

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

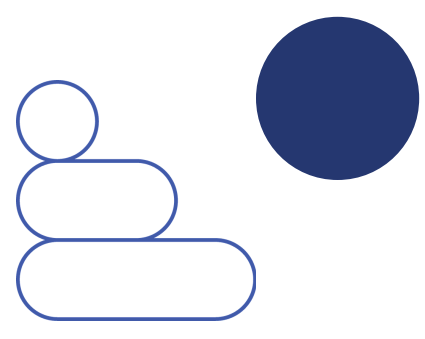




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EmBe's beginnings are rooted in meetings in 1921 that formed the YWCA in Sioux Falls, South Dakota. Our vision to serve women and families has remained strong, empowering people to create meaningful and purposeful lives that serve our community well.

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 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 **Thursday, August 13 from 12 - 8 pm** during orientation day 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 ensure all paperwork is completed and turn in medication. This will help us ensure the best care for your child. If your child's paperwork is not completed prior to their first day, they will not be allowed to attend until it is completed and submitted.

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



Derrick Spader
Director of Youth Programming
Phone: 605-941-2227
Email: dspader@embe.org



Lissa Murawski
School Age Care Manager
Phone: 605-215-6875
Email: lmurawski@embe.org



Hello!

So glad to have you in our program.

Meet your Site Coordinator Bre Hunter



WHY EMBE?

Working at EmBe has been so rewarding to watch kids develop new skills, build confidence, and reach important milestones. I also enjoy creating a safe, positive, and fun environment where children feel supported and cared for. Working at EmBe allows me to make a meaningful difference in young children's lives while building strong relationships with both the children and their families.

ABOUT ME

Hi, my name is Bre. I am 22 years old from Van Horne Iowa. I enjoy spending time with my family and friends, and I am passionate about my dogs, Tank and Cleo. In my free time, I love to go shopping. I would describe myself as outgoing, creative, and caring and I am always looking for ways to grow and improve.

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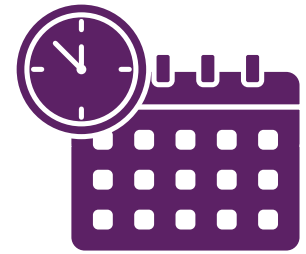
FACTS

**DID
YOU
KNOW?**

- Fall is my favorite season
- My favorite color is blue
- I love my iced coffees
- Halloween is my favorite holiday



DAILY Schedules



MORNING

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

AFTERNOON

- 3:00 - 3:30 pm** Arrival, EmBe Provided Snack & Announcements
- 3:30 - 4:15 pm** Outside
- 4:15 - 5:30 pm** Curriculum & Free Choice Stations, Gym Time
- 5:30 - 6:00 pm** Free Choice / Clean-up

ENTRANCE

Enter through the main front doors. EmBe school age care is held in the "commons" area. We secure our sites by locking the inside doors. Please ring the doorbell to request access and a staff member will give you access. Parents are required to check-in and check-out their child via brightwheel on the site iPad or personal device. The iPad can be found on the Parent table. See a staff member if you need help locating 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.)
- Any Nut products

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 No School days. Trips may include the Washington Pavilion, City Parks, etc. 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

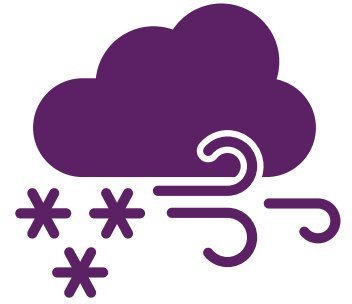
CONTACT INFORMATION

Site Phone: 605-360-3328
Email: horizon-sac@embe.org
Messaging: brightwheel app - Staff & Admins thread



INCLEMENT

Weather Policy



EmBe is committed to providing safe program operations during inclement weather. Weather conditions may require delayed openings, early dismissals, modified programming, or program closures. Decisions will be made based on the safety of participants, families, and staff. Program leadership will communicate any operational changes to staff as early as possible through Brightwheel.

School Age Care operates in partnership with local school districts and follow the operating decisions of their host district.

UNLESS OTHERWISE DIRECTED BY EMBE LEADERSHIP:

- If a school district cancels school due to inclement weather, SAC programming at that site will also be canceled.
- If a school district announces a late start, before-school care will not be provided unless otherwise communicated.
- If a school district dismisses early or cancels after-school activities due to weather, EmBe leadership will determine whether after-school programming can safely operate based on staffing, transportation, and facility availability.
- On weather-related no-school days, program availability will be determined by EmBe leadership in collaboration with partner school districts and communicated to staff and families via Brightwheel.
- Some sites may have unique operating procedures based on district agreements or facility availability. Staff should follow the direction provided by program leadership for their assigned location.



PLANNED

No School Days

September

Friday, September 4 - Early Release

October

Tuesday, October 6 - No School

Monday, October 12 - No School

Friday, October 30 - Early Release

November

Wednesday, November 25 - No School

December

Tuesday, December 22 - Early Release

Wednesday, December 23 - No School

Thursday, December 24 - No School

Monday, December 28 - No School

Tuesday, December 29 - No School

Wednesday, December 30 - No School

Thursday, December 31 - No School

EmBe is closed on:

September 7

November 26-27

December 25

January 1

January

Monday, January 4 - No School

Monday, January 18 - No School

February

Thursday, February 11 - Early Release

Friday, February 12 - No School

Monday, February 15 - No School

March

Wednesday, March 24 - No School

Thursday, March 25 - No School

Friday, March 26 - No School

Monday, March 29 - No School

April

Friday, April 16 - No School

Monday, April 19 - No School

May

Wednesday, May 19 - Early Release

Thursday, May 20 - No School

Friday, May 21 - No School

Hours of Operation 6am-6pm, Early release 1-6pm



FOOD PROGRAM & **Dietary Needs**

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 the age of the child. 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.

