

St. Matthew's Lutheran School
Surround Care



St. Matthew's Lutheran School
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Our Mission & Goals

St. Matthew'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. Matthew's Surround Care program will strive

to:

- Provide a Christ centered environment which will help your child grow spiritually, socially, physically, and academically after school hours.
- Make it easier for families to allow their children to attend St. Matthew's School.
- Promote a God pleasing image of St. Matthew's Lutheran School in an effort to encourage greater enrollment.
- Encourage students to complete their homework first and then other activities.

The Program

The Surround Care program is a self-supporting program that provides Christian childcare on a non-profit basis for all St. Matthew's enrolled students (Pre-K through 8th grade) during times surrounding the school day. 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 from 7:15am to 5:30pm. The actual hours of operation may change, depending on the schedules submitted the previous Friday.

Scheduled Surround Care Rates & Enrollment

The fee for each child will be **\$3.50 per hour**. Sign-up is required by Friday (or the last school day of the week) for the upcoming week, along with the schedule of times needed for each child. (The exception to this is sign-up for non-school days. Sign-up for these days may be due sooner so that arrangements can be made for adequate staffing.) Students who have not been scheduled (or have not been approved for drop-in care) will not be admitted. Accounts will be managed through Brightwheel, a safe and secure web-based portal. Accounts will be charged monthly for actual hours spent in Surround Care. Late fees will be assessed for children remaining after 5:30 p.m.

Cancellation Policy

Please be aware that there is a 24-hour cancellation policy. If your child(ren) will not attend Surround Care on a day for which he/she has been signed up, notice needs to be given to the director (Mrs. Dobberstein) at least 24 hours in advance. Failure to give at least 24 hours' notice obligates the parent/guardian to pay for care on that day, regardless of whether or not the child attends. The reason for this is that the sign-ups are used to determine the day's staffing needs.

Mid-Day Care

After lunch, mid-day care students will be given an opportunity to rest and/or nap. St. Matthew's will supply each child with a cot on which to rest. If a child has a favorite blanket or naptime object, families may bring this from home. Families are requested, however, that items be limited to ONE blanket and ONE stuffed toy and that these items be small enough to fit in your child's backpack and be used ONLY at naptime.

During rest time, all students will be expected to lie quietly on their cots for a reasonable amount of time (approximately 30 minutes). After that time, students who are awake will be given the opportunity to get up and engage in quiet activities (book, puzzles, playdough, etc.) during the remainder of rest time. Children who fall asleep will be allowed to nap until they wake on their own or until rest time is over, whichever comes first.

Snow Care

Snow care will start at 7:15am on snow days and 2-hour delays. In the event of severe weather, snow care may be delayed to ensure the safety of our staff. Care will also be available for weather-related early closures.

Drop-In Care Policy/Rates

In cases where signing up for care by Friday of the previous week is not possible, drop-in care may be available. The Drop-In Care rate is \$4.50 per hour per child. Please check with the Surround Care staff whether drop-in care is available for the date(s) it is needed. In case of emergency drop-in care, please call to see if there is availability. No child will be admitted without prior authorization.

Pick Up

Any person, other than the child's parents, who arrives to pick up a child must be 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 pickup 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. Please keep in mind the 5:30pm closing time.

Late fees are as follows: \$5.00 for the first 10 minutes and \$1.00 for every minute thereafter.

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 are expected at all times.

6. No personal electronic games, toys, or other items should be brought into Surround Care. The 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. 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. 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, Joanne Dobberstein.

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 all inappropriate behavior, we will tell the child that they need to stop, explain why the behavior is unacceptable and offer reasonable alternative. Logical and natural consequences as well as a time out (a temporary loss of privileges may be used as a reasonable alternative). According to state law, a criminal background check will be processed for all staff.

Location

The Surround Care Room is located in the lower level of the school. Groups may at times be supervised either outside or in the gym. All activities will be supervised to maintain a safe environment for everyone.

Food

Lunch can be provided by the families or provided by the school cafeteria for an additional cost. Menus will be provided. Parents are encouraged to send an after-school snack for the students who will be in Surround Care. No soda pop, candy or gum is allowed.

PARENT ACKNOWLEDGEMENT AND CONSENT FORM

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

Parent Signature _____

Date_____

Parent Name (printed)

Best number to be reached during Surround Care hours
