

## OUR DAILY SCHEDULE

6:00-6:30	Free Play
6:30-6:45	Breakfast <i>(provided by family)</i>
6:45-7:15	Free Play
7:15-7:30	Quiet Time/Story Time
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11:00-11:15	Organization/Sign In
11:15-11:30	Free Play
11:30-12:00	Theme activities/Games/ Free Play
12:00-12:30	Lunch <i>(provided by family)</i>
12:30-12:45	Read-aloud
12:45-3:00	Rest Time/ Quiet play
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3:00-3:30	Homework /Theme activity
3:30-3:45	Snack Time
3:45-4:15	Outdoors (weather permitting) or Free Play
4:15-6:00	Free Play/Theme Activity/Read Aloud/Homework

## Surround Care Board Members

Nathan Van Loon  
Heide Mueller  
Ronda Hackbarth

### Surround Care Director

Leslie Pfennig

Please feel free to contact  
any one of us with your  
questions or concerns.

St. Paul's Lutheran School  
1201 Main Street  
Onalaska, WI 54650  
(608) 783-2552, ext. 230

Email:  
[surrcare@stpaulsonalaska.org](mailto:surrcare@stpaulsonalaska.org)

Website:  
[http://www.stpaulsonalaska.org/  
surrcare@stpaulsonalaska.org](http://www.stpaulsonalaska.org/surrcare@stpaulsonalaska.org)



**Why is it offered?**  
**How does it work?**  
**What does it cost?**  
**When is it?**  
**Where is it held?**  
**What will they do?**

## OUR MISSION AND 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 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 8<sup>th</sup> grade). 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.

## HOURS OF OPERATION

We are open on school days only (no holidays, no snow days) from 6:00 am to the when the school doors open at 7:30 am, after 11:00 am to accommodate 3K preschool, and after school at (3:00 pm) until 6:00 pm. The actual hours of operation may change, depending on the schedules submitted the previous Thursday.

**We will offer care on early dismissal days from 1:00 pm to 6:00 pm for grades 4K-8.**

## BEFORE & AFTER SCHOOL

### PICK-UP

The school doors are locked all day. You can use the door intercom to the right of Door A to call down to Surround Care to let us know you are here to drop off or pick up your child, or you can call 608.783.2552 ext. 230.

## ENROLLMENT

A weekly schedule of planned enrollment **must be turned in each Thursday for the following week along with the payment.**

**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.

## REGISTRATION

You can register your child for Surround Care at any time during the year. You may get registration forms from any Surround Care Staff, or visit St. Paul's webpage for all forms.

## THE RATES/FEES

The fees for the 1<sup>st</sup> child will be \$6.00 per hour, \$5.00 per hour for the 2<sup>nd</sup> child, and \$4.00 per hour for additional children for the 6:00-7:30 am session, as well as for the 3:00-6:00 pm session, and for the 1:00-3:00 pm session on early dismissal days. There will be 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: for the 1<sup>st</sup> child will be \$5.00 per hour, \$4.00 per hour for the 2<sup>nd</sup> child, and \$3.00 per hour for the 3<sup>rd</sup> child with a maximum of \$12.00 per hour per family.

The 11:00 am-3:00 pm session for the 3K class is charged at a flat fee of \$13.50, regardless of how long the student stays between 11:00 am and 3:00 pm. After 3:00 pm full time rates will be \$5/ hour.

Payment is required on Thursday for the following week, along with the schedule of times needed for each child. 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.*

## LOCATION

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