provided by grace for all who repent and believe in Jesus Christ. Believers are born again by the Spirit and receive the gift of eternal life.
- The Holy Spirit indwells and empowers believers to live victoriously, and He convicts the world of sin, righteousness, and of judgment;
- The Church is the family of all true believers, regardless of church affiliation, under the Lordship of Jesus Christ. Those that are His are called to share his love and good news to all the nations.
- Believers are set apart to live holy lives that glorify God, growing in Christ-likeness through prayer, worship, study of His Word, Christian service, and fellowship with other believers.

PARENTAL PARTNERSHIP

Private schools are governed by contract law, Oregon educational law, and are not covered under the U.S. Constitution. Parents and students have many protections under common law, federal and state statutes.

Salem Academy parents have the right to:

- **Have their children receive an academically sound and excellent education.**
- **Be treated respectfully.**
- **Partner with the Salem Academy staff.**
- **Talk with school personnel and have requests for meetings answered in a timely manner.**
- **Have their concerns and grievances heard and considered in a fair and just manner.**
- **Have students supervised in a safe and appropriate manner.**
- **Inspect and review their student's education records and request amendment in case of inaccuracy or violation of the student's privacy and other rights.**
- **Participate in the activities of the school.**

Salem Academy parents have the following responsibilities:

- **Positively support Salem Academy's Schools mission, vision, purpose, goals, philosophy, doctrinal statement, rules, and policies.** Please understand that while you may not always agree with a rule or policy per se, your support and example in action is still necessary. Support from parents allows the school to have a more effective ministry with students.
- **Attend parent meetings and conferences scheduled by the school.**
- **Make a concerted effort to attend any school activity in which your student is involved,** (e.g., programs, athletic competitions) thereby assuring him/her of your loving support. Positive and encouraging comments and cheering always pays dividends. Negative comments directed at others,

including officials, opposing teams, and their supporters, are never welcome.

- **Take responsibility to access Salem Academy's Family Portal site for important communications** including: announcements, attendance, homework assignments and more.
- **Support the school with your prayers, gifts and volunteer service.** The cost of education at SA exceeds tuition and we ask that you help in whatever fundraising and other activities that benefit the school and its programs. Your prayer support of our school is absolutely essential.
- **Pay tuition on time and as scheduled.**
- **Support the school in all matters of discipline involving your student.** SA is your partner in raising up the next generation. Any incident involving the use or possession of alcohol, tobacco, drugs, firearms, weapons of any kind, or any instance of immoral or unseemly conduct on or off campus, which is detrimental to the reputation of the Lord or our school, is grounds for dismissal.
- **If you have a problem or concern, please contact the person most directly involved** (teacher, aide, volunteer, etc.). If resolution with the person cannot be achieved, then contact their immediate supervisor or building Principal, rather than going to others not involved or engaging in other indirect communication. Please see the Salem Academy Concern and Complaint Policy.
- **Support an environment focused on excellence in education.** Refrain from taking your students out of school unnecessarily or distracting their studies through communication during the school day. Regular attendance is important and mandated by law. Not only does your student miss out on what happens when they are absent, the learning environment is diminished through lack of their contribution. The faculty is willing to help students with make-up work, but you must take the initiative.
- **Contact the Principal directly to let administration know of your reasons for withdrawal.** We appreciate your input and insight. If you are moving or if financial needs arise, we appreciate knowing how we may assist you.

SEPARATED FAMILIES

In accomplishing our mission to assist all parents, Salem Academy must remain neutral with respect to family disputes. Any court orders and documentation restricting custodial access must be current and an official copy on file. For more on Salem Academy's Custody Policy, please contact the Administration Office. We expect that separated or divorced parents will make every effort to refrain from involving school staff in court or legal proceedings unless the safety of your student is at stake. Please allow the student's teacher and staff to support both parents by not sharing negative personal information with them. The school office can provide duplicate printed communications to separate homes upon your request. However, we expect you as parents to share all verbal communications with one another and to participate together in parent/teacher conferences and other school activities whenever possible.

General Policies and Procedures

NONDISCRIMINATION POLICY

Recognizing that all people are the special creations of God, having been made in His image, Salem Academy Christian welcomes students of all races, colors, and national and ethnic origins to all of the rights, privileges, programs, and activities generally accorded to students at SAC. Educational policies, admissions policies, scholarship and loan programs, as well as athletic and other school-administered programs, similarly do not discriminate on the basis of race, color, and national and ethnic origin.

