



A P A R E N T S ' G U I D E T O

ErinBe School Age Care

H O R I Z O N E L E M E N T A R Y

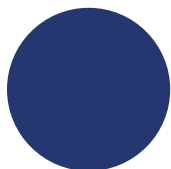
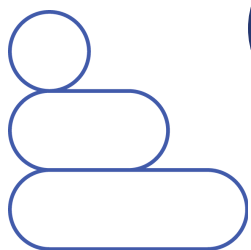




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EmBe's beginnings are rooted in meetings in 1921 that formed the YWCA in Sioux Falls, South Dakota. Our vision to serve women and families has remained strong, empowering people to create meaningful and purposeful lives that serve our community well.

MISSION

We uplift the potential in children, women, and families through opportunities that empower all.

VISION

A community where children thrive, women excel, and families succeed.

VALUES

Curiosity
Authenticity
Leadership
Connection



Thank you for choosing EmBe for your childcare needs. EmBe began providing preschool and childcare in 1961 – one of the first centers in Sioux Falls outside of in-home daycares. Since that time, EmBe's award-winning childcare programs have become some of the most respected in the region, with locations throughout the area.

GOALS

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

WELCOME TO OUR

School Age Care

It is important for children to have a safe and productive way to spend time during the school year. Latch key kids can face many risks, including anxiety, poor diet, and watching too much television. Fortunately, EmBe offers great alternatives so your school-age child will have a place to go where they can interact with friends, learn with hands-on activities, work on homework and relax. School Age Care is choice-based and promotes STEAM (science, technology, engineering, art and math) and social, physical and emotional development. All of our programming will provide a variety of indoor and outdoor activities to keep kids engaged and allow them to thrive. We will also provide field trip opportunities (bowling, local parks, etc.) to ensure children stay active and have access to enriching experiences. Our program is everything you want in a safe childcare experience and more!

OPEN HOUSE

Join us for our Open House on **Tuesday, August 19 from 4 - 6 pm** at the site you are enrolled at.

ALLERGY/ MEDICATION NOTICE

If your child has any allergies or requires medication, please visit us at the Open House to obtain the necessary documentation needed before our first day. This will help us ensure the best care for your child.

If you have questions or concerns regarding School Age Care, please contact:



Derrick Spader
Director of School Age Care
Phone: 605-941-2227
Email: dspader@embe.org



Jamie Farley
Asst. School Age Care Manager
Phone: 605-518-0333
Email: jfarley@embe.org



Hello!

So glad to have you in our program.

Meet your Site Coordinator Allison Mastel



WHY EMBE?

I started my EmBe journey in Mitchell, where I served as a teacher's assistant. Upon the closure of the Mitchell location, I found myself in a unique position and decided to use it as an opportunity for growth! Given my profound appreciation for my role and desire to remain affiliated with EmBe, I made the decision to relocate to Sioux Falls. Embracing this transition, I also embraced the opportunity to assume the position of Site Coordinator at Horizon and seamlessly integrated into the role. This leap of faith with EmBe has been the most rewarding decision I've made for my professional journey.

ABOUT ME

I spent my childhood years in Mitchell, SD. My passion lies in working with children, nurturing their growth and laying the groundwork for their future endeavors. With over 14 years of experience in tennis and a lifelong dedication to dance, I have honed my skills in both disciplines. During my time in Mitchell, I dedicated my summers to teaching tennis to children aged 4 to 14. In my leisure moments, I find solace in hiking, reading, and immersing myself in the great outdoors!

