

# Surround Care Handbook



2023-2024



Where Children Learn to Love  
and Love to Learn

Dear Parents and Guardians,

Welcome to the Surround Care Program. My name is Staisha Hinojosa, Director of Surround Care. This is my 11<sup>th</sup> year working at Yuma Lutheran School. Adrienne Gomez is the Facility Director Designee. She has been at Yuma Lutheran School for 13 years.

Surround Care is a Christian based program with a staff dedicated to making sure your children are well cared for, safe, and having fun. All of our staff has been carefully selected through a fingerprinting and background investigation. In addition, all of our staff is trained in CPR and First Aid.

Yuma Lutheran School provides before-and-after-school supervision for three-year-old, four-year-old, five-year-old, and school age children. Preschoolers must turn four by September 1<sup>st</sup>. All supervision is located on the school campus. We do not offer field trips. We offer a program where parents know their children are safe and valued.

All students who are enrolled in the after school program are encouraged to work on homework unless otherwise requested by the parents. Once homework has either been completed or diligently worked on, the children will be dismissed to play outside on the playground. We also have free play inside such as music and movement, centers (which include an imagination station) stem, legos, blocks, reading, arts and crafts, board games, and puzzles.

If you have any questions or concerns, please feel free to call me in the school office at 726-8410 ext. 215, or make an appointment to come for a visit.

May you have a blessed school year!!!

In His Service,

Staisha Hinojosa  
Surround Care Director  
Yuma Lutheran School

## **YUMA LUTHERAN SCHOOL SURROUND CARE PROGRAM**

The Surround Care Center is open Monday through Friday, except for designated school holidays and/or unless otherwise noted. The school calendar designates those days in which Surround Care is closed. Notices will be emailed to inform parents of any days that Surround Care will **NOT** be open.

We are open each morning at 6:30 for all students. The billing stops at 7:50 am and all students are dismissed to the playground where the Surround Care staff will supervise the playground activities. Students are not permitted on school grounds before 6:30 am unless previously arranged and approved. Policies require that Preschool is accompanied and signed in to Surround Care. School age children are allowed to sign themselves in. Parents, or authorized people listed on the students emergency blue form must sign their child out.

After school, Surround Care students will come directly to the Surround Care, where they will be signed in. Any students who are still on campus at the end of the teachers duty at 3:30 pm, will be escorted to Surround Care, signed in the after school program, and will be charged accordingly.

If students are involved in an extracurricular activity, they **MUST BE OFF** campus within 15 minutes of being dismissed, or they will be signed into Surround Care and will be charged accordingly.

Children may be picked up by parents or a person indicated on the child's blue form only. Children must be signed out before leaving. If the child is not signed out, the fee will continue to be charged until 5:30 pm. Surround Care staff will ask for identification if the person picking up the child is unfamiliar. If a person comes to pick up your child and that individual is not on the child's blue form, we will not release your child. Surround Care closes promptly at 5:30 pm. If students are not picked up by 5:30 pm, a late fee will be charged.

### **REGISTRATION**

- A. Emergency Blue Cards must be completely filled out by the parents.
- B. Updated Immunization records.
- C. Surround Care Registration form filled out.

### **BILLING AND PAYMENT INFORMATION**

Surround Care fees are billed at an hourly rate of **\$8.00** per hour, per child. Partial hours are billed in increments of **15 minutes**. An overtime charge after 5:30 pm will be charged at **\$1.00** per minute per child. This amount will be added to your regular Surround Care bill. If a child is still here after 5:30 pm, we will start calling parent's work numbers, cell numbers, home numbers, and then proceed down the list of emergency contact numbers provided by the parents. Any child not picked up by 6:00 pm may be referred to Child Protective Services. When school is not in session but Surround Care is open, the price is still \$8.00 per hour per student.

All bills will be prepared once per month and mailed to the address on file, and payments will be due the following Wednesday. All accounts more than 30 days past due will be considered delinquent and may result in your Surround Care privileges being suspended and your child's report card being held until accounts are brought current. A letter will be sent notifying parents of a past due account.

All checks need to be made payable to: **Yuma Lutheran School**.

### **PARENTAL ACCESS TO THE PREMISES:**

All parents have access to enter the premises between 6:30 am and 5:30 pm. Gates will close once all students have been picked up.

### **COMMUNICABLE DISEASES**

The Health Department requires that instances of communicable diseases be reported to the school immediately. Parents of Surround Care will be notified in writing when a child has had contact with a particular communicable disease. Before a child can return to Surround Care, a medical release form may be required from your physician following an illness before a child can return to Surround Care.

