

# EmBe

## Parent Handbook



This handbook was created to introduce you to EmBe's philosophy and childcare programs. It will serve as a quick reference guide to daily operating policies and procedures. Your familiarity with them will help make your child's time with us the best it can be!

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## WELCOME TO EmBe!

Thank you for choosing EmBe for your childcare needs. EmBe has a rich history in the care of children. EmBe (formerly known as the YWCA) began providing preschool and childcare in 1961 – one of the first in the State outside of homes. Since that time, EmBe’s award winning childcare programs have become some of the most respected in the region, with programs provided in several locations throughout the area.

## MISSION STATEMENT

The mission of EmBe is to empower women and families to enrich lives.

## GOALS

- Each child shall be assured a safe, clean, secure environment supervised by caring adults.
- Each child shall be offered a balance of spontaneous and directed play using a variety of materials and equipment to encourage learning.
- Each child shall have a learning environment which will promote positive self-esteem, develop social skills, encourage language development and enhance physical development and perceptual motor skills.

## PROGRAMS FOR CHILDCARE:

- **Infant:** Infant rooms provide a nurturing environment for newborns, with a safe and bright environment for children to grow and develop. Each child is unique and has already established his/her own personality and patterns. Our qualified staff will work with you and your child to maintain these patterns and ease the transition from home to our center. Infants begin to develop movements that will have them crawling in no time! As your child begins to explore their world, we provide activities to help them thrive. From swings and bouncers to tummy time and educational toys—our rooms provide a safe, soft place to roll over, sit up and begin to crawl. Just as important as the physical development is language and communication development. Our staff interacts with each child, forming relationships, building communication and sharing songs, stories, hugs and smiles.
- **Transition:** Transition- just what the name implies! As your baby develops into a toddler our Transition room accommodates all of those fun, new stages. A wide open room waits—filled with soft climbers, age appropriate toys, and caring staff ready to show them the world. Children in this room get to explore our gymnasium and outside playground area. Social skills such as sharing and taking turns begin to take on importance. Your child will begin to experience a variety of new activities, including art projects, building blocks, action songs, finger plays and interactive toys. Other transitions include gradually shifting from bottles to sippy cups, from two naps a day in a crib to one nap on a cot, and from a very individualized schedule to group activities. Your child will also begin to eat his/her meals in their dining area. These meals include breakfast, lunch and an afternoon snack.
- **Toddlers:** Children in the Toddler room, children begin making friends and building relationships, all while growing their own self-esteem and confidence. Activities in this room center on the idea that children at this age are ready to play with their peers rather than playing beside them. Multiple activities are designed to develop fine motor skills. Art and craft time gives children the opportunity to use big crayons, markers and paint daubers to begin pre-writing skills. Sensory tables let each child use all five senses to experience the world around them. Cognitive development is also a top priority, with activities designed to stimulate brain development. Children practice matching and sorting, naming familiar objects, identifying body parts and matching animals to sounds.

- **Twos:** Totally Terrific Two-year-olds are making huge strides in their ability to move through the world. They are exploring their environment, learning to communicate their ideas, exercising their independence and understanding group play. Along with activities that promote gross and fine motor development, children this age begin using the Creative Curriculum to help them become more comfortable with a preschool type setting. The curriculum provides age appropriate opportunities for creative art, music, language, math, science and dramatic play. Teachers are ready to accommodate when it comes to the area of potty training! Each room has bathroom facilities nearby, so whether it is diapers, pull-ups or underwear, we can turn the terrible twos into the Totally Terrific Twos!

## CLASSROOM TRANSITIONS

Our goal at EmBe is to ensure that children are receiving appropriate educational guidance during the transition process. There are several things we take into consideration when transitioning children from one class to another. These things include but are not limited to: the age of the child, needs/abilities of the child, space/needs of the program, current children in the class, etc.

- Sometimes the transition may not correspond to a child's biological age. For example, if a child is three-years-old, but their needs fit more within a two-year-old program, they may continue in that class.
- An infant who is on baby food and not ready for table food may not transition even if they are age ready.

Transitions are based on the child's age and personal readiness. We do not automatically move a child into a new classroom on their birthday. We also cannot guarantee there will be slots available in the next class when your child has a birthday. Your child will change classes when they are personally ready and space is available. The tuition rate will adjust when a child transitions from a two-year-old program into the preschool program.