ALLEGED CHILD ABUSE/NEGLECT

The information below is in accordance with federal, state, and local laws concerning alleged child abuse and/or neglect. If you have any questions about this, please contact the Director of early education.

- The Department of Human Services (DHS) has the right to make an unscheduled visit to SAC and require that a student who is the subject of a child abuse/neglect report be interviewed during school hours without any obligation to notify the parents/guardians of the student or seek permission from the parents/guardians to conduct the interview.
- Any SAC employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect IS REQUIRED BY LAW to immediately report or cause a report to be made of such fact to the DHS.

CONFLICT & GRIEVANCES

In an ideal world there would be no conflict. Unfortunately, we live in a fallen world, and as a result we sometimes experience conflict that is difficult to resolve. If we happen to find ourselves in a situation that we are unable to resolve with those directly involved, it is expected that those conflicts and grievances will be handled according to the principles and procedures within the Christian community in conformity with the biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. As a Christian institution, the school adheres to the biblical command to make every effort to live at peace and to resolve disputes with each other in private.

At the Early Education level, the Oregon Child Care Division requests that we handle complaints in the following manner:

- Please discuss the problem or concern with the teacher or staff person involved.
- If the problem has not been resolved, please contact the Director of early education.
- If the problem still has not been resolved, you may contact the Superintendent.
- If you still have concerns or do not feel comfortable discussing the matter with the Director of early education or other staff persons, you may contact the Child Care Division certifier at 1-800-556-6616.

COMPLAINT POLICY

As a school community, we recognize that conflict will occur. It is our desire to be peacemakers and to resolve conflict in a Godly manner. It is the intent of the Leadership Team to ensure that all complaints made by any person affiliated in any way with Salem Academy will be taken seriously, documented, and investigated when appropriate. The outcome will be communicated to the complainant in a timely manner unless the outcome requires confidentiality.

- Any person who wishes to file a formal complaint may complete a Complaint Form, available from the school offices or the Administrative Office.
- The Complaint Form will be handled by the appropriate member(s) of the Leadership Team (Building Principals, Finance Manager, etc.) who has oversight responsibility for the employee, student or area of concern.
 - The manager handling the complaint must not be related to the complainant or to any individual who is the subject of the complaint. There shall be no conflict of interest in the investigation of complaints.
 - The manager may not investigate a complaint about herself / himself; in this case the complaint would be passed to that person's supervisor.
 - Any complaints about the Superintendent will be handled by the Chairperson of the Board of Trustees.
- The responsible manager will investigate the complaint and create an action plan for addressing the issue when appropriate.
- The complainant will be contacted and informed of the anticipated timeline necessary to complete the process, and will be contacted again when the complaint has been closed.
- The Leadership Team will save a documented record of all complaints and will review these records regularly in search of trends or problem areas that we can address to continue improving as a school.

EARLY EDUCATION

POLICIES & PROCEDURES

REGISTRATION & ADMISSION

We must have the following information on file for each preschool age child:

- Registration
- Medical Release Form
- Certificate of Immunization (CIS) Form (provided at time of enrollment)
- Completed Registration

Please notify the Early Education Office promptly when there is a change of address, phone number, parent's work, etc. This is necessary in case of illness, emergency, questions, and for billing purposes.

A non-refundable registration fee is due and payable at the time of registration and each new school year thereafter.

- All tuition must be paid promptly per your payment agreement.
- To view your account click on the Family Portal login from the SA website from under "Quick Links" (www.salemacademy.org). Login as follows:
 1. Enter the District Code **SA-OR** and your e-mail address provided to the school at registration.
 2. Click the **Login** button.
 3. **First time?** Click the **Create New Family Portal Account** button. You will receive an email containing your password within 3 minutes (to the email address you entered, which must be the same email address that you provided to the school at registration.)
 4. Click on **Family Information**.
 5. Click on **Tuition Plans**.
- All payments will be made to and through our accounting program FACTS.
- If account is more than 60 days past due, a late fee will be charged and student will not be able to return until account is current. Please review the school's Tuition Policy.
- A fee will be charged for returned checks.
- No credit will be given for holidays or in-service days during which the school/childcare center is closed.
- Preschool classes will follow the Salem Academy calendar of classes.
- No credit will be given for absences due to illness.
- Childcare hours are 7:00am to 5:30pm sharp. An additional fee, for each five (5) minutes or portion thereof, will be charged for each child left past 5:30pm. Your promptness is expected. Our closing staff has their own personal evening responsibilities. Your consideration of them is appreciated.
- 30 Days written notice is required before removing your child from school; otherwise, you will be billed at your regular monthly rate.