**The following are considered communicable diseases:** Chicken pox, Pink Eye, German measles, Red measles, Mumps, COVID, Streptococcal infection (Strep throat, Scarlet fever), MRSA (type of bacteria-Staphylococcus aureus, which is resistant to many antibiotics), Fifth Disease (viral infections which affects red blood cells), and Whooping Cough.

Lice infestations must be reported to the school and Surround Care immediately. A proper hair treatment must be followed before returning to school and Surround Care. A child who has had lice must be free of viable lice and nits and must be cleared by the school nurse before returning to Surround Care.

### **RULES AND EXPECTATIONS**

Surround Care is located in two different rooms on the school campus. The students are divided into groups based on age. Surround Care is provided care for 4 year olds-14 year olds. The first classroom is for preschool through first grade. The second room is for second through eighth grade. Students are still part of Yuma Lutheran School when in Surround Care, and the same rules apply. Staff will discuss the rules at the beginning of the school year to the whole group and individually to any new students when they start attending Surround Care. The following rules and expectations are for all children at any location while in Surround Care:

- Show respect to others, staff, and all property
- Keep hands and feet to yourselves
- No running indoors
- Electronics are not permitted
- Must use inside voices when indoors
- Proper language is expected at all times

### **DISCIPLINE**

1. Students are expected to treat the Surround Care staff with the same respect that they would give their teachers at school.
2. In the event that a Surround Care student is behaving inappropriately or disrespectfully, these are the steps that will occur:
  - Step 1: Student will receive a verbal warning.
  - Step 2: Student will be sent to the main check-in area for 10 minutes.  
(Pre-K and Kinder students will receive a 3 minute set aside)
  - Step 3: Student will receive a mark on their conduct card.  
A teacher will call their parent/guardian to explain the issue.
  - Step 4: Student will receive a second mark on their conduct card. Third mark result's in an after school detention.
  - Step 5: Students that continue to be a behavior problem, will not be able to use the Surround Care Program.
3. If behavior problems persist, a meeting may be arranged between the Director and the Principal to discuss the situation combined with the student and their parents.

The privilege of attending Yuma Lutheran School and/or Surround Care may be permanently denied to a student who is in violation of the following:

- Possession or use of alcohol, tobacco, or controlled substances
- Sexual harassment or immoral conduct
- Bullying, hazing, fighting, or threatening behavior
- Possession of weapons
- Willful destruction or defacing of property

- Leaving campus without permission
- Using foul or profane language
- Disrespectful or defiant behavior
- Repeated disciplinary issues

### **MEDICATION POLICY**

Students may not have any type of medication on them or in their backpacks. There are no exceptions. All medication must be kept in the office and locked up. All medications must be turned into the Surround Care Director along with written authorization signed by the child's parent or a health care provider that includes the following:

- First and last name of the enrolled child
- Name of the medication
- Prescription number if provided
- Instructions for administration specifying dosage and means of administration, starting and ending dates of dosage period, and time and frequency of administration
- Reason for medication
- Date of authorization

If the medication is as needed, the child needs to inform the staff, and it will be administered. The Chain of Command for administration of medication is as follows:  
Joy Chamness -School Nurse, Staisha Hinojosa – Surround Care Director, Adrienne Gomez- Assistant Surround Care Director.

### **EMERGENCY MEDICAL PROCEDURE**

In the event of an accident or emergency, the first aid kit is located in the Director's office. Surround Care has staff on site at all times who are trained in both CPR and First Aid. A staff member will notify parents within 10 minutes of any accident or emergency. In the event that we are unable to notify you immediately, we will contact the emergency contacts that are listed on the Blue Form.

Yuma Lutheran School carries limited liability insurance for all students enrolled.

Surround Care is a state licensed child care facility. All state inspection reports are available upon request in the Surround Care Director's office

### **PESTICIDES**

Once a month our school receives treatment for pesticides through Advocate Pest & Wildlife. Their contact number is (928) 343-9201 255 W. 24<sup>th</sup> Street # 4 Yuma, AZ 85364-8624

## **DROP-OFF AND PICK-UP**

Parents must check in students at all times and check out upon leaving the facility, **no exceptions**. School age students may sign themselves in with a written letter of consent from a parent/guardian.

If you have any questions or concerns, please feel free to contact us:

**Staisha Hinojosa**

Surround Care Director

(928) 726-8410 ext. 215 - During School Hours

(928) 726-8410 ext. 116 - During Surround Care

**Angela Schiller**

Yuma Lutheran School Principal

(928) 726-8410 ext. 101

Arizona Department of Child Care Licensure

400 W. Congress, Suite 100

Tucson, AZ 85701

(520) 770-3350

Fax (520) 628-6537

Yuma Lutheran School License number is CDC-1514

Yuma Lutheran School address:

2555 S. Engler Avenue

Yuma, AZ 85365

928-726-8410