

Surround Care Parent Handbook



Christ-St. John's Lutheran School

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Christ- St. John's Lutheran School
Surround Care Handbook
(rev. 6/26/2023)

Christ-St. John's Lutheran School's mission is to assist families by providing a Christ-centered education to meet the spiritual and academic needs of our children now and for eternity. The Surround Care program's mission is to support the school's mission. With the guidance of the Holy Spirit, the Christ-St. John'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 Christ-St. John's School.
- Provide a Christ-centered environment for after school hours.
- Promote a God pleasing image of Christ-St. John's Lutheran School in an effort to encourage greater enrollment.

The Program

The Surround Care program is a self-supporting program that provides Christian childcare on a non-profit basis for all children of the school (3K 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.

Hours of Operation

We are open on school days only (no holidays or snow days) from 3:00 PM to 6:00 PM to accommodate our classroom students. The actual hours of operation may change, depending on the schedules submitted the previous week.

Surround Care Rates

The fee for the 1st child is \$4.00 per hour, 2nd child is \$3.00 per hour. There is a maximum of \$9.00 per hour, per family. Charges are rounded to the nearest quarter hour for each child for the week with a minimum of one hour per child per session. **Parents will be billed on a monthly basis for the actual hours spent in Surround Care.** Billing invoices will be sent to the families through our school system called Fast Direct. Payment is due in the school office by the 10th of the month (i.e. August billing will be due by September 10th). If payment is not received by the 10th of the following month, **there will be a late fee of \$20.00 charged and no admittance to the surround care program until payment is received.** If any payment issues arise, please contact one of the Board of Christian Education co-chairmen.

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

Expectations

1. Staff members are to be obeyed and respected.
2. Other children are to be respected.
3. Calm and safe movement is 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, cell phones, toys, or other items should be brought into the surround care. The Surround Care staff is 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. Special needs which the program cannot meet.
3. Not observing the policies and procedures in this handbook.
4. Physical or verbal abuse of staff or children by parent or child.
5. Continued unacceptable, disruptive, incorrigible behavior by the child.

The following steps will be taken on a semester basis for numbers 3-5 above:

1. First Offense - A behavior slip will be filled out and discussed with the parent/guardian by a Surround Care staff member.
2. Second Offense - A behavior slip will be filled out and discussed with the parent/guardian by the Surround Care Director and/or Principal.
3. Third Offense - A meeting will be held with the parent/guardian and Director/Principal to determine if continued enrollment in the Surround Care program is possible.

Enrollment

An emergency contact must be designated on your initial 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. The surround care planned enrollment form is sent to families each Monday through the school's information system called Fast Direct. The planned enrollment form is due to the school office by Thursday. A longer-term plan may also be turned in by contacting the school office.

Signing up the week before is necessary to determine staffing levels. Failure to sign up will result in a notice being sent to the parent/guardian reminding them to sign up the week prior. After the third failure to sign up for the week, the student will not be allowed to attend Surround Care for the remainder of the quarter.

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. This is done on the Acknowledgement and Consent Form prior to starting Surround Care. Additional authorized persons may be added by contacting the school office. In the case of an emergency, notify the staff of a pick up by an unauthorized person before pick up time. No unauthorized person will be allowed to pick up children without prior notification.

At departure time a parent/guardian or an authorized person **must sign the child out and make sure the staff person is aware of the child's leaving.** Please keep in mind the 6:00 PM closing time. We understand that circumstances beyond your control may arise that may cause a delay. Please call as soon as you know you will be delayed. A late pickup fee of \$5.00 will be assessed if a child is picked up after the scheduled closing time and the school office has not been notified.

Food

A snack after school is provided on a daily basis by the child's family. No soda pop, candy or gum is allowed.

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 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 our Surround Care Director.

Further Information

For more information regarding Christ-St. John's Lutheran School Surround Care, please contact the school office (608)786-1250.

SURROUND CARE PARENT ACKNOWLEDGEMENT AND CONSENT FORM

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

Parent Signature _____ Date _____

Parent Name (printed) _____

Name of Children Attending CSJ:

Name _____ Grade _____

Name _____ Grade _____

Name _____ Grade _____

Name _____ Grade _____

The following persons are pre-authorized to pick up my child(ren) from Surround Care. I will notify the staff in advance if anyone else will pick up my child(ren).

Name _____

Name _____

Name _____

Name _____