## PROGRAMS FOR PRESCHOOL:

- **Three to Five-year-old children** at EmBe benefit from a preschool environment with a researched based curriculum. EmBe utilizes the Creative Curriculum, which emphasizes child centered learning through active thinking, play with purpose, and encouragement to explore the world they live in. Junior KinderCollege (located at the Ralph Rogers Road location) is a full day, every day preschool program for three year olds, that prepares early learners for a social and curriculum structured environment. This program leads to enrollment in the KinderCollege program. Requires a separate sign-up during a specific enrollment period.
- **KinderCollege** (located at the Ralph Rogers Road location) is a full day, every day custom prepared preschool program for four and five-year-olds, offering parents an alternative in developing and advancing their child's learning. Focused on social, physical, emotional and intellectual development of children, with life skills in etiquette, foreign language, art, music, health and physical fitness, KinderCollege encourages individual thinking while developing important group social skills of listening, sharing and cooperation. KinderCollege requires a separate sign-up during a specific enrollment period.
- **Spanish Immersion Preschool** (located at EmBe Downtown) is a full day preschool immersion program for children ages three to five years old. Children experience half of their day in Spanish and the other half in English. This ensures that they excel in Spanish language development while also achieving developmental readiness in English. Spanish Immersion Preschool requires a separate sign-up during a specific enrollment period.

A Curriculum Specialist works with all teachers for consistency in learning. Children advance from one class to another as they grow and develop. Parents are consulted before a child progresses from one class to the next.

## BEFORE AND AFTER SCHOOL AND SUMMER PROGRAMS

- School Age Care is choice based, promotes STEAM (science, technology, engineering, art and math), as well as social, physical and emotional development. School age alternatives also include drop-in care for no school days, holiday camps and summer programs. You must register for the school age program annually during the enrollment period to retain your child's spot in the program.

## PARENT COMMUNICATION

Communication with parents is critical in providing exceptional care to children. The EmBe childcare program communicates in a variety of ways to keep parents, children and their teachers equally informed:

- Daily notices distributed in the family folder or parent information table
- Daily visits with the classroom teacher and/or the Site Director
- Monthly and quarterly newsletters
- Semi-annual parent/teacher conferences (childcare)
- Parent Advisory Committee that meets quarterly, or as needed
- Follow us on Facebook, Instagram and Twitter for updates

EmBe's success in communicating with you is dependent upon having your most current contact information.

## HOURS OF OPERATION

- Childcare: 6:00 am - 6:00 pm Monday through Friday.
- Drop-In Care for Childcare: 7:00 am - 6:00 pm Monday through Friday for children ages three years and older. See page nine for details.

EmBe Childcare & Preschool and School Age Care programs are closed on the holidays listed below.

## HOLIDAYS

EmBe is closed to observe the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Day (close at 4:00 pm on December 24 when it falls on a weekday)

If the holiday falls on a weekend, EmBe's administration will determine the week day which will be used to observe the holiday. Generally, if the holiday falls on a Saturday, it will be observed on Friday; if it falls on a Sunday it will be observed the following Monday. The regular tuition rate will be charged during weeks when a holiday closing occurs.

## ADMINISTRATIVE STAFF CONTACT INFORMATION

- Director of Childcare Services (605) 362-9438
- Site Manager, Downtown (605) 336-3662, ext. 228
- Director of School Age Care (605) 362-9438
- Chief Program Officer (605) 362-9438

## ADMISSION & ENROLLMENT

EmBe's childcare centers are licensed by the South Dakota Department of Social Services for children ranging in age from four weeks through 5<sup>th</sup> grade. Children are accepted without regard to race, color, national and/or ethnic origin or religion.

Parents wishing to enroll a child in a program will be given a registration packet of forms and materials which must be completed in full *prior to the child being accepted into the program*. Any court related documents addressing parental rights, such as custody and visitation rights, in regard to a child enrolled in a program must be presented to the administrators.

The following forms must be completed at the time of admission and kept current throughout enrollment:

The Enrollment packet includes:

- Consent for the Treatment of a Minor
- Pick-up Permission Authorization
- Permission for Field Trips & Photo Release
- Emergency Contact List
- Current Immunization Record
- Child & Adult Care Food Program (CACFP) Application for Free & Reduced Meals

- A valid tuition express form
- A non-refundable registration fee is required at the time of registration; \$30 for a single child or \$45 for a family.

## TUITION POLICY

Tuition is collected through an EFT (Electronic Funds Transfer) from the parent account to EmBe through Tuition Express. Tuition is collected each week for care provided that week. A \$35.00 processing fee will be assessed on all payment declines (checking account and credit card declines). Enrollment will be suspended if charges accumulate into a second week. When the account is paid in full, childcare may be resumed providing there is space available. Any family with an outstanding account may not register for a new program i.e., Summer Vacation care.

Program fees vary according to the age of the child. A 10 percent discount is awarded for multiple children enrolled from the same family. The child with the highest weekly charge pays the full amount. Scholarships are available for those who qualify with income verification.

Discounts and scholarships do not apply to KinderCollege or Spanish Immersion Preschool.

## LATE PICK UP FEES

EmBe's childcare centers close at 6 pm. Parents must pick their child up by this time to avoid a late pick-up fee. A fee of \$10 will be charged for the first five (5) minutes late, and \$1.00 for each additional minute. This fee is per child, and will be added to the next weekly billing. If the center has not been notified of any delay, and we cannot reach you or one of your emergency contacts by 6:30 pm, we will call the police/Child Protective Services for assistance.