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FACTS

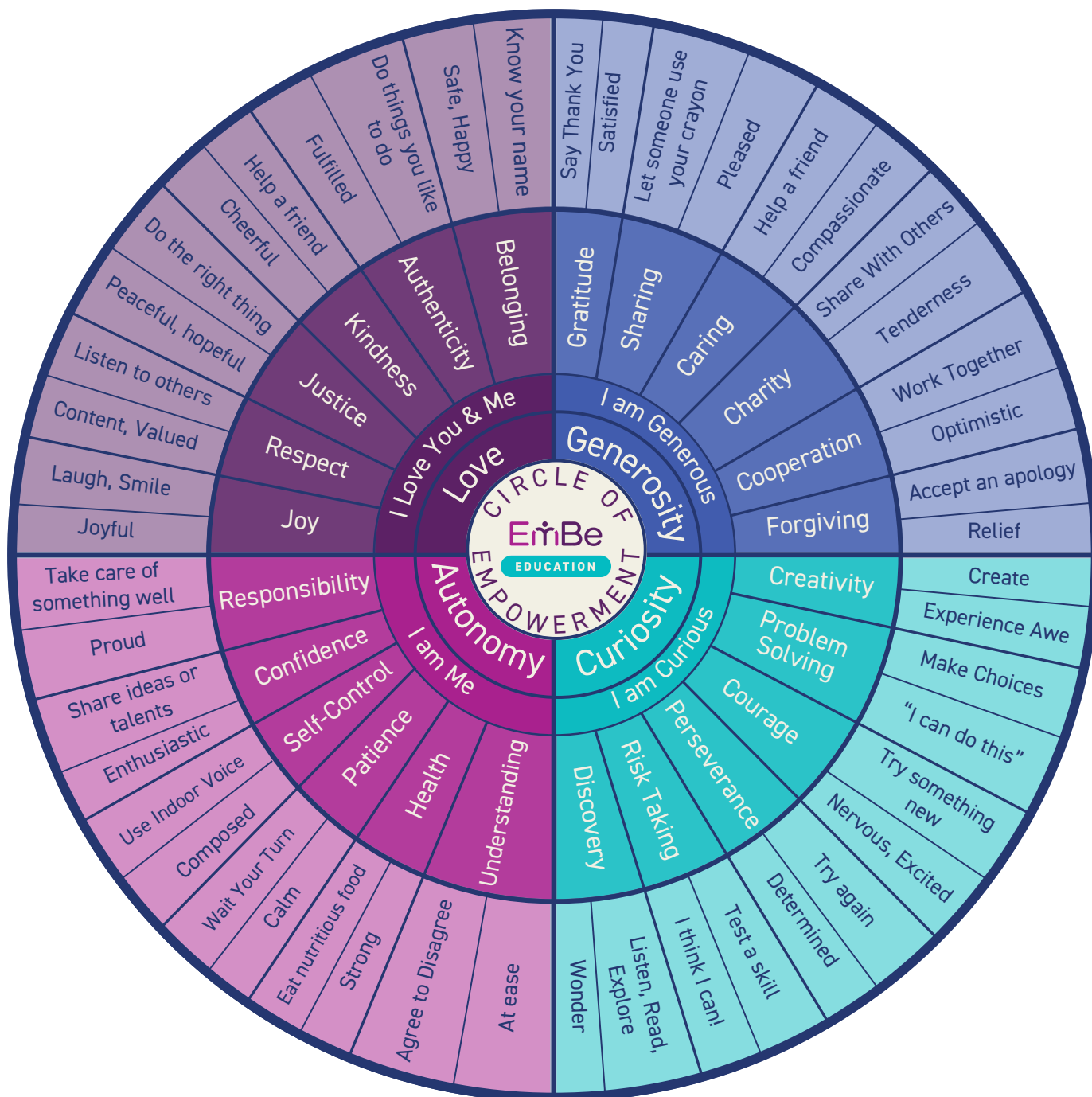
**DID
YOU
KNOW?**

- I have been working with kids for 7 years
- My family are the most important people to me; they are my world
- In high school, my tennis team was 2x state champions for South Dakota
- I became vegetarian 3 years ago



