



Parent Handbook

St. Paul's Lutheran School Surround Care Parent Handbook 2025-2026



St. Paul's Lutheran School

Surround Care Parent Handbook

2025-2026

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 nonprofit 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.

Food

Due to allergies we do not allow anything that may contain nuts in our room. **We are a nut free room.** 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. If the child does not like some of the snacks that are provided, we ask that you pack another (**nut free**) snack option for them.

Scheduling

Scheduling is done through Myprocare.com. Once the enrollment paperwork is submitted, each family will be given an account with ProCare. All scheduling is to be done by the parent/guardian by the *end of the day on the **Thursday prior to the week of care***. If you know your schedule weeks/months in advance, ProCare allows you to enter up to 11 weeks in advance (from the current day). You are allowed to make changes within the weekly schedules up until the end of the Thursday prior to that scheduled week. ProCare will not allow any changes to the schedule after that time.

If a last minute change is to be made to a child's schedule, please email the change to surrcare@stpaulsonalaska.org or message the **Surround Care Director** on Parent Square. *If the changes are day of please refrain from emailing the teacher. Email or message the Surround Care Director and the school office. The teachers will be notified by one of them.* If you need assistance with Myprocare.com, please contact the Surround Care Director, ASAP, at surrcare@stpaulsonalaska.org.

Payments

Payments for all schedules (except for 3K Surround Care) are due by the end of each Friday prior to care. Payments for 3K Surround Care are due based on payment schedule your family selected on your registration form. Payments can be made by check (deposited in the mailbox outside the Surround Care door) or through automatic payment that can be set up through the Director that will be taken out each week that a schedule is placed.

Late payment will result in a late fee of \$10 per week for every week it is unpaid and may result in Surround Care privileges being revoked until balance is paid in full. In the result of frequent late payments, automatic payment will need to be set up to reestablish Surround Care privileges.

Rates

Surround Care rates for after-school are \$7.00 per hour for each child. Surround Care charges per the schedule that is submitted not based on attendance. No credits are issued for children not being in attendance.

The morning session (7am-7:30am), has a flat rate of \$3.50 per child.

The 3K session (11am-3pm), has a flat rate dependent on the schedule that is chosen at the beginning of the year.

**Flat rates, as stated above, are regardless of how long the student stays within the duration of that session.*

**Rates are per the schedule that is submitted not based on attendance.*

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.

If the child is not scheduled and is sent to Surround Care, there will be a drop-in fee of \$5.00/child (day of).

If care is needed last minute (after the schedule deadline) you must contact the Surround Care Director at surrcare@stpaulsonalaska.org or on Parent Square to see if there is room available. If room is available there will be a drop-in schedule fee of \$5.00/child.

Hours of Operation

We are open on school days only (no holidays, no snow days) from 7:00 am to the beginning of the school day (7:30 am), after 11:00 am to accommodate 3K preschool, and after school (3:00 pm) until 6:00 pm for all students in attendance that day. *In the case of a late start, there will be no morning or 3K session.* 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. In the event of a snow day, you will be credited back for that day. There is no Surround Care on the last day of school.

Morning Surround Care

Drop off times for this session are any time between 7:00am-7:30am.

You are permitted to send a *nut free* breakfast in with you child. If you have scheduled your child and your needs have changed and you are no longer in need of care, we ask that you notify us of the absence at least one hour prior to the scheduled time of drop off. If notice is later then one hour prior or you do not show up, without giving notice, there will be a \$5.00 fee /child.

After School Surround Care

Children scheduled for Surround Care after school, will be taken to Surround Care once they are dismissed from their classrooms.

From 3-3:30pm they will have free play.

At 3:30pm a pre-planned snack will be served. If your child does not like the provided snack they are permitted to bring a *nut free* snack from home.

After snack time we try to go outside if the weather allows.

Please make sure your child has the appropriate outside attire.