## ATTENDANCE

Payment of an entire weekly fee whether or not the child attends is required. Families that remove their children from care for a period of longer than one month must pay a three-day per week minimum in order to secure their child's spot. If the minimum weekly fee is not received, no guarantee of that spot can be given. Parents wishing to remove their children from care for a period less than one month will be billed their regular weekly rate.

## TERMINATION/WITHDRAWAL

A two-week notice must be given to the Site Coordinator/Manager or Director *prior* to withdrawing from a program by completing a **Change Form**. Parents must complete this form when withdrawing from or changing to another program. This allows the child and the class time to prepare for a change and offers adequate time for the center to fill the opening. **When notice is not given, the account will be charged for two weeks of service, even though the child may not attend.**

Program participants may be asked by EmBe to withdraw for the following reasons:

- Non-payment of fees
- A child's pattern of behavior that is dangerous (or malicious) to others
- A child's pattern of behavior that requires special attention that the staff is unable to provide (or accommodate)
- Continual lack of parental compliance to program policies
- Failure to provide immunization record updates and other necessary forms for enrollment.

## DROP-IN CARE

Drop-In Childcare is available for children ages three to five years old at an hourly fee. Care must be arranged with the Site Director a minimum of 24 hours in advance, and drop-in care is contingent upon availability.

## MONTHLY CALENDARS FOR PART TIME

A monthly calendar is used to communicate childcare needs and assist with staff scheduling of part-time families.

Calendars are sent home on or around the 15<sup>th</sup> of each month. Parents record the planned arrival and departure times for each child on the calendar for the coming month. Completed calendars must be returned to the front desk by the date noted on the bottom of the calendar. Any schedule changes should be reported to the child's Lead Teacher or to the Site Director.

## SUPPLIES

All items brought to the center must be clearly labeled with the child's name.

Infant/Toddler:

- Food and formula (if child uses special formula, parents must provide; EmBe offers infants Parent's Choice formula at no additional charge) disposable diapers/wipes/ointment, changes of clothing in varying weights, clothing appropriate for outdoor weather, sunscreen

Older Children:

- At least one set of extra clothing, blanket and pillow for nap time, clothing appropriate for outdoor weather, crayons, markers, glue, scissors & supply box (ages three thru Pre-K)

## TOYS FROM HOME

We encourage toys to stay home unless needed for the following:

- Comfort item to assist children with transitions
- Show and Tell in your child's classroom (these days are rare, so please check curriculum)
- One soft sleeping toy (must be able to fit in child's cubby)
- Special days as assigned by classroom.

## CLOTHING

Children should wear comfortable, washable play clothes, which are easy to manage to encourage independence and self-help. If the child is in the transitional period of toilet training, please provide wipes, extra clothing (socks, underwear, pants and shoes) and a plastic bag with ties. Flip-flops, leather-soled shoes, plastic shoes and sandals are unsafe for climbing and running on sandy or concrete surfaces. Rubber-soled shoes, such as tennis shoes, are preferred.

## MEALS

Breakfast, lunch and snack are provided daily at no additional charge. Menus are posted, and assure well-balanced meals with the variety and amounts of foods that children require to meet their nutrient and energy needs. Meals and snacks are served at designated times and only to children present.

EmBe participates in the Child and Adult Nutrition Services' Child and Adult Care Feeding Program (CACFP). EmBe follows CACFP meal pattern requirements for every meal service. Serving size is adjusted according to age of the child. Breakfast consists of a serving of fluid milk, 100 percent fruit juice, and cereal or other grain. The lunch pattern includes servings of fluid milk, vegetable and fruit, bread, pasta or cereal grains, and meat, cheese or eggs. Snacks include two of the following: a serving of milk, a serving of vegetable or fruit, a serving of bread or grains, and a serving of meat, cheese, eggs or yogurt.

Food brought from home must be clearly labeled and will be allowed with a physician's note indicating specific food allergies. Food will be refrigerated if necessary and served by staff, while following appropriate health procedures.

Babies are held while being fed their bottles. Infants sit in high chairs when being fed other foods. Other children sit at tables and are supervised through the meal.

The USDA provides partial reimbursement for the meals and snacks we serve to children. Federal regulations for this program require us to collect and update income information on an annual basis for **all of our enrolled children**. EmBe collects this information when school begins in the fall. By completing the income information, we will be able to determine if we can claim meals served to your child (ren) at the free or reduced priced rate. **This reimbursement helps us keep our tuition as low as possible, which is why ALL FAMILIES need to complete this form, even if they choose to select N/A.** All information is confidential and is used for reporting purposes only. We appreciate your

help!

## **NUT FREE POLICY**

EmBe Childcare & Preschool and School Age Care strive to provide a nut free environment. It is a policy that needs to be taken quite seriously because of its extremely dangerous consequences. Nut allergies can be life threatening. It takes only the slightest smell, touch, or ingestion of peanuts, peanut butter, peanut oil, a product that may contain trace amounts of peanuts or a product that has been processed in a plant that also manufactures peanut products, to cause a potential anaphylactic reaction. It only takes the slightest smell, touch or ingestion to cause a severe allergic reaction.