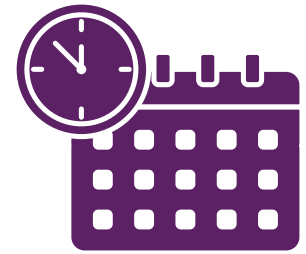
CIRCLE OF

Empowerment





DAILY Schedules



MORNING

- 6:00 - 7:30 am** Stations
- 7:30 - 7:45 am** Dismissal to School

AFTERNOON

- 3:00 - 3:30 pm** Arrival
- 3:30 - 4:00 pm** EmBe Provided Snack
- 4:00 - 5:00 pm** Group Announcements/Stations
- 5:00 - 5:30 pm** Teachers Choice
- 5:30 - 6:00 pm** Clean-up / Group Game

ENTRANCE

Enter through the main front doors. EmBe school age care is held in the "commons" area. Parents are required to check-in and check-out their child via Procure app on the site iPad. The iPad can be found on the welcome table near the entrance, or a staff member can help locate it.

PLEASE LEAVE THESE ITEMS AT HOME:

- ELECTRONICS (ex. Tablets, Cell Phones, Gaming Devices, etc.)
- Cash/Check
- Toys from Home (Pokemon Cards, Beyblades, dolls, etc.)
- Food/Snacks

If you have questions please talk to your Site Coordinator.
**EmBe is not responsible for stolen or broken items.*

FIELD TRIP OPPORTUNITIES

EmBe will offer occasional field trips after school and on extended care days. Trips may include the Washington Pavilion, City Parks, etc. There will be a sign up sheet prior to each field trip. Children will be back to their site by 5pm on days of a field trip.

ADDRESS

EmBe - Horizon
5800 S. Bahnson Ave.
Sioux Falls, SD 57108

CONTACT INFORMATION

Site Phone: 605-360-3328
Email: horizon-sac@embe.org
Messaging: Procure App



PLANNED NO SCHOOL DAYS

& Extended Care

September	Friday, 9/26 - Early Release
October	Friday, 10/10 Monday, 10/13 Wednesday, 10/22 - Early Release
November	Wednesday, 11/26
December	Wednesday, 12/03 - Early Release Monday, 12/22 Tuesday, 12/23 Wednesday, 12/24 - Closing at 4pm Friday, 12/26 Monday, 12/29 Tuesday, 12/30 Wednesday, 12/31
January	Friday, 1/02 Friday, 1/09 Monday, 1/19
February	Friday, 2/13 Monday, 2/16
March	Wednesday, 3/04 - Early Release Thursday, 3/12 Friday, 3/13
April	Friday, 4/03 Monday, 4/06 Wednesday, 4/29 - Early Release



FOOD PROGRAM & **Dietary Needs**

EmBe participates in the Child and Adult Nutrition Services' Child and Adult Care Feeding Program (CACFP) and the Sioux Falls Summer Program (SFSP). EmBe follows CACFP meal pattern requirements and SFSP guidelines for every meal service. EmBe takes pride in being able to provide nutritious meals that 50% of the time or more are made from unprocessed foods and locally sourced meat. Our lunch menu has more than 26 different meals in rotation.

BREAKFAST

- Serving of milk
- 100 percent fruit juice or fresh fruit
- Cereal or other grain

LUNCH

- Serving of milk
- Vegetable and fruit
- Whole grain bread or pasta
- Meat, cheese, or eggs

SNACK (TWO OF THE FOLLOWING)

- Serving of milk
- Vegetable or fruit
- Serving of bread or grains
- Meat, cheese, eggs or yogurt



If a meal or snack is brought in, it must be clearly labeled with the child's name. If the food needs to be refrigerated please bring an ice pack. EmBe does not heat food that EmBe does not provide.

EmBe is a nut-safe facility. Please keep this in mind when packing a lunch or snack for your child. If a child has a food allergy, EmBe must have a doctor's note stating the allergy's specifics and a meal change form. This form can be provided to you by the site coordinator.

PLEASE NOTE: At the time of initial enrollment, all families must complete the CACFP Application for Free & Reduced Meals, regardless of eligibility. Please complete and return to the site coordinator.

