

St. Paul's Lutheran School

Summer Care

Handbook

Welcome to St. Paul's Summer Care Program!

This handbook provides important information for parents, students and staff regarding the policies and procedures of St. Paul's Summer Care program.

Policies are subject to change.

Purpose: Our Summer Care has been established by St. Paul's Lutheran Church as part of the total ministry offered to families with young children. Our mission is to assist families in need of childcare by providing a Christ-centered summer program.

Objectives:

1. Serve families in need of care for their children during summer.
2. Develop skills useful for time.
3. Grow in wisdom for eternity.

Eligibility: Children in Kindergarten (age 4/5) through sixth grade (age 13) in the coming school year are eligible to attend the Summer Care program. Children are welcome to attend this program as often as they need or want to.

Before care can begin, the following need to be completed:

- Summer Care Registration Form
- Family Registration fee paid
- Schedule planner for each child (see *Schedule Planners* below)
- All child(ren) information filled out completely (see *Child information* below)

Enrollment in St. Paul's After School Care program does not automatically enroll a family in Summer Care. Summer Care is a separate program from our After School Care program and requires a new Registration form and fee to be submitted each year before care can begin.

This Summer Care program will not discriminate against anyone because of race, color, national and ethnic origin.

All children will have opportunities to participate in Christian devotional activities, Bible stories, prayers and songs as practiced and taught by St. Paul's Lutheran School and Church (WELS).

Cost: The cost is designed to provide your child(ren) with a variety of opportunities without many additional costs. There will be no additional transportation, snack or on-site special event fees. Any off-campus activities that require an additional cost will be added to that month's bill if your child participated.

Non-refundable Registration Fee: \$40 (for 1 child), \$55 (for 2 or more children) **Rate:** \$4.25 hour/per child

Billing: There is a minimum of a one hour charge. Additional time is based on the hourly rate starting at sign-in. You will be billed for your use of the program. You will receive a bill and a copy of hours of use on the first of the month for the previous month's use. For instance, your June hours will be billed to you the first week of July.

Payments must be to the school office within 1 week of receiving a summer care bill or a \$20 late fee will be charged.

The Board of Family and Youth at St. Paul's will evaluate Summer Care families who continue to carry an unpaid balance after 21 days from the last payment. The Board of Family and Youth reserves the right to refuse care if payment is not made.

If, for any reason, a family has a credit balance at the end of Summer Care after their last bill has been paid, that credit will be refunded.

We only accept cash or checks currently. Cash and checks are to be turned into the school office for payment. If a check is returned for insufficient funds, you will be billed any expense that occurs from bank fees, plus charged according to our late payment policy.

Late Pick-up Fees: As a courtesy, please contact the Summer Care staff if you will be late in picking up your child(ren) from the program. A late fee will be charged to those parents whose children are not picked up by 6:00 p.m. If a child is picked up after closing time, a fee of \$20.00 will be assessed within the first 15 minutes and \$1.00 every minute thereafter.

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Child Information: Each child needs to have emergency contact information, medical information, and pick-up information on

file at St. Paul's Lutheran School before attending the program. It is the parent/guardian responsibility to have that information completed and current. This can be done by using your Headmaster school account to edit information in your child's profile or contacting Kristal Miller (school secretary). All child information will be checked by the Summer Care Director to ensure care can begin for your child(ren).

Schedule Planners: Schedule planners can be found online at www.school.splnewulm.org/ under the Child Care tab.

Planners help us schedule appropriate staff and plan for activities. Please be as accurate as possible when planning a schedule.

There are 2 types of planners:

- **Regular Care Schedule Planner:** Perfect for families who know they will need the same days and times all school year. Submit once at the beginning of the summer to reserve your spot for the regular hours you will need.
- **Drop-in Schedule Planner:** Perfect for families with changing schedules. Submit as needed up to 48 hours in advance so that we can plan appropriate student/staff ratios. The director will let you know if we are at capacity and cannot accept more students.

Parents/Guardians are also free to email/text the summer care director to add/delete days from their schedule if needed after a Schedule Planner has been submitted.

A student is not permitted to show up for care without being registered for the program. If this should happen, the parent/guardian will be contacted.

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Attendance: Summer Care runs from 7:30 a.m.-6:00 p.m., Monday thru Friday. A family can choose to drop off children anytime during these hours. A parent/guardian, Summer Care staff member or authorized person by a family will sign in and out the child(ren) on the sign in/out sheet. This is considered

the signature. It will be used as your child's attendance record. The Summer Care program is accountable for your child after they have checked in and until they are checked out.