That being said, we are asking all of you to please, please keep this in mind when sending lunches from home, birthday treats, or any other snacks to school. Take a few seconds to read the labels of any prepackaged product or pick up the phone and give us a quick call with any questions. We appreciate your assistance in helping to keep all of our children safe!

## **FIELD TRIPS**

Field trips and walks away from your EmBe site for care are a regular part of the curriculum. Children enjoy the opportunity to explore and learn from the resources throughout the community. Methods of transportation include the EmBe bus or vans and walking. For all field trips, a sign-up sheet is posted in the parent area notifying parents of the date, time, destination and means of transportation at least 3 days in advance. Written parental permission is required before your child may participate in any field trip. All fieldtrips are approved by the Childcare or School Age Care Director and are planned to ensure a positive experience for children.

## **COMMUNICATION**

Communication is a critical component of a quality program. Please watch for announcements through:

- ProCare when you check your child in/out
- Our website at [www.embe.org](http://www.embe.org)
- E-mail (please make sure we have an updated address for your family)
- Flyers on the Parent Boards and signs posted on the classroom door
- Quarterly Childcare/School Age Care Newsletter
- Child(ren)'s Daily Forms/Charts

## **OPPORTUNITIES FOR PARENTAL INVOLVEMENT**

Parents are encouraged to participate in their child's activities, especially during class events. Please see the classroom calendar and lead teacher for more information. Parents are also invited to be part of the EmBe Parent Advisory Committee, which meets quarterly to discuss items of interest to families enrolled in EmBe Childcare and Preschool and School Age Care Programs. Please let the Site Director know if this is something you are interested in and we will put your name on the list for the next committee opening.

## **CONFIDENTIALITY OF RECORDS**

All records provided regarding your child and family finances are confidential. We also ask that you respect this confidentiality by not asking staff to discuss your child or other children outside of the center. Additionally, our success in communication depends on the accurate contact information of our families. Please update your contact information as appropriate.

All information about families and staff, including life circumstances are kept confidential. No personally identifying information will be released or discussed outside the program.

## **PHOTOGRAPHS & MEDIA**

EmBe staff may use the center's digital camera to document children's activities. These photos are primarily used to

document your child's progress and may be hung up for view in EmBe locations. You will receive a release form during the registration process, granting or declining permission to EmBe and all staff to use still, motion, video or audio recording of your child's image for use in conjunction with the production of visual bulletin boards, social media or other educational purposes.

## TRANSPORTATION

Parents are responsible for transporting children to and from EmBe. School age childcare provides transportation to/from **designated schools**. While at EmBe, children may be transported in agency vehicles for off-site programs. Parents will be given advance notice of such travels and children will be instructed on safety procedures. A child passenger restraint system is used when transporting children. Children less than 40 pounds are required to ride in a five-point harness car seat provided by their parents for van usage, and provided by EmBe when riding the bus.

## ARRIVAL AND DEPARTURE

When arriving and departing, parents must sign their child in or out using the computer system in the center entry or near the front desk. School age parents will sign their children in and out on paper forms on the parent information table at their designated site.

It is the responsibility of each parent to make sure a caregiver acknowledges their arrival and departure from a room. It is requested that older siblings be taken to their room prior to taking an infant or toddler to his/her room. Parents should never leave a child unattended in their room, on the playground, or in a vehicle. **School age parents must accompany their children and personally sign them into and out of the program.**

It is important to allow enough time to ensure a smooth transition for the child at arrival and departure time. Upon arrival, parents and the child can place personal belongings in the child's cubby or basket and make the caregiver aware of items needing refrigeration (infant/toddler). When departing, parents should check the child's cubby or basket and the family folder for notices, artwork or other projects.

Children are released only to parents, guardians or other authorized adults listed on the Pick-up Authorization and/or Emergency forms. ID's will be checked (verified). It is important to keep these forms complete and current. Children will not be released to any adult suspected of being under the influence of drugs or alcohol.

Parents must be prompt in picking up children. Pick up time is no later than 6:00 pm. If a child is picked up after that time a late fee will be charged. (See Late Fees.) If a child is not picked up by 6:30 pm *and the center has not been notified of any delay*, the following steps will be taken:

1. Every effort will be made to reach the parents at home and work.
2. The emergency contacts listed on the Enrollment form will be contacted at 6:00 pm.
3. In the event that no one can be reached, the Childcare or School Age Care Director will call the police/Child Protective Services by 6:30 pm.

## INJURIES

Parents will be notified of injuries that happen during care at EmBe through an Accident Report. A parent will be contacted immediately if a serious or questionable injury occurs.

