



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

# EmBe School Age Care

E M B E S O U T H



## TABLE OF Contents

3	Welcome
4	Meet the Staff
5	Circle of Empowerment
6	Daily Schedules and Site Info
7	Transportation Details
8	Extended Care Dates
9	Food Program & Dietary Needs
10	Billing & Payments
12	Procare App
13	Other Opportunities at EmBe
14	Handbook, Additional Resources, & Contact Information

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 EmBe South.

### 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 class.

## Meet your Site Coordinator Luke Kneip



### WHY EMBE?

EmBe has always been somewhere on my radar in terms of Childcare Programs that I would like to be a part of. When I found that they were hiring for their CLC program, I wasted no time in getting my application submitted. I then found out they had a Site Coordinator position available as well, and was very excited when I was told I got the job.

### ABOUT ME

I was born and raised here in Sioux Falls, and graduated high school from O'Gorman. I went on to study Film Production at Minnesota State University Moorhead. While I lived in Moorhead, I met my now wife, Jessica. Together we have a 5 month old daughter, Arya. I've worked in childcare in different capacities since the summer of 2018. I've worked at summer camps, middle schools, elementary schools, and I've enjoyed every job more than the last. When I'm not at EmBe, I am either hanging out with my wife and daughter or working as a professional photographer.

# 4

## FACTS

**DID  
YOU  
KNOW?**

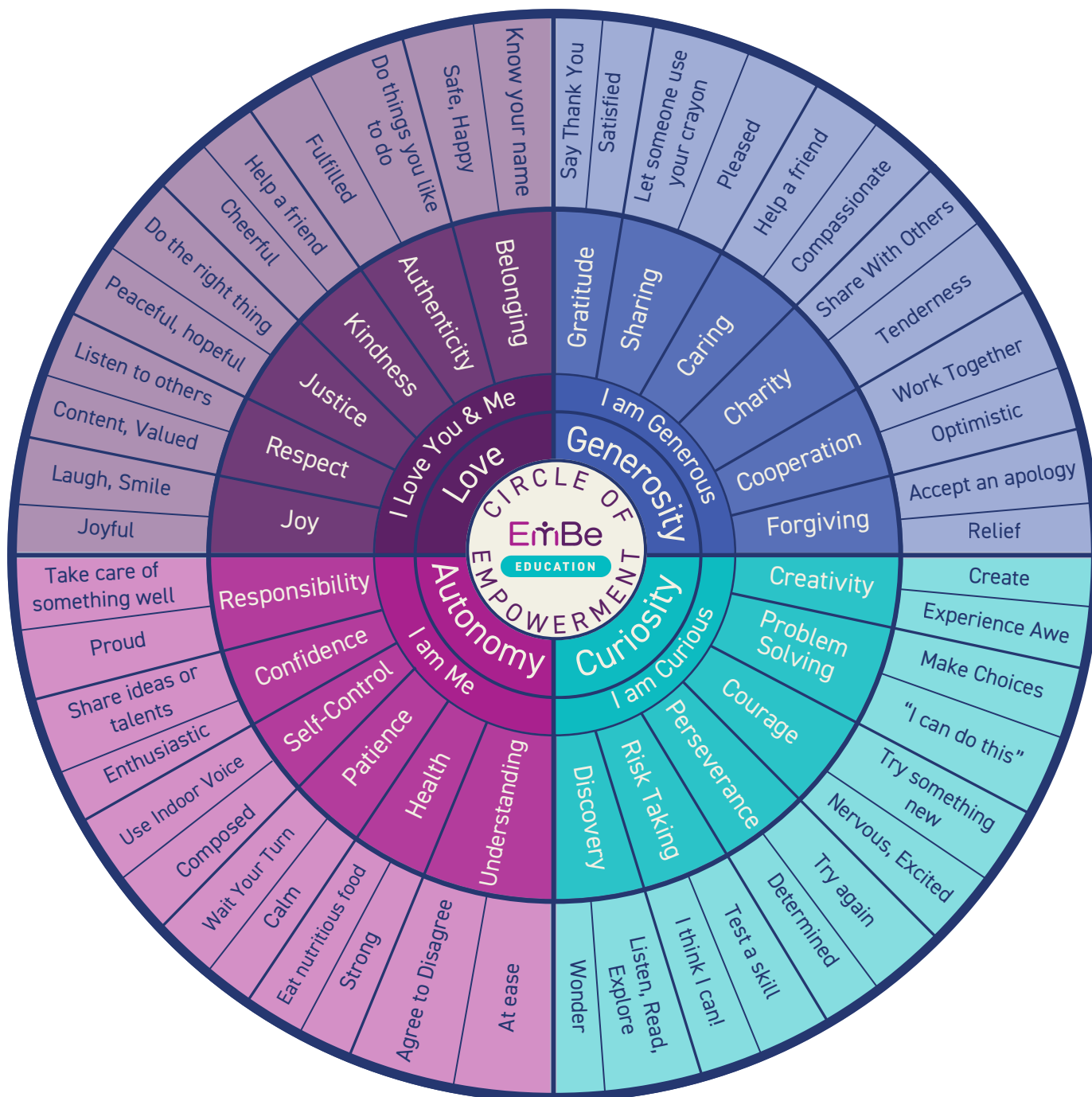
- I was the Camp Counselor for Fergi and Josh Duhamel's child.
- I have had my photographs shown in art galleries around the world 7 times.
- My Great Uncle was the Governor of South Dakota.
- I helped found a Media Production company.