If you have questions or concerns regarding your child's nutritional needs, please contact:



Amber Hodkinson
Food Service Compliance Manager
Phone: 605-951-9678
Email: ahodkinson@embe.org



BILLING &

Payments

TUITION RATES

- Option 1 Before/After School Care & Planned No School Days \$110/week
- Option 2 Before/After School Care Only \$90/week
- No School Days Only \$62/day

**Option 1 includes before and after school care in addition to all planned no-school days.*

**Option 2 includes before and after school care only. If availability allows, those enrolled in Option 2 may sign up for a no-school day, but will be charged for that day in addition to the regular weekly rates.*

**Early release days are included in either tuition option.*

PAYMENTS

- Tuition is collected through an EFT (Electronic Funds Transfer) from the parent/guardian account to EmBe through Tuition Express.
- A payment method is collected during enrollment. It is kept on file and automatically charged each Monday for the current week's tuition expenses, so no action is needed by the family from week to week.
- If Monday is a bank holiday, tuition charges will be processed the next business day.
- If the payment method is declined, a \$35 decline fee will be added to your account, and you will be notified by email.
- Payment methods may be updated at any time by requesting a link. You cannot update the payment method through the Procure app as it does not reflect on our end.

STATEMENTS

Statements are available at myprocure.com. Please note this is different from the Procure app.

If you have questions or concerns regarding billing, please contact:



Sadie Mudder

Customer Service & Billing Manager

Phone: 605-299-2511

Email: smudder@embe.org



BILLING &

Payments CONTINUED

CHILD CARE ASSISTANCE

EmBe accepts Child Care Assistance through the SD DSS. Applications can be found at dss.sd.gov. Our provider number is 018042825. Please reach out to the billing manager if applying.

SCHOLARSHIPS

EmBe has scholarship opportunities. The application can be found under additional resources on our website.

SCHOLARSHIP FUND

Families may choose to round up their weekly tuition to support our

EmBe Education Scholarship Fund. These recurring donations help other families access our high-quality care. Simply fill out our form at embesf.formstack.com/forms/enrollment to set your weekly amount (e.x., donate \$10/week and round up your payments to \$100/\$120 depending on your tuition option). The additional funds will then be automatically added to your payment each week until you notify us to stop. All contributions are confidential and directly support families in need.

WITHDRAWAL

EmBe requires a two-week notice when withdrawing. When appropriate notice is not given, the account will be charged for two weeks of service, even if the child(ren) may not be attending.

If you have questions or concerns regarding billing, please contact:



Sadie Mudder

Customer Service & Billing Manager

Phone: 605-299-2511

Email: smudder@embe.org



CAREGIVER CONNECTION

Procare

Procare is an app EmBe uses to help families stay connected with their child(ren) throughout the day.

SIGN-UP

Parents/Legal Guardians that provided an email address on the enrollment form will receive an email invite to sign up for the app on their child(ren)'s first day. The email will come from Procare, not EmBe.

DAILY SIGN-IN/OUT

Parents/Legal Guardians must sign in their child(ren) through the Procare app on the site iPad. The site iPad can be found on the welcome table near the entrance, or a staff member can help locate it. Authorized pick-ups must sign out their child(ren) at the end of the day.

MESSAGING

Procare has two-way messaging capabilities so you can communicate directly with your site regarding your child's health, schedule, upcoming activities, etc.

UPDATES

To set up additional people with the app, add/remove authorized pick-ups, or update personal information, please get in touch with the Customer Service & Billing Manager.