## BITING INCIDENTS

Children bite for various reasons: to satisfy a need for oral-motor stimulation, to get attention, to communicate their needs and desires such as hunger or frustration. When these incidents occur teachers will soothe the child that was injured and redirect the child that caused the injury. The teacher will complete a Bite Report for the child who bit and an "Owie" Report for the child that was bitten. If a child gets into the habit of biting, it may require a parent conference, change of environment and/or removal from the program. Our goal is to take appropriate steps necessary to ensure everyone's safety. A parent with a biting concern should consult the Site Director.

## GUIDANCE AND DISCIPLINE

In 2018, EmBe began implementing the Conscious Discipline program in childcare. Conscious Discipline is an award

winning social-emotional learning program that empowers adults and children to change the way in which they manage their emotions and behaviors. The program has a high emphasis on emotional processes, especially emotion/behavior regulation and emotional awareness and expression. Our goal is to integrate social-emotional learning, discipline and self-regulation in the classroom so teachers spend less time policing behavior and more time teaching vital life skills. EmBe believes in this positive approach which includes modeling, re-direction, prompting, intervention and encouraging problem solving.

The goal of Conscious Discipline is to assist children in developing safe and appropriate ways of interacting with others and with their environment. We emphasize respect for each child and adult, by building warm relationships that create a school family between individuals. This is based on understanding children's interests, needs, abilities and physical development.

Conscious Discipline will be implemented throughout EmBe Childcare and Preschool in 2018. It will be introduced to school age care in 2019. Resources for parents will also be shared to provide consistency and assistance. Conscious Discipline is the nation's leading social- emotional and classroom management program teaching safety, connection and problem-solving.

**NOTE:** If a child is consistently exhibiting unsafe or hurtful behavior, parents will be consulted and outside resources may be contacted to provide assistance. If the behavior does not improve and endangers the safety of other children and their teacher, the child may be removed from the program.

## **ANTI-BULLYING POLICY**

Bullying can take on many forms, such as verbal, physical or through social media. EmBe has a zero tolerance for any bullying behaviors. If your child is bullying another child (ren), the parent or guardian will be contacted regarding the behavior. If the behavior continues, the child doing the bullying will be removed from EmBe Childcare and Preschool or EmBe's School Age Care program.

**Verbal Bullying** is saying or writing mean things.

Verbal bullying includes, but is not limited to:

- Teasing
- Name-calling
- Taunting
- Threatening to cause harm
- Inappropriate sexual comments
- Inappropriate comments about attire, hairstyle, sexual orientation, or economic position
- Retribution of any kind

**Physical Bullying** involves hurting a person's body or possessions.

Physical bullying includes, but is not limited to:

- Hitting/kicking/pinching
- Spitting
- Tripping/pushing
- Taking or breaking someone's belongings
- Making mean, rude or inappropriate hand or body gestures
- Retribution of any kind

**Social Bullying** (relational bullying) involves hurting someone's reputation or relationships.

Social bullying includes, but is not limited to:

- Leaving someone out on purpose
- Telling other children not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public
- Cyber-bullying, social-media bullying
- Retribution of any kind

## **PARENT CODE OF CONDUCT**

EmBe requires the parents and guardians of enrolled children at all times, to behave in a manner consistent with decency, courtesy and respect. One of the goals of EmBe is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of EmBe, but is the responsibility of each and every parent, guardian or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter. If a parent or guardian has an urgent issue that needs to be addressed immediately, please see the Center Directors. (See page 6 for contact information).

- No parent or adult is permitted to curse or use other inappropriate language on EmBe property at any time, whether in the presence of a child or not. At no time shall inappropriate language be directed toward members of the staff or children, or that person will be asked to leave the building immediately.
- Threats of any kind will not be tolerated. Parents must be responsible for, and in control of their behavior at all times.
- Please be particularly mindful of EmBe's entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite; however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the front desk, Site Manager/Director or School Age Care Director.

## **PARENT'S RIGHT TO IMMEDIATE ACCESS**

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at EmBe Childcare & Preschool, as provided by law. However, access may be denied if it is determined that the parent is driving under the influence and intends to take their child.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) EmBe Childcare & Preschool must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with EmBe Childcare & Preschool, both parents shall be afforded equal access to their child as stipulated by law. EmBe Childcare & Preschool cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, EmBe Childcare & Preschool suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. EmBe Childcare & Preschool staff will contact the local police should a conflict arise.

The role of EmBe Childcare & Preschool is to care for children, not to be a party to the conflict between parents or family members.

## **SMOKING**

Smoking is prohibited throughout the EmBe facility or on EmBe property.

## **SECURITY**

Each center is equipped with a security system which prohibits entry without fingerprint access. All individuals on the pick-up list must be fingerprinted.

## **EMERGENCY EVACUATION**

Fire drills and tornado drills are conducted on a regular basis according to licensing regulations with evacuation routes posted in each room. During fire drills, children are evacuated to neighboring sites: the Ralph Rogers Road location evacuates to the Trail Ridge Retirement Community; the Downtown location evacuates to the Argus Leader. EmBe has an internal plan in place for an emergency lockdown. In the case of a real emergency, parents will be

contacted via their work, cell or emergency contact phone numbers of record.