Documents Available for Inspection as required by the Oregon Child Care Division

- Copy of Child Care Division Rules and Regulations
- Copy of Children's Services Division Inspection
- Copy of State Fire Marshall Inspection
- Copy of Sanitation Department Inspection

NO SMOKING

SALEM ACADEMY'S CAMPUS IS A SMOKE FREE ZONE. Please abstain from smoking on the premises.

EARLY EDUCATION PROGRAM

We endeavor to provide a safe, healthy, Christ-centered atmosphere for children to work and grow in their awareness of God and His love for each of us. Fun, creative, Christ-centered activities focus on the following:

Bible
Character Development
Kindergarten Academic Readiness Skills
Small & Large Motor Skills Development
Problem solving skills
Health (Personal hygiene & nutrition)
Music and Movement
Concept Development

Physical Education
Dramatic Play for Creative Expression
Art
Self-Image & Socialization Skills
Sensory Development
Story Time
Free Play

SNACK TIME

Students are given the opportunity to be a "snack host/hostess" in their class. Being the "Snack Helper" gives the student the chance to lead, share, and serve their classmates in the classroom. We encourage you and your child to participate. *However, your participation is optional.* If no one signs up to be the snack helper, the school will provide snacks for that day.

If your child has special dietary needs/food allergies, please send a snack with them.

We encourage nutritious snacks. We ask that you avoid highly sugared snacks. (Birthdays and holidays are very special and are the exception to this request. *Please make advance arrangements with your child's teacher for special birthday celebrations during class time.*) Health Department regulations and Salem Academy policy mandate that home baked foods not be allowed for snack time. See next page for examples:

Below is a list of food suggestions: (Again, store bought foods only, please.)

Fresh fruit pieces	Dried fruit
Fresh vegetables	Crackers
Rice cakes	Packaged whole grain cookies
Packaged muffins	Fruit juice
Fruit roll ups	Granola bars
Yogurt	Trail Mix (no nuts)
Raisins	Fruit popsicles
Cheese slices/sticks	Ice Cream bars
Dry cereal	

The above are only a few suggestions. Use your imagination and feel free to expand on this list.

ATTENDANCE

Please notify the Early Education Office no later than 9 a.m., if your child will be absent due to illness or other reasons. Parents can also report absences on Family Portal.

SUPPLIES

The Early Education office will send you a list of needed supplies prior to the first day of school. The Supplies List will also be posted on the Salem Academy website at www.salemacademy.org

STUDENT PROGRESS COMMUNICATION

It is our earnest desire to maintain open communication between the school and parents. Please feel free to email your child's teacher or the office with questions and concerns. The Director of early education is also available for questions and concerns.

TOYS FROM HOME

Toys, books, electronic devices, or other items may be sent to school on "Share Day" only. All items that are brought from home for "Share Day" should be placed in your child's backpack. Be sure that all items are marked with your child's name.

Items brought for "Share Day" should be ones that do not encourage violence or other unacceptable behavior. We cannot be responsible for toys brought to school or childcare, but every effort will be used to insure their safe return. Classroom teachers will designate "Share Day" for their individual classroom.

If you have special tapes, records, books, or videos you would like to share with us please contact the teacher before bringing them in. All videos or DVD's must have a "G" rating.

FIELD TRIPS

FIELD TRIP PROCEDURE

- Parents will be given at least two (2) weeks advance notification of any field trip that will be scheduled.
- A note concerning date, departure time, return time, and destination will be posted on the classroom door or bulletin board, sent home with the child, and/or posted on the early education calendar at www.salemacademy.org.
- Parents may be asked to chaperone a group of students. In the event that a parent commits to be in a supervisory position, a completed criminal background check must be on file and we may ask that they not bring any young children that would distract their attention from the students they are assigned.
- Vehicles meet all Department of Motor Vehicles regulations.
- The school will provide transportation to all field trips. If non-school transportation is necessary, each private auto driver must be cleared through the administration office by having a Certificate of Insurance form on file.
- Preschool students ages 3 and 4 will be transported in buses that are equipped with seatbelts whenever possible.

EXTENDED DAY-CHILDCARE PROGRAM

The extended day childcare program is available to enrolled preschool students at SA throughout the school year. *Childcare is also available full time during many non-school days (i.e. Christmas Break, Spring Break, summer) for both preschool (ages 3-5) and school age children (K-5).*

SIGNING IN AND OUT PROCEDURES

We are required by the Oregon Child Care Division to keep a written copy of your child's attendance each day so please make sure the staff on duty acknowledges your presence and is aware that your child has arrived.