# EmBe

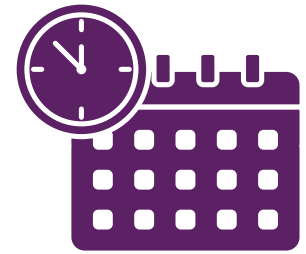
CIRCLE OF

# Empowerment





## DAILY Schedules



### MORNING

**6:00 - 7:30 am** Stations

**7:30 am** Departure for 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 gym. 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 - South  
3510 W. Ralph Rogers Rd.  
Sioux Falls, SD 57108

#### CONTACT INFORMATION

Site Phone: 605-362-9438  
Email: south-sac@embe.org  
Messaging: Procure App



## TRANSPORTATION Details



EmBe will use a bus and vans to transport children to and from school.

- 7:20am drop off limit; arrive to EmBe South by this time to guarantee your child will receive transportation to school. If child is attempted to be dropped off after 7:20, we may have to turn them away if the transportation vehicles have already departed.
- 3:30pm arrival to South; children are expected to be back at South by this time

If your child will not be attending EmBe afterschool, it is **IMPERITIVE** that message has been communicated to EmBe. To notify us, please send a message through Procure Classroom Chat by no later than 2pm the day that care is not needed. In emergent situations in which a change has to be made after 2pm, please call EmBe South at [605-362-9438](tel:605-362-9438) in addition to sending a message.

Please attend the open house to discuss transportation details and child attendance in more detail.

### ADDRESS

EmBe - South  
3510 W. Ralph Rogers Rd.  
Sioux Falls, SD 57108

### CONTACT INFORMATION

Site Phone: 605-362-9438  
Email: [south-sac@embe.org](mailto:south-sac@embe.org)  
Messaging: Procure App



PLANNED NO SCHOOL DAYS

## & Extended Care

### **AUGUST**

Friday, 8/29

### **OCTOBER**

Monday, 10/13

Tuesday, 10/14

### **NOVEMBER**

Tuesday, 11/11

Wednesday, 11/26

### **DECEMBER**

Tuesday, 12/23

Wednesday, 12/24 -  
closing at 4pm

Friday, 12/26

Monday, 12/29

Tuesday, 12/30

Wednesday, 12/31

### **JANUARY**

Friday, 1/2

Monday, 1/12

Monday, 1/19

### **FEBRUARY**

Monday, 2/16

Tuesday, 2/17

### **MARCH**

Monday, 3/2

Friday, 3/20

### **APRIL**

Friday, 4/3

Monday, 4/6

*Hours of Operation 6am-6pm*

*Closed on 9/1, 11/27, 11/28, 12/25, 1/1*



## 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](mailto: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](http://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](mailto: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](https://dss.sd.gov). Our provider number is 010605399. 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](https://embesf.formstack.com/forms/enrollment) to set your weekly amount (e.x., donate \$10/week and round 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](mailto: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 EmBe staff. If you are messaging in regards to child's health, attendance, drop off/pick up, behavior, or other daily care information, please utilize the classroom chat feature so the message gets directly to the staff caring for our child. If you are messaging in regards to billing or are wanting to consult with a manager/director, please use the office chat.

### 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,

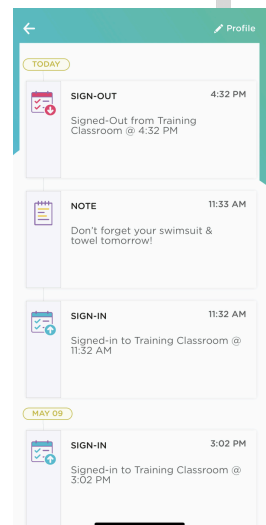
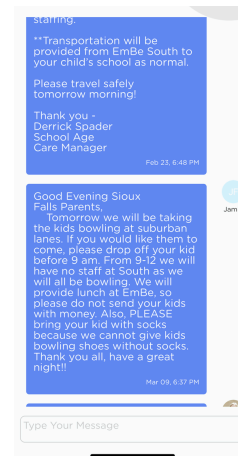
Casey Child Care will be using Procare to stay connected with parents. You have been added to Jenna Carter's profile. Please follow the steps below to get started.

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 [Procure](#) here. If you have any questions, visit our [Help Center](#).

Thank you,  
Procure 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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:dspader@embe.org)



**Sadie Mudder**  
**Customer Service & Billing Manager**  
605-299-2511  
[smudder@embe.org](mailto:smudder@embe.org)



**Jamie Farley**  
**Asst. School Age Care Manager**  
605-518-0333  
[jfarley@embe.org](mailto:jfarley@embe.org)



**Amber Hodkinson**  
**Food Services Compliance Manager**  
605-951-9678  
[ahodkinson@embe.org](mailto:ahodkinson@embe.org)