## **WEATHER EMERGENCIES**

**Snow:** If the childcare center is closed for the day due to inclement weather, an announcement will be made by 5:30 am on most local radio stations, on the KELO Closeline, KDLT and KSFY television stations. If the City of Sioux Falls closes its offices because of inclement weather, EmBe will not open, or will close within two hours. Staff will contact parents via work telephone numbers and emergency contact numbers to arrange for pick-up when closing occurs during the day. Parents are urged to make alternative childcare arrangements prior to the snow season for these unique circumstances. For school-age inclement situations please see page 15.

EmBe may also close due to other unforeseen circumstances (ex., loss of electricity). At that time parents will be contacted to pick up their child. If we are unable to get in contact with a parent/guardian, emergency contacts will be contacted.

**Heat:** When temperatures exceed 95 degrees with the heat index, students will remain indoors more than outdoors. On these occasions, outdoor swimming is cancelled and outdoor activities, such as recess time, is limited to 10 minutes. When temperatures reach 100 degrees or more with the heat index, students will remain indoors.

**Severe Weather:** Severe weather can happen anytime and anywhere. That's why EmBe Childcare and Preschool and School Age Care plans, trains and conducts drills year-round on how we will respond to a variety of events that may affect keeping our children safe during emergencies. When the tornado sirens sound, EmBe teachers and staff shift into action, moving all children from infants to 11-years-old to the safest spots in our buildings.

EmBe reserves the right to adjust this plan as circumstances warrant for each site. All sites have geographic challenges, and what works for one may not work for the other. Accounts will not be charged if the center is closed for the entire day.

## **CHILD ABUSE**

EmBe employees are mandatory reporters. South Dakota Law 26-10-10 requires childcare personnel having reasonable cause to suspect that a child under the age of 18 years has been starved, neglected (as defined in 26-8-6), has had physical injury or injuries inflicted upon him by abuse or intentional neglect other than by accidental means, or has been subjected to circumstances or conditions which would reasonably result in abuse or neglect, by any person including a parent or other person responsible for his care, shall report or cause reports to be made to the Department of Social Services, county sheriff, city police or state's attorney.

***All EmBe Childcare & Preschool staff and School Age Care staff are mandatory reporters.*** Anyone participating in good faith in making a report shall have immunity from any liability, civil or imposed, and shall have the same immunity with respect to participation in any judicial proceeding resulting from such a report.

If such a report of abuse/neglect involves an EmBe staff person, there will be a full investigation and evaluation by EmBe. EmBe's SD licensing agent will determine the next course of action. The staff will be removed from work with children and placed on administrative leave or reassignment while the incident is under investigation. Parents and/or guardians will only be notified if their child was involved in an incident.

The continued employment of the staff person will be evaluated by the Department of Social Services Licensing Specialist, the Director of Childcare or School Age Care and the Chief Program Officer upon completion of the investigation.

## **HEALTH/HEALTH OUTBREAKS**

Health regulations are determined by the South Dakota Department of Social Services (DSS) and Department of Health (DOH). Current immunization records are required at the time of admission. EmBe is mandated by the State of South Dakota to report cases of contagious disease to the Health Department and to parents as soon as they are identified. EmBe's childcare centers will comply with directives of the DOH and Centers for Disease Control and Prevention in the case of a contagious health outbreak.

Illness prevents a child from comfortably participating in program activities, and it compromises the health and safety of other children in the program. If a child has any of the following symptoms, they should be kept home in

order to guard against the spreading of contagious illnesses:

- The child has a fever of 101 degrees or higher;
- The child has had diarrhea for the second time in one day;
- The child has vomited;
- The child has a rash caused by a contagious illness or condition;
- The child has a bacterial infection or impetigo before 24 hours of treatment with antibiotics.

This list is not all-inclusive. The Site Director has the discretion to send a child home due to illness. Parents will be called to pick up their children if any of the above conditions occur while the child is at the center. An ill child will be separated from the other children and supervised until they are picked up from the center. The child should be symptom-free without the use of medication for at least 24 hours prior to returning. After a child has visited the doctor due to a serious illness, the parent must provide the center with a signed statement from the physician indicating that the child is healthy enough to be in the center. Permission is granted at the discretion of the staff and Site Director if all policies for return have been met.

When medication is to be administered, a note must include instructions from the physician. A permission form for administering any medication must be completed by the parent in the child's classroom. EmBe staff are required to sign and document what medication is given, when, and in what dose. EmBe does not administer fever reducing medication. Medication needing refrigeration is stored in a locked box in a refrigerator.

EmBe reserves the right to make judgment as to whether or not a child is too ill to participate. Children who become ill will be sheltered from other children. Parents will be contacted and must respond in a timely manner, preferably within 30 -minutes.

