



Welcome International Friends

2040 South Commerce Road—Walled Lake, MI 48390—248-624-7676 ext. 115

Email: international.friends@st-matthew.org Website: www.smifriends.org

All the staff and team members are excited to welcome our new friends and see our old friends again. We are so happy you will be with us.

Have you moved to America recently? Do you need information or some kind of help to begin your life here? Please email or call if we can help you in any way.

1. St. Matthew Security Policy and Procedures:

Entering St. Matthew Building – St. Matthew Church and School will be locked during school hours. To enter the building, please come to the main entrance.

1. Please press the intercom/buzzer.
2. Someone will ask you, "Hi, how can I help you?"
3. You will answer, "I am here for International Classes."
4. The door will be unlocked for you.
5. Please go to the Welcome Center, show your photo ID and sign your name, time, and check "International Class" on the folder. You will receive a "visitor" sticker.
6. The person at the Welcome Center will ask for your name and they will check it on a class list.
7. Please proceed to your class or child care location.
8. After class or child care, please sign out the time you leave.

You will need to sign in and sign out like this **every time** you enter and exit the main building. Thank you for your understanding in making this a safe place for everyone. We appreciate your cooperation.

2. If you are going to be absent from class:

These attendance policies are important because of our large waiting lists for many classes. Thank you for your help with the following:

- If you will be absent for any reason – tell your class leader (email, phone call, or text is ok)
- If you are going to be absent for more than 2 weeks at one time (vacation, morning sickness, etc) – tell your class leader (email, phone call, or text is ok).
- If you are very sick or need help in an emergency, please tell us how we may help you or pray for you. We think of you as our friend and we will be concerned if we do not see you.
- If you can no longer take a class please tell your class leader or the International Friends office (email, phone call, or text is ok.)

3. How will I know if class is canceled?

If bad weather or loss of electricity causes school to close for St. Matthew Lutheran School in Walled Lake **OR** Walled Lake Public Schools, then International Friends classes will also close that day. These closings will be announced on TV, WXYZ Channel 7 or Channel 4, or on the radio by WWJ 950AM. You can also check for school closings in Oakland County on this website: www.WXYZ.com. We will notify you by e-mail or phone regarding other important information.

4. Can I bring a friend?

You are welcome to bring a friend to visit your class, and you are welcome to visit other classes one time, then you must register to take the class. Because our childcare is full for many classes, please call the office before bringing a new child for childcare. Please contact the International Friends Office if you wish to visit a class.

5. Photos:

We will be taking pictures this year in our classes and on our field trips. We want to show the fun we have with our friends. These pictures could be used on the bulletin boards around the building and possibly on the St. Matthew web site. Please let us know in the International Office if you would not like your picture used in either of these places. Thank you!

6. Learning About Christianity:

We have resources in many languages about Christianity that you are welcome to borrow. If you need materials in another language, please let us know, and we will get you what you need. On Thursdays, Becky will be leading an easy English discussion group about Jesus, the Bible and other topics that you may be interested in. Everyone is welcome to attend at any time, just contact Becky or our office. You do not have to be Christian to attend.

7. IF YOU HAVE CHILDREN:

a. Child Care:

- The cost for childcare is \$8 per visit (if you have 2 or more children, it is still only \$8 per visit). You can put the money in the box by the childcare room entrance.
- Please sign the check in sheet for your child every class. This is for your child's safety. If your child's name is not on this sheet, please tell a child care worker.
- Please write your child's name on his or her belongings (diaper bag, juice cup, and snack).
- Tell the childcare worker if your child has special needs or allergies.

- It is normal for children to cry when they are first separated from mom. It is ok. We are happy to work with you to help them adjust. Usually after a few visits, they will get used to childcare. You may request that we tell you if they become very upset.
 - You will get a beeper when you take your child to childcare. If your child needs you, the childcare staff will contact you with the beeper during the class. If your beeper lights up and vibrates, please go to the childcare room.
 - If your child will no longer need childcare (for example, your child goes to preschool), please tell us. We can add someone from the waiting list.
 - Special arrangements can be made for your school aged children on days that they do not have school. Please tell us.
 - Please respect the childcare workers' time. Please pick up your children from childcare as soon as your class is finished.
 - When to Keep Your Child Home from child care:
 - As we are a (church and) school and for the safety of all the children we care for, we ask the following - please keep your child home:
 - If your child is running a fever of 99°F/37.2°C or higher or has had a fever of 99°F/37.2°C or higher in the last 24 hours;
 - If your child has diarrhea or has had diarrhea in the last 24 hours;
 - If your child has an active green runny nose;
 - If your child has an unidentified or contagious rash.
- When your child is free of the symptoms for a full 24 hours without medication, they are welcome to return.

b. Parking lot safety:

Please follow these rules when you are in the parking lot – this is for your child’s safety. Always hold your child’s hand when walking to your car in the parking lot. **Never let your children run in the parking lot.**

The traffic is very heavy in the entire parking lot at 3:30-3:45 pm when St. Matthew School ends. Over 100 cars exit the parking lot together! Please take special care to keep your children close to you if you leave the building at that time.

c. Lobby Etiquette:

There will be a staff person working in the lobby “Welcome Center” to welcome and assist you. We ask that you respect their work environment. Please teach your children not to run, jump, or yell. Please do not leave your children unattended in the lobby. If you would like to continue talking with your friends after class time, please pick up your children from child care and return to your classroom.

8. Office Phone Numbers (248)624-7676:

FAX 248-624-0685 - international.friends@st-matthew.org

*JCFN = Japanese Christian Fellowship Network – they help returning Japanese connect with a church in their area of Japan.



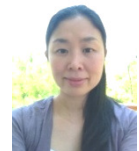
Becky Masters (Director)
extension 119
Japanese Language
rebecca.masters@st-matthew.org



Jan Roth (Assistant Director)
extension 113
jan.roth@st-matthew.org



Dawn Kirk (Assistant)
extension 115
dawn.kirk@st-matthew.org



Megumi Kurata (JCFN* Associate Staff)
734-717-5542
mkurata@jcfn.org

ABOUT ST. MATTHEW CHURCH

Everyone is welcome to come to our worship services and other activities.
You do not have to be Christian to attend.

St. Matthew has worship in English every Sunday morning at 8:15, 9:40 (traditional worship in the sanctuary) and 11:00 a.m. (contemporary worship in the gym). Translation of the programs for the worship services are available in Japanese by prior request (ask Becky). There is also a Bible study for adults and Sunday School for children at 9:40a.m.

We are happy to tell you about the customs and symbols that you see in our church. Please ask your American friend or come see us in the office.

*We have Bibles and videos available in Japanese, Korean and other languages.

St. Matthew Lutheran Church is a Christian Church. It has no relationship with Mormons, Jehovah’s Witness, Aum Shinrikyo, or the Unitarian Church. If you are having difficulties with any of these groups, please let us know.