



# Surround Care Program

*Surround Care Director,  
Kimberly Ule (330)977 0092  
kule@crestwoodschools.org*

# WELCOME TO CRESTWOOD ELEMENTARY SURROUND CARE PROGRAM

Dear Crestwood families,

Welcome to the Crestwood Elementary Surround Care Program. This program is being initiated under the guidance of the Crestwood Local School Board. Our goal is to provide dependable and economical child care for working parents, a pleasant informal atmosphere where children feel safe and accepted, and a setting where positive attitudes are stressed for children in grades PK through 6.

This year we will be in a classroom, 125 in the first hallway next to pupil services. We will have the buzzer installed like you have used at the other end of the building. Our program is a self-supporting one, which means program fees are used to cover all costs. Keep in mind that each A.M. and P.M. Surround Care session must sell enough hours to meet the financial needs of the program. The number of staff is based according to the number of children and hours sold. It is with these expenses in mind that program fees are set.

Thank you for using the Crestwood Elementary Surround Care Program. We are happy to be of service to our Crestwood community. Please read the remainder of the information contained in this handbook to familiarize yourself with other aspects of our program.

Sincerely,

Kimberly Ule,  
Surround Care Director  
330 977 0092

# HOURS

**6:30 A.M. – 8:50 A.M. (Bell)**

**3:20 P.M. – 6:00 P.M.**

Surround Care operates every day the Crestwood Local Schools are in session. The program will be open when school is closed for waiver and snow/calamity days at an additional cost and at the Directors digression.

## **DROP OFF/PICK UP INFORMATION:**

\*Parents will access the main parking lot off Bowen Road - park in a spot (NOT in the fire lane) and access the Pupil Services sidewalk. They will access the doors from the sidewalk to drop off and pick up their child/children. Surround Care will operate in the event of an early dismissal. Enrollment is open to any child who attends Crestwood Elementary School grades PK-6.

Parents **MUST** come in to sign-in as well as sign-out their child. Failure of a parent to sign-out the child before leaving in the evening will result in their being charged to 6:00 P.M. If the child is picked up **after 6:00 P.M., there will be a charge of \$3.75** for each **additional 5 minutes.**

## **REGISTRATION/EMERGENCY FORMS**

A registration and emergency medical form must be completed by parent/guardian before a child attends Surround Care. A registration fee of \$25.00 is due with registration form. Checks should be made payable to Crestwood BOE and record the child's name and Surround Care under Memo. (Hoping to use the Final Forms)

## **ATTENDANCE**

Good communication between the parent and Surround Care staff is essential for the safety of your children. The PM directive of your child should always be in the form of two note, one for the school office and one for the Surround Care staff. (Parents may personally write two notes. Surround Care staff can accept phone calls. It is the parent/guardians responsibility to keep the school office and Surround Care informed of their child's Surround Care schedule.

# PAYMENT

<b>FT SURROUND CARE</b>	<b>PT SURROUND CARE</b>
(Primary, Intermediate) Full-time (4-5 days per week) AM only care: \$48/week PM only care: \$58/week Both AM & PM care: \$88/week	(Primary, Intermediate) Part-time (1-3 days per week) AM only care: \$38/week PM only care: \$48/week Both AM & PM care: \$63/week
<b>A \$25.00 fee must accompany the registration form</b>	

Payments are to be paid by the parent to the Coordinator. Do NOT send payment in your child's backpack.

Checks or cash are acceptable means of payment. Checks should be made out to Crestwood BOE. Thank you for providing cash in the amount due, since we are unable to make change. You will receive a receipt for payment.

The Surround Care program is self-supporting. No Crestwood Local School district funds are used for the Surround Care program. It is very important that parents keep accounts up to date. Failure to pay program fees will result in termination of childcare services.

## STUDENT ARRIVAL AND RELEASE

Parents must enter the building and sign-in their child in the morning and sign-out in the afternoon. Parents may designate another responsible adult to pick up the child if previous authorization has been supplied to the Surround Care Coordinator. The Coordinator will require positive identification (ID card with photo) before releasing a child to any person designated on the registration/emergency form. No child will be released without proper picture identification. Parents who have a custodial situation or a restraining order in effect which restricts a particular family member from contact with a child must supply Surround Care with copies of the complete court document.

## BEHAVIOR

Students are expected to follow the same behavioral expectations at Surround Care that they do during the regular school day. They need to follow the directions of the Surround Care staff and play safely with the other children, respecting their rights and feelings.

Disruptive students will not be tolerated. Parents will be notified if their child is not following behavior expectations. One verbal warning and one written warning will be given. Subsequent behavioral issues will result in progressive discipline and possible removal from the program (duration to be determined by the principal).

## DRESS

The Crestwood Schools dress code is in effect in the Surround Care program. Students will go outside for play when possible and should dress appropriately for weather conditions in all seasons.

## BREAKFAST

The morning Surround Care students have several breakfast options. Students may eat their breakfast at home, they may bring a simple prepared breakfast, or they may purchase a breakfast from the school cafeteria (cafeteria breakfast will not be available until 8:15 and if this choice is made students will eat in the cafeteria with other students arriving for breakfast).