If you have scheduled your child and your needs have changed and you are no longer in need of care, we ask that you notify Surround Care as well of the Office of the absence.

If your child is not scheduled and is brought to Surround Care due to non pick up, you will be called to come pick them up and charged for the time in Surround Care as well as a drop in fee per child.

3K Surround Care

Hours for this session are 11:00am-3:00pm and is offered to students enrolled in our 3K preschool program.

This session is a flat rate that can be paid yearly, monthly or weekly, shown below :

Schedule	Mon-Fri	Mon, Wed & Fri	Tues-Thurs
Yearly	\$4,100	\$2,870	\$2,050
Monthly	\$410	\$287	\$205
Weekly	\$107.89	\$75.53	\$53.95
*3K Surround Care can be attended only if your child has attended 3K Pre-school in the morning.			

**Indicate your payment preference on your registration form.*

This session includes play time, story time, art time and rest/nap time. Each child must be able to use the bathroom independently. During rest/nap time we do not require the child to sleep but they must be able to rest quietly as to not disturb those who do chose to sleep. You are required to supply your child with a blanket to rest/nap with. This will be sent home at the end of each week for you to wash and return the following week. We also ask that you keep a change of clothes in your child's backpack.

Hot lunch is offered to students that are scheduled for this session, at a separate charge. (See the Food Service Director for lunch pricing and information.) This session begins after the morning Preschool ends. If your child is not picked up at the end of the morning session, and they are not schedule for Surround Care, you will be charged a drop-in session rate of \$30/day/child unscheduled.

**Flat rates, as stated above, are regardless of how long the student stays within the duration of that session.*

Enrollment

An emergency contact must be designated on your registration form and kept up to date. **A weekly schedule must be submitted by the end of each Thursday for the following week and payment submitted by the end of Friday. 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 the event the child is not picked up after school and was not schedule, parents and emergency contacts will be called to come get the child/children and you will be charged for the time in Surround Care until they are picked up.** An enrollment form must be completed and sent in prior to care. This form is where you indicate if there are any food allergies that child has or medical needs that staffing may need to know.

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 make sure the staff person is aware of the child's leaving so they can sign the child out. 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 call or email Surround Care if you are going to be late and please keep in mind the 6:00 pm closing time. Late pick-up fees will be assessed 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. 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 play times.
5. Appropriate use of language and voice levels is expected at all times.

6. No personal electronic games, toys, candy/soda, or other personal items should be brought into Surround Care.

These items are to stay in the hallway. Only homework related items are allowed in the room. Surround Care staff are not responsible for these personal items.

7. Cell phones and smartwatches are not permitted in Surround Care. Surround Care will adhere to a similar cell phone/smartwatch policy as stated in the School Handbook. If your child is caught using these items without permission Surround Care staff will confiscate them until a parent comes to pick up the child.

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.

The Environment

We aim to provide a rich, Christ-centered environment that will help your child grow spiritually, socially, physically, and academically. 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 encourage open communication between staff and parents. Please feel free to discuss any questions or concerns you may have with our Surround Care Director, @surrcare@stpaulsonalaska.org or Parent Square or one of the other Surround Care Board members-

Adam Krajewski
Ronda Hackbarth
Michelle Wachal
Michelle Sturm

Discipline Policy

- 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 or humiliate a child.
- Derogatory remarks will not be made about a child or family members.
- 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. As well as mistreatment of Surround Care staff by child or any family member of the child.**

**Please note when sending non-urgent e-mails, responses are usually within 48 hours. Emails are not checked after hours, on weekends, vacation days or holidays. E-mails that need further review/research, such as a financial reporting request or requests regarding time stamps, may take more than 48 hours. If there are urgent or emergent needs, please call the office during school hours.*

Further Information

For more information regarding St. Paul's Lutheran School Surround Care, please contact the Surround Care Director, Leslie Pfennig - 608-783-2552 ext. 230
surrcares@stpaulsonalaska.org
message on Parent Square @ Surround Care Director