Your child will only be released to the people authorized on the registration form and/or authorization for pick up form. We may ask for picture identification if we do not know you. If anyone other than a pre-authorized person is to pick up your child, we must have the information (including his/her telephone number) in writing and signed by the parent or guardian. In an emergency situation, the parent may give verbal permission (via the telephone) for pick up. Please call the early education office (503.370.8488) and leave the necessary details. Picture identification will be required. We then ask that you come in to the Early Education office at your earliest convenience to add that person to your authorization list.

PRESCHOOL SNACKS AND LUNCHES

Children enrolled for full-time childcare will be given a morning and afternoon snack that includes two food groups.

Parents need to provide daily lunches from home when their child participates in summer childcare.

All lunches from home will be refrigerated. Please be sure your child's name is marked on the outside of his/her lunch box or bag. Please put your child's lunch box or bag in the refrigerator.

Your child's lunch should include the following:

1. A sandwich or other protein (ex: peanut butter, cheese, meat, eggs, etc.)
2. A fruit and/or vegetable

Please feel free to be creative and include foods your child enjoys. The Oregon Child Care Division mandates that we monitor each child's lunch to ensure he/she receives a well-balanced meal each day.

REST TIME

Each afternoon we schedule a rest time for our all day preschool age students. During this time children may lie quietly and listen to music or go to sleep. They are asked to lie on their mats quietly so those who wish to sleep may do so. Your child is welcome to bring a small blanket/stuffed animal/pillow - whatever helps at rest time. Please leave pacifiers at home. Rest time also applies to children registered for preschool who stay occasionally for an extended day.

ACCIDENT, HEALTH, AND SICKNESS POLICY

Your child's health is a matter of major importance to all of us. Medical forms and immunization records are essential and must be kept up to date.

FOR YOUR CHILD'S BENEFIT, PLEASE KEEP THE SCHOOL/EARLY EDUCATION OFFICE UP TO DATE ON PHONE NUMBERS, EMERGENCY NUMBERS, AND OTHER PERTINENT INFORMATION. Please notify the school when your child is absent for any reason.

ACCIDENT

All student injuries are documented by staff. When it is necessary to document an accident or injury; the parent will receive a copy of the Accident Report Form and will be asked to sign the original Accident Report Form that will be retained in the child's file.

Parents will be contacted as soon as possible giving them the opportunity to make the decision as to the treatment when an injury seems more serious or severe. Parents will be contacted as soon as possible whenever an injury involves the head.

All staff members have current first aid training and are prepared to handle emergencies.

HEALTH & SICKNESS

Any sick or child suspected of sickness will be isolated in the office until the parent arrives.

A child must be **fever, vomit, and diarrhea free for 24 hours** before returning to school or childcare or other before/after school programs. Therefore, if your child is sent home ill, he/she may not return later that same day or the following day.

If your child becomes ill at school we will immediately notify a parent or one of the emergency contact persons designated on your child's Medical Release Form. Your child will then be isolated until you come for him/her. It is your responsibility to make arrangements for alternative care for your child in such a case.

Do not bring your child to school/childcare if he/she shows signs of the following:

Sore throat	Fever (above 100.0 degrees under the arm or 101.0 degrees oral)
Nausea	Rash
Vomiting	Earache
Runny nose (with excessive colored drainage)	Headache
Cough (persistent)	Sneezing (excessive)

Even if your child is not infectious, he/she is in need of a quieter atmosphere than is possible at school or the childcare center or afterschool programs.

Any child suspected of any communicable disease or infestation will be excluded until clearance is received from the child's doctor.

Chicken Pox

One week after eruption appear, all sores must be scabbed over.

Strep Throat

After 24 hours on medication.

Ringworm

Medicated and covered.

Ringworm of the scalp

7 days treatment and doctor's permission.

Must wear clean close-fitting covering and be under medical supervision.

Impetigo

Medicated and/or doctor's release.

Head Lice

Head (hair) free of casings.

Scabies

Treated and free of symptoms.

Any Eye Discharge

Any eye discharge is considered contagious and a doctor must be consulted. Child allowed back in school after 24 hours on medication.

IMMUNIZATION REQUIREMENTS

Per Oregon Law (ORS 433.235 through 433.284 and OAR 333-050-0010 through 333-050-0140) shots are required for children in attendance at public and private schools, preschools, child care facilities, and Head Start programs in Oregon. Nearly every place that provides care for a child outside the home requires shots or a medical or nonmedical exemption to stay enrolled.