## ACTIVITIES/FOOD/SNACK

Surround Care activities will include group or individual games, opportunity for quiet time or homework study, and self-directed activities. With adult supervision, children will at times have access to the gymnasium and playground. Age-appropriate videos may also be shown. Daily afternoon snacks are provided. The snack cost is included in the Surround Care Fee. Snacks (such as apple sauce, cereal, pudding, fruit, pretzels, and popcorn are served). A drink is also provided. Children with special dietary needs should pack a snack for Surround Care and immediately alert Surround Care staff members.

## HOMEWORK

A homework table is always available at Surround Care both AM/PM. **It is the parent's responsibility to communicate their homework directives to their children.** Staff will encourage children to do homework, but because of staff responsibility it is not possible to monitor the children's homework progress. A designated ½ hour homework/quiet time will be allotted during the PM program. Please be sure your child has the necessary supplies for homework assignments.

## ACCIDENT/ILLNESS

The following procedures will be followed if your child is injured at Surround Care:

- Call 911 (if necessary)
- Call parent or person listed on the registration form
- Make child comfortable until medical help/parent arrives

Should child feel ill during Surround Care they will be moved to a safe place to rest away from the other children until the parent arrives. **Parents/guardians or designated person from the registration/emergency form are required to pick up the injured/ill child within 60 minutes.**

**If you have any questions regarding the Surround Care program, please  
contact: Kimberly Ule, Surround Care Coordinator @ 330.357.8202 ext. 4127**

**IF YOU NEED TO HAVE SOMEONE ELSE PICK UP YOUR  
CHILD, A WRITTEN NOTICE IS REQUIRED. THE PERSON  
PICKING THE STUDENT UP MUST BE LISTED ON THE  
SURROUND CARE EMERGENCY FORM (next page in this  
packet). A STAFF MEMBER WILL REQUEST  
IDENTIFICATION FROM THE PERSON PICKING UP YOUR  
STUDENT.**

CRESTWOOD ELEMENTARY SCHOOL-SURROUND CARE REGISTRATION

Please circle appropriate days:

AM Session Days Attending AM M T W R F
PM Session Days Attending PM M T W R F

Child's Name: Grade: Teacher:
Child's Name: Grade: Teacher:
Child's Name: Grade: Teacher:

Parent(s) Name:
Parent 1 Address: City: Zip:
Parent 1 Home Phone: Work: Cell:

Other Parent(s) Name:
Parent 2 Address: City: Zip:
Parent 2 Home Phone: Work: Cell:

In the event of an emergency and the parent cannot be reached, please contact:

Name: Phone: Cell:
Name: Phone: Cell:

\*May we release your child to any of these emergency persons? Circle: YES NO

List any special medical situation:

List any medication currently being administered:

List any dietary restrictions:

\*\*IN AN EMERGENCY MAY WE TRANSPORT YOUR CHILD TO THE NEAREST HOSPITAL FOR TREATMENT? Circle: YES NO

Parents who have a custody situation or a restraining order in effect (which restricts a particular family member from contact with a child) must supply Surround Care with copies of the complete court document. Surround Care does not have access to school records, therefore all communication/court documents/etc. must be personally provided by the parent/guardian to Surround Care Staff.

The following people are authorized to pick up my child/children from the Crestwood Surround Care Program prior to 6:00 pm., if I am unable to do so:

Name: Relationship to child:
Name: Relationship to child:
Name: Relationship to child:

Parent(s) Signature: Date:
Parent(s) Signature: Date:

A \$25.00 fee must accompany the registration form

**SURROUND CARE STAFF NOTE "PM" SURROUND CARE ATTENDANCE MANDATORY NOTE**

Child Rides BUS # \_\_\_\_\_ Teacher's Name \_\_\_\_\_

Please write TWO (2) Notes: One Note for Surround Care (give to Surround Care) and one note for the School Office. \*Notes are mandated for all schedules.

**\*\*PLEASE CHOOSE ONLY "ONE" (1) OPTION! \*\***

My Child, \_\_\_\_\_, will attend PM Surround Care for the following:

- 1. REMAINDER of the 2015-2016 School Year on the Following Days.

(Please Circle Days) M T W R F

- 2. WEEK OF: \_\_\_\_\_ M T W R F  
(Please Circle Days)

- 3. TODAY ONLY: \_\_\_\_\_ (Day & Month/Date)

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_  
**PLEASE CUT AND RETURN TO SURROUND CARE AND CLASSROOM TEACHER!**

**SURROUND CARE STAFF NOTE "PM" SURROUND CARE ATTENDANCE MANDATORY NOTE**

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(Please Circle Days)

- 3. TODAY ONLY: \_\_\_\_\_ (Day & Month/Date)

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_



# Parents Page!

I have read and agree to the terms and responsibilities as a parent/guardian of

\_\_\_\_\_ (child's name).

Parent (Guardian) Signature:

\_\_\_\_\_

Parent's (Guardian) Name: (printed)

\_\_\_\_\_

Date Received: \_\_\_\_\_

Please return this page to Kim Ule.