Disposal of Bio-contaminates- Universal standard precautions are guidelines issued to prevent disease transmission. All EmBe staff members are required to follow the universal standards and precautions recommended by the Center for Disease and Control (CDC) in handling any fluid that might contain blood or any other bodily fluids. Barriers will be used between any potentially infectious disease substance and the workers skin, eyes, nose and mouth.

# INFORMATION FOR FAMILIES OF SCHOOL AGE CARE STUDENTS

## SCHOOL AGE CARE (SAC) TUITION OPTION 1 OR TUITION OPTION 2

Families enrolled in EmBe's SAC before and after school programs may choose from two levels of before and after school care. The level of care chosen affects the weekly tuition rate as well as the amount of service provided.

- Option 1 is a premium plan, and pays for care provided throughout the school year whenever school is closed. This option includes all planned no school days, early releases, late starts, and care at the EmBe Ralph Rogers Road location due to unscheduled school closings.
- Option 2 pays includes planned early releases and late starts. No care is provided on planned no school days or unscheduled school closings. If care is needed on these occasions, parents pre-register (for planned no school days) and pay daily fees.

## SAC MEALS AND SNACKS

EmBe's before and after school programs participate in the Child and Adult Nutrition Services' Child and Adult Care Feeding Program (CACFP). Children receiving care at the Ralph Rogers Road location receive breakfast and afternoon snacks. Children participating at a school-based site will have the opportunity to have breakfast through their elementary school's breakfast feeding program. After-school snacks will be provided by EmBe. Occasionally there will be full days of no school and the school-based site program will not operate. On those occasions, care – including lunch and snack will be provided at our Ralph Rogers location for children enrolled at the school-based site.

EmBe follows CACFP meal pattern requirements for every meal service. Breakfast consists of one cup fluid milk,  $\frac{1}{2}$  cup of 100 percent fruit juice, and  $\frac{3}{4}$  cup cold dry cereal. The lunch pattern includes one cup of fluid milk,  $\frac{3}{4}$  cup vegetable and/or fruit, one serving of bread or pasta or cereal grains, and two 2 oz. meat, cheese or eggs. Snacks must include two of the following: one cup milk,  $\frac{3}{4}$  cup vegetable or fruit, one serving of bread or grains, and one serving of meat, cheese, eggs or yogurt.

## CHECK IN/FAILURE TO SHOW PROCEDURE

Every child enrolled in the before and after school program must be accounted for at all times. It is extremely important that parents contact their child's Site Coordinator or call our office at 362-9438 before 2:00 pm if their child is going to be absent. If a student is expected and fails to show, the following steps will be taken:

### Ralph Rogers Road Location

Immediately after check-in is completed during pick up at the select schools, the school will be called regarding the child's attendance in school. If the child was present that day and has not yet arrived to the EmBe vehicle, the driver will contact EmBe and parents to determine where the child is. If parents are unable to be located, emergency contacts will be phoned. Calls will repeat in the previous order until the issue is resolved. Please save us valuable time and notify EmBe of any absences.

### Elementary School Location

Immediately after check-in is completed, the Site Coordinator will contact the school's office to determine the child's attendance in school. If they were absent, no call will be made to the parent. If they were present, EmBe will search the school facilities before a call is made to the parent and/or emergency contacts to determine the child's status.

## INCLEMENT WEATHER (See pg. 13 for other weather policy information)

Weather conditions may force the EmBe childcare centers to close or alter service on occasion. Please keep the following Weather Emergency Policy in mind as you prepare for unusual situations which would warrant closing or limited service. If the childcare center will be closed for the day due to inclement weather, an announcement will be made by 5:30 am on most local radio stations, on the KELO Closeline, KDLT and KSFY television stations. **When the City of Sioux Falls closes its offices because of inclement weather, EmBe will not open, or will close within two hours.** Staff will contact parents via work telephone numbers and emergency contact numbers to arrange for pick-up when closing during the day. Parents are urged to make alternative childcare arrangements prior to the snow season for

these unique circumstances.

The EmBe before and after school program will follow the guidelines listed below for each case. Please note that the school-based program options differ from children enrolled in the EmBe Ralph Rogers Road location.

#### **Unplanned Late Start**

**The school-based site program will be closed for the morning;** but parents may drop their children off at our Ralph Rogers Road location. Children enrolled in the Ralph Rogers Road location will be cared for as usual, and will be transported to school when school begins, as long as this location remains open.

#### **Unplanned Early Dismissal**

**School-based site programs will be closed and no transportation will be provided.** Parents may pick their children up and bring them to EmBe South – located at 3510 W. Ralph Rogers Road.

**Children enrolled in the Ralph Rogers Road location** will follow the following guidelines as long as the location remains open:

- When the Sioux Falls School District closes early because of inclement weather, EmBe buses will not provide transportation from any school located within the Sioux Falls city limits. At this writing, this includes all Sioux Falls public and private schools as well as Harrisburg Explorer and Journey elementary schools. Parents may pick their children up and bring them to EmBe South.