Picking Up Your Child: Summer Care ends at 6:00 p.m. Your child needs to be picked up at or before this time. Each child needs to be signed out. A child who left care but did not register a sign-out time will be signed-out by a Summer Care staff member for the pick-up time scheduled by the parent/guardian.

If your child will walk home from this program, we need written notification that is signed by a parent/guardian that the child(ren) have permission to do so. If there is any concern with walking home (such as bad weather) we will contact you. If we are unable to make any contact the Summer Care staff will use our discretion whether we feel comfortable allowing the child to walk home from the program.

After your child has left the Summer Care program, St. Paul's Lutheran Church and School is not responsible for your child and may not be held legally responsible.

Illness: If your child is ill, they may not come to the program that day. If a child becomes

ill or is injured during the Summer Care program, the parents will be contacted. If a parent cannot be reached, the child's listed emergency numbers will be contacted next. If you are being contacted by the Summer Care staff for illness or injury, you must make arrangements to pick up your child as soon as possible.

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Discipline: Staff will discipline using Biblical principles in discipline. Christian love and concern is shown to a child while the staff models and guides the child in positive behaviors. If a child should fail to respond in a positive way to the discipline of the staff, then the parents will be consulted. If difficulties continue, the student may be placed on the following plan:

- Removal from the group for the remainder of the day and the

next day

- Next-day suspension from the summer care program
- Expulsion from the program for the remainder of the summer

Discipline Reports are made and placed with the child's information for each occurrence.

Lunch/Snacks: Part of the Summer Care program is caring for the nutritional needs of children during the program hours. Twice a day, your child will have the option to have a snack to eat plus a drink during a designated snack time. Snacks/drinks will be provided by the Summer Care program. **Please do not send one with your child.**

Lunch will not be provided. PLEASE HAVE YOUR CHILD BRING A LUNCH.

If your child is allergic or intolerant to anything, we will need written information from the child's doctor on file at St. Paul's stating the allergy and any emergency actions necessary. Another option of snack or beverage will be offered to a child with an allergy.

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Medication: Medication guidelines follow the same guidelines as school. Please refer to the St. Paul's Parent Information Handbook. Staff is not permitted to dispense prescription or over the counter drugs such as Tylenol, cough drops, and Roloids without the written consent of a parent and the child's physician. Medication permission forms are available from the school office.

Child Abuse Reporting: All staff members of the summer care program are mandatory reporters of child abuse. We are required by law to report suspected abuse.

Educational Enrichment: One of the purposes of the Summer Care program is to enhance the learning that goes on during the school year. A curriculum-based approach to Summer Care allows the program to teach and enhance a student's knowledge of topics through themes. Each monthly theme will incorporate different aspects of learning such as science experiments, engineering projects, music, dramatic play, art, etc.

There may be times an off-site field trip will enhance this learning. Parents will be made aware when a field trip is a part of the Summer Care schedule. This may involve but is not limited to the New Ulm Public Library, local parks, Martin Luther College, Flandrau State Park and Vogel Arena.

Devotion: Children participating in the Summer Care program will hear a lesson from God's Word every day, be invited to join in prayer, and will be encouraged to consider how these lessons from God's Word apply to their lives.

Physical Activity: The Summer Care program is sensitive to the fact that children are in need of physical activity after school. Therefore, each day will have time set aside for recreation. Please dress for the weather.

Students will follow the same rules on the playground and in the gym that are in place at St. Paul's school during the school year. While every effort is made to ensure students follow the rules and stay safe, accidents do happen. If an accident involving your child does occur, you will be contacted.

Please do NOT bring a toy from your home. Any toy that is not from our program will be confiscated until a parent picks up the child and takes the toy.
1 Stuffed animal is OK for Rest Time only (K-1st grade)

Communication: Communication between Summer Care program and the parents/guardians of children in the program is essential for the success of the program. All information regarding Summer Care can be found on the St. Paul's Lutheran School website (www.splnewulm.org/school).

Each Summer Care family will have a Family Folder near the sign-in computer. This folder will contain any written information that you need to know, your monthly bill/statement, reports and any projects your child completed that can go home. Please check this regularly!

Please also feel free to contact the Summer Care director, School Principal, or office directly if there is a concern or other issue that needs to be addressed.

Thank you so much, and I look forward to a great Summer and to working with your family!

In Christ's
service,

Timothy Plocher, Raider Kids' Care director
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