



St. Paul's Lutheran School Surround Care

Parent Handbook

2020-2021

Our Mission & Goals

St. Paul's Lutheran School exists to assist parents in carrying out their responsibility to bring their children up in the Lord by providing a Christ-centered education. The Surround Care program's mission is to support the school's mission. With the guidance of the Holy Spirit, the St. Paul's Surround Care program will strive to:

- Work for the school at all times to further the school's mission.
- Make it easier for families to allow their children to attend St. Paul's school.
- Provide a Christ-centered environment for before and after school hours.
- Promote a God-pleasing image of St. Paul's Lutheran School in an effort to encourage greater enrollment.

The Program

The Surround Care program provides Christian childcare on a non-profit basis for all children of the school (Pre-K through 8th grade). Children with special needs are accepted if, in the judgment of the staff, the program is in the best interest of the child and no extra staff is required.

Surround Care Rates

The fee for the 1st child is \$6.00 per hour, the 2nd child is \$5.00 per hour, and the 3rd child \$4.00 per hour, for the 6-7:30am and the 3-6pm sessions, as well as the 12:00-3pm session on early release days. There is a maximum of \$15.00 per hour, per family. For those families that are in need of full-time Surround Care (2-4 hours a day 4-5 days a week) fees are as follows: fee for the 1st child is \$5.00 per hour, the 2nd child is \$4.00 per hour, and the 3rd child \$3.00 per hour, with a maximum of \$12.00 per hour, per family.

The 11am-3pm session for 3K students is a flat rate of \$13.50, regardless of how long the student stays between 11:00 am and 3:00 pm.

Payment is required on Thursday for the following week, along with the schedule of times needed for each child. You may schedule by the half hour to best fit your family's scheduling needs. Credits will be given for complete missed sessions due to illness/snow day/family emergency. Students not scheduled and paid in advance will not be admitted. Late fees will be assessed if children are left past designated pick up time. Fees will be \$5.00 for the first 10 minutes and \$1.00 for each minute thereafter.

Note: *The first child is defined as the one enrolled in the greatest number of hours of care.

*Full-time discounts only applies to before and after school sessions.

Payment is required on the previous Thursday (of a normal school week) for the following week, along with the schedule of times needed for each child. A late fee of \$5.00 per child per week will be charged if payment and schedules are not submitted on time.

Food

Due to allergies we do not allow anything that may contain nuts in our room. **We are a nut free room.** Breakfast and lunch must be provided by the families. Only juice, milk or water along with a prescheduled snack will be provided for the afternoon session time. No soda pop, candy or gum is allowed.

Expectations

1. Staff members are to be obeyed and respected.
2. Other children are to be respected.
3. Calm and safe movements are practiced indoors at all times.
4. On-task behavior is expected during game and study times.
5. Appropriate use of language and voice levels is expected at all times.
6. No personal electronic games, toys, or other items should be brought into Surround Care. Surround Care staff are not responsible for these personal items.

The Surround Care program reserves the right to discontinue services to any child for the following reasons:

1. Non-payment or repeated late payment.
2. Not observing the policies and procedures in this handbook.
3. Special needs which the program cannot meet.
4. Physical or verbal abuse of staff or children by parent or child.
5. Continued unacceptable, disruptive, incorrigible behavior by the child.

Enrollment

An emergency contact must be designated on your registration form and kept up to date. **A weekly schedule of planned enrollment must be turned in each Thursday (of a normal school week) for the following week along with the payment. If a schedule and notice of needed care is not provided Surround Care reserves the right to deny care (due to not enough care staff). In this event parents and emergency contacts will be called to come get the child/children.**

Drop-in Policy – In case of emergency drop-in care, please call to see if there is availability. No child will be admitted without prior authorization.

Drop Off/Pick Up

Any person other than the child's parents who arrives to pick up a child must be pre-authorized by the parents. In the case of emergency, notify the staff of a pick-up by an unauthorized person. No unauthorized person will be allowed to pick up children without prior notification. Advise the pick-up person to bring proper identification and realize that the staff is instructed to be sure about authorization. At departure time, a parent or an authorized person must sign the child out and make sure the staff person is aware of the child's leaving. We encourage parents to pick up their children promptly at the end of the day. We understand that circumstances beyond your control may arise. However, please keep in mind the 6:00PM closing time. Please call as soon as you know you will be delayed. Late pick-up fees will be assessed as follows: \$5.00 for the first 10 minutes and \$1.00 for every minute thereafter.

The Environment

Our Surround Care is more than "baby-sitting". We plan activities and control the environment so that it is wholesome. Doing homework is encouraged, but the environment is more relaxed than school. We will encourage students to complete their homework first and then start other activities. We aim to provide a rich Christ-centered environment that will help your child grow spiritually, socially, physically, and academically. We encourage open communication between staff and parents. Please feel free to discuss any questions or concerns you may have with Leslie Pfennig, our Surround Care Director, or one of the Surround Care Board members:

Nathan Van Loon
Ronda Hackbarth
Heide Mueller

Location

The Surround Care Room (B106) is located in the lower level of the school.

Hours of Operation

We are open on school days only (no holidays, no snow days) from 6:00 a.m. to the beginning of the school day (7:30 a.m.), after 11:00 a.m. to accommodate preschool (3K students only), and after school (3:00 p.m.) until 6:00 p.m. for all other students in attendance that day. The actual hours of operation may change, depending on the schedules submitted the previous Thursday.

We will offer care on early dismissal days from 1:00pm to 6:00pm.

Discipline Policy

Discipline is derived from the word disciple, meaning, "to teach." Therefore, we do not think of discipline as punishment but rather as teaching self-control and Christian attitudes. The staff will deal with each child in accordance with the teachings of Christ. Our attention will be focused on the problem and not the child. No one will be allowed to strike a child. No one will be allowed to humiliate a child. Derogatory remarks will not be made about a child or family members. Cruel, severe, unusual, or unnecessary punishment shall not be inflicted on children. No one will use the denial of food or necessary activities as a punishment or to manipulate a child. No child or group of children shall be allowed to discipline another child. We will try to anticipate problems and redirect children's activities. We will narrow choices if necessary. Positive words will be used to encourage positive behavior. We will encourage children to use words to express themselves. If a child is exhibiting inappropriate behavior, we will tell the child that they need to stop, explain why the behavior is unacceptable and offer reasonable alternatives. Logical and natural consequences as well as a time-out (a temporary loss of privileges) may be used as a reasonable alternative. Physical misconduct will result in removal of the child from the room & parents will be contacted. Surround Care reserves the right to deny the continued care of a child for physical misconduct.

Further Information

For more information regarding St. Paul's Lutheran School Surround Care, please contact our director, Leslie Pfennig at 608-783-2552 ext. 230 or surrcare@stpaulsonalaska.org



Please sign below and return this page to the Surround Care director.

PARENT ACKNOWLEDGEMENT AND CONSENT FORM

I have received and read this handbook. I understand that this book describes important information about St. Paul's Lutheran School Surround Care and agree that I will abide by the terms spelled out within.

Parent Signature

Date

Parent Name (printed)