INFECTIOUS DISEASE OUTBREAKS

Per Oregon Law (OAR 333-019-0010 and OR-OSHA) to protect the public health, an individual who attends or works at Salem Academy may not attend or work at a school while in a communicable stage of a restrictable disease, unless otherwise authorized to do so under these rules. A susceptible child or employee (meaning at risk due to incomplete immunizations or approved exemptions) who has been exposed to a restrictable disease (meaning a reportable disease for which an immunization is required under OAR 333-050-0050) must be excluded by the school administrator unless not necessary to protect the public's health.

TOILETING POLICY

All students enrolled for preschool and childcare must be able to independently use the toilet facilities. Young preschoolers must be able to communicate to their teacher or caregiver when they need to use the restroom. Our school is not equipped to easily clean up and sanitize students who have had urine or bowel accidents. Also, our certification through the State of Oregon specifies that students be totally toilet trained. We require that all students have a change of clothes that includes underwear; because we realize that students occasionally have toileting accidents.

We reserve the right to make an exception to this policy if a student has a medical condition and we are able to assist the student in a sanitary manner.

MEDICATION

Your child may attend school, childcare, or afterschool programs while taking medication. [Medication permission](#) form. The medication permission form must be submitted by a parent before a student will be given medication.

- The parent must complete a medication form.
- Medication must be in the original container showing child's name and procedure for administering. (Your pharmacy might be willing to give you an extra empty labeled container for school.)
- Please give the medication directly to the office, your child's teacher, or a staff person.

SAFETY AND SECURITY PROCEDURES

Emergency Drills

Emergency drills are held monthly to acquaint your child with evacuation procedures. The school/childcare is equipped with a fire alarm system and fire extinguishers. Emergency drills are conducted on a monthly basis throughout the year. (Fire, Earthquake, and Lock-down)

Weather Closures or Delays

Announcements made concerning weather-related delays or closures at Salem Academy will be posted after 6am at www.salemacademy.org and sent directly to parents via Parent Alert (via text, email, or voice message). You can set-up your notification preferences for Parent Alert via Family Portal. Announcements will also be made over most Salem and Portland area radio stations, as well as the four network TV stations, Channel 2, 6, 8, 12.

DRESS/APPEARANCE STANDARDS

Simple clothing, which is comfortable, is the basic standard for preschool and childcare. The children do lots of art projects that can often be messy. Because children play hard and often work with messy materials, it is very important for them to be dressed in sturdy, easily laundered (stain resistant) clothing. Clothing should be easy for the child to buckle, snap, zip, etc., when using the restroom. Graphics on clothing must be in accordance with the philosophy of Salem Academy. Please, no violent clothes.

We encourage outdoor play each day. Each child should wear sufficient outer garments to school. Zippers, buttons, and fasteners should be in good repair. Due to the changeable Oregon weather, be sure to

provide sweaters and jackets even on warm, sunny days, as unnecessary clothing can be removed. Clearly mark all outer garments, including hats and boots with your child's name. No open toe flip-flop sandals.

A change of clothing, including underwear, should be left at the school/childcare center in case of a major spill or an accident. *Please label these items clearly with your child's name.*

Hair should be neat, clean, and well groomed. Hairstyles should reflect the mainstream of our culture, rather than the extremes. In the event that a child's hairstyle needs to be modified we will ask the parents to help their child comply.

DISCIPLINE AND BEHAVIOR

As Christians, love and concern should characterize all our dealings with each other. Courtesy and politeness are keys to good interpersonal relationships. Communication between the home and the school regarding both positive and negative concerns are essential to a well-disciplined school.

Salem Academy strives for all of the following:

- Each student is expected to not harm other people or things.
- Respect for other people and their property is essential.
- Respect for those in authority – faculty and staff – is characterized by cooperation and self-control.

It is important that all children feel safe while at school.

If a child is having difficulty cooperating or showing self-control, he/she will first be reminded of the rules. If a problem persists, the child will be removed from the activity for a short time to regain self-control. In situations of extreme misbehavior, the child will immediately be removed from the activity for the safety of the other children and the parent may be called to assist in finding a suitable solution. Our desire is to help each child learn to resolve problems that result in positive resolutions; in the event that a child continues to be disruptive and does not seem to be ready or able to mesh within the parameters of the preschool classroom setting, we may find it necessary to ask a parent to remove their child from our program

We retain the right to refuse care to any student who continues to exhibit disruptive behavior.