Hello Stephanie Carter,

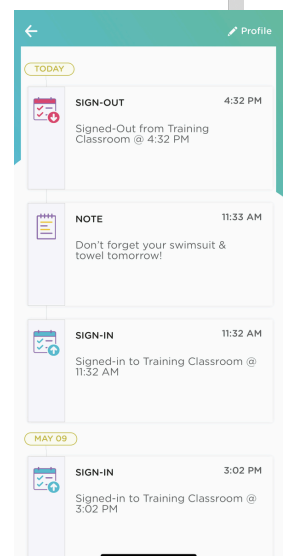
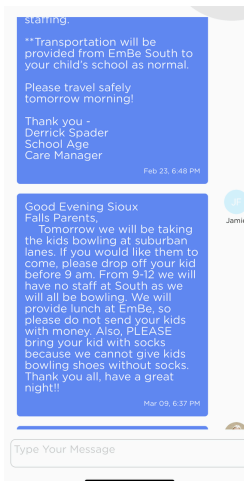
Casey Child Care will be using Procare to stay connected with parents. You have been added to Jenna Carter's profile. Please follow the steps below to get started.

1. Download the free [iPhone/iPad](#) or [Android](#) app, or sign up on [Web](#).
2. Choose **Sign Up**, then **Parent**.
3. Click "**Add Child**" and enter this 10 character code: **5F42E02DA4**. (code will expire in one week)

Once signed up, you'll be able to receive photos, videos, messages, and updates about your child's daily activities. Anytime your child is dropped off or picked up, you'll know. You can also set up automatic online billing once your school is set up.

Learn more about [Procare](#) here. If you have any questions, visit our [Help Center](#).

Thank you,
Procare Solutions Team



If you have questions or concerns regarding the Procare App, please contact:



Sadie Mudder
Customer Service & Billing Manager
Phone: 605-299-2511
Email: smudder@embe.org



OTHER OPPORTUNITIES at EmBe



EmBe YOUTH

Our legacy of providing fun and meaningful activities began in the 1920s. Over the years, we've watched children grow through our programs, camps, and recreational sports. Our programs help children gain confidence, develop new friendships, and learn valuable lessons in teamwork and responsibility.

Summer Youth Camps (Grades 1-8)
Girls on the Run® (Grades 3-5)
Taekwondo (Ages 3+)
Volleyball (Grades 3-6)

For more information about our Youth programs, contact Jasmina Miller at jnmiller@embe.org.

EmBe AQUATICS

From the first lesson to triathlon training, we teach our swimmers to feel safe and confident in their swimming ability. EmBe leads the Sioux Falls aquatics community with our expert instruction, guidance, and training of the best aquatics instructors in the region.

Public Swim Lessons (Ages 6 Months+)
Private Swim Lessons (Ages 3+)
Lifeguard Training
Water Safety Instructor Training
Aquatics Memberships

For more information about our Aquatics programs, contact Abbie Griffin at agriffin@embe.org.

EmBe WOMEN

EmBe leads by empowering women. As the region's oldest and largest women's organization, we assist women of all ages and stages of their lives. If you're re-entering the workforce, looking to support your leadership abilities or connecting to your community by giving back- it all starts here.

Our partnership with Dress for Success - Sioux Falls brings additional opportunities to support women in their journey toward financial independence and to help women thrive in work and life.

Women's Leadership Program
Level Up Lunches
Career Network
Making Cent\$ Financial Literacy

Dress for Success:

- Boutique Styling
- Career Counseling
- Resume Review
- Mock Interviews
- Seasonal Closet Sales

For more information about our Women's programs, contact Melissa Webb at mwebb@embe.org.

Handbook & Additional Resources



Be sure to review the handbook prior to your first day. The site manager can assist in answering any questions you may have. Additional resources include the food program menu, current tuition rates, scholarship application, and withdrawal form can be found on our website. <https://www.embe.org/resources/>

Questions or concerns?

We are here to help.



Derrick Spader
Director of School Age Care
605-941-2227
dspader@embe.org



Sadie Mudder
Customer Service & Billing Manager
605-299-2511
smudder@embe.org



Jamie Farley
Asst. School Age Care Manager
605-681-5394
jfarley@embe.org



Amber Hodkinson
Food Services Compliance Manager
605-951-9678
ahodkinson@embe.org