#### **No School**

**If the school-based site program** is closed due to inclement weather; parents may drop their children off at the EmBe Ralph Rogers Road location.

- Tuition Option #1: you may bring your child or children to EmBe on Ralph Rogers Road at no charge.
- Tuition Option #2: Please call 362-9438 for availability. A daily fee will be charged.

All Children may be dropped off as usual and a full day of care will be provided at the EmBe Ralph Rogers Road location as long as this location remains open.

#### **Planned Early Dismissal/Planned Late Starts**

- School-based programs will operate as usual.
- The Ralph Rogers Road location will operate as usual.

#### **Planned No School Day**

EmBe offers no school day care at the following locations: EmBe on Ralph Rogers Road and Harrisburg Endeavor, Liberty and Horizon elementary schools. Parents will be notified if locations are changed.

- Tuition Option #1: You may bring your child or children to their regular designated location at no charge. Breakfast, lunch and snack are provided.
- Tuition Option #2: A daily fee will be charged to your account per child. Breakfast, lunch and snack are included. Pre-registration is required for this care at least 48 hours in advance.

## RECOMMENDATIONS FOR TEMPORARY EXCLUSION FROM A CHILDCARE SETTING

Children should be excluded from a childcare setting for the following conditions:

- Illness that **prevents the child from participating** comfortably in program activities.
- Illness that results in a **greater need for care** than the staff can provide without compromising the health and safety of other children.
- **Fever, lethargy, irritability, persistent crying, difficult breathing** and/or other manifestations of possible severe illness.
- **Persistent abdominal pain** (continuous for more than two hours) or intermittent abdominal pain associated with fever, dehydration, or other systemic signs or symptoms.
- **Chicken pox (Varicella):** exclude until all lesions have dried and crusted or, in immunized children without crusts, until no new lesions appear within a 24-hour period.
- **Diarrhea:** exclude if:
  - stool not contained in diaper
  - fecal accidents occur in a child normally continent
  - stool frequency exceeds two or more stools above normal for that child
  - stool contains blood or mucus
- **E. coli, shiga toxin-producing (STEC):** exclude until diarrhea resolves and two stool cultures are negative.
- **Haemophilus influenzae type B, invasive (Hib):** exclude until after 24 hours of antibiotic treatment.
- **Hand-Foot-and-Mouth Disease:** exclude until all lesions have dried and crusted or until no new lesions appear within a 24-hour period.
- **Head lice (Pediculosis):** refer for treatment at end of program day and readmit on completion of first treatment.
- **Hepatitis A:** exclude until one week after onset of illness.
- **Impetigo (Streptococcal infection of the skin):** exclude until after 24 hours of antibiotic treatment.
- **Influenza and Influenza-like illness:** exclude if fever is  $\geq 100$  degrees Fahrenheit in an un-medicated state. If child is medicated, they may return after course of antiviral treatment is complete with a doctor's note. Additional exclusions may be necessary for documented novel strain or pandemic influenza based on state or federal guidance.
- **Measles:** exclude until 4 days after onset of rash.
- **Meningococcal disease (Neisseria meningitidis):** exclude until after 24 hours of antibiotic treatment.
- **Methicillin-resistant Staphylococcus aureus (MRSA):** generally no exclusion; considerations may exist if confirmed MRSA is present from a wound in which drainage is occurring and cannot be covered and contained.
- **Mouth sores:** exclude if associated with drooling, unless a physician has determined it is not a communicable disease.
- **Mumps:** exclude until five days after the onset of parotid gland swelling.
- **Pertussis (Whooping cough):** exclude until completion of five days of recommended course of antibiotic treatment. If appropriate antibiotic treatment is not received, exclude until 21 days after onset of symptoms.
- **Rash (with fever or behavior change):** exclude until a physician has determined it is not a communicable disease.
- **RSV:** exclude 4-6 days from onset of symptoms which include a fever  $> 100$  F or if cough is wheezy and presents a concern for airway compromise.
- **Rubella:** exclude until seven days after onset of rash.
- **Scabies:** exclude until after treatment has been completed.
- **Shigella:** exclude until 24 or more hours after diarrhea resolves.
- **Strep throat (Streptococcal pharyngitis):** exclude until after 24 hours of antibiotic treatment.
- **Tuberculosis:** exclude until a physician, concurring with the SD Department of Health, states the child is not infectious.
- **Vomiting:** exclude if vomiting occurs two or more times in 24 hours, unless the vomiting is determined to be caused by a non-communicable condition and the child is not in danger of dehydration.



2015 Red Book, American Academy of Pediatrics, 30th Edition; 2013 Managing Infectious Diseases in Child Care and Schools, A Quick Reference Guide, American Academy of Pediatrics, 3rd Edition; 2015 Control of Communicable Diseases Manual, American Public Health Association, 20th Edition.



EmBe strives each day to be a place of empowerment where women excel, where children and youth thrive, where families succeed, and where the community is enriched by our work.