If a meal or snack is brought in, it must be clearly labeled with the child's name. Food will be refrigerated if necessary and served by staff while following appropriate health procedures. 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 or the classroom. If providing a snack for your child's classroom, it has to be pre-packaged/store bought and cannot be made at home.

If your child has a food allergy or a parent preference, a meal modification form will need to be completed and in some occasions, a doctor's signature will be required with additional paperwork to follow. If your child's paperwork is not completed prior to their first day, they will not be allowed to attend until it is completed and submitted.

At the time of initial enrollment, and annually thereafter, all families must complete a CACFP Free and Reduced Meals application regardless of eligibility.



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

Tuition is collected through an EFT (Electronic Funds Transfer) from the parent/guardian account to EmBe through brightwheel.

- Set up autopay through the app so you never miss a payment. We respectfully request that families utilize a bank account for payments, as the associated processing fees are substantially lower than those incurred with card transactions. If using a bank account is not feasible, please contact Sadie Mudder for assistance.
- Families will receive an invoice each Friday and autopay will draft the payment from your account on Mondays.
- If you receive child care assistance, your billing process will look different. More information would be shared with you as applicable.
- Monthly and annual statements are available right through the app.
- Tuition rates are subject to change, please confirm rates prior to starting.

CHILD CARE ASSISTANCE

EmBe accepts Child Care Assistance through the South Dakota Department of Social Services. Applications can be found at dss.sd.gov. Our provider number is 018042825. If you'd like additional help or advice on how to apply, please contact Sadie Mudder for assistance.

SCHOLARSHIPS

EmBe has scholarship opportunities. The application can be found at embe.org under additional resources.

TERMINATION/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. The withdrawal form can be found at embe.org/before-after-school-age-care.

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



Sadie Mudder

Senior Customer Service & Billing Representative

Phone: 605-299-2511

Email: smudder@embe.org



CAREGIVER CONNECTION



EmBe utilizes brightwheel, a comprehensive, all-in-one software platform to collect enrollment paperwork, communicate with families, conduct billing, and provide real-time updates once your child is enrolled.

SIGN-UP

Parents/guardians and approved pickups will receive an invite to brightwheel. All are encouraged to sign up for the app to help make the pick up/drop off process smooth. Parents/guardians will have access to all brightwheel features where as approved pickups will only have the ability to check a child in/out. If parents/guardians would like to grant their approved pickups a higher level of access, we can adjust their settings to include visibility into daily activity.

DAILY CHECK IN/OUT

All children must get checked in/out of brightwheel daily by respective drop off/pick up personnel. This is imperative for appropriate records to be maintained. This process can be completed by opening brightwheel on your personnel device, scanning a QR code, and inputting your unique 4 digit code.

MESSAGING

Brightwheel offers two different messaging options. The staff & admins thread should be utilized to communicate with the site staff. This can include information about your child's needs or attendance. The admins thread can be used to ask enrollment/billing questions or get in contact with a manager.

CALENDAR & PAPERWORK

Reference the calendar for upcoming events, closures, etc. View forms, files, and more under paperwork. Food menus, handbook, tuition rates, etc. will be available here.

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



Sadie Mudder

Senior Customer Service & Billing Representative

Phone: 605-299-2511

Email: smudder@embe.org



SCHOOL AGE CARE

Behavior Policy

OUR PURPOSE

At EmBe, we're committed to creating a safe, supportive, and fun environment. Our behavior policy helps children grow socially and emotionally by teaching self-regulation, kindness, and responsibility.

WHAT WE EXPECT FROM CHILDREN

Children in our care are expected to:

- Respect People: Use kind words and actions; keep hands and feet to self; include others.
- Respect Property: Use materials safely; help clean up; care for shared spaces.
- Follow Directions: Listen to staff; ask questions; stay with the group.
- Stay Safe: Walk indoors; use equipment properly; follow emergency procedures.

Staff model these behaviors and use praise, routines, and positive reinforcement to support success.



Read the full policy by scanning the QR Code or clicking [HERE](#).



THE Parent Promise

Dear EmBe Families,

Welcome to EmBe Education! We are honored to serve as an extension of your family and are delighted to have your child in our community. To ensure we work together effectively in supporting your child's experience, we would like to outline some key expectations and guidelines that will support us in providing a nurturing and enriching environment for your child(ren)'s growth and development.

Open Dialogue

- Open communication is the foundation of our program. We expect respectful, responsible, and proactive communication to ensure the best outcomes.
- Trust and transparency are essential for the care and education of your child. We ask for your commitment to resolve conflicts and get through 'the hard' together.
- If concern or conflict arises, we encourage direct communication with lead teachers as the best way to solve problems. Should additional support be necessary, please reach out to a Manager. The Director of EmBe Education, Chief Operating Officer, and myvoice@EmBe.org are always available as resources to support communication and conflict resolution.

Participation and Involvement

- We will ask for parent/legal guardian participation in bi-annual feedback surveys; your participation enriches our community and supports your child(ren)'s overall experience.
- We honor parent/legal guardian preference while delivering quality care; the best way to do that is by establishing relationships - we encourage participation at family events whenever possible.
- Active participation and engagement is vital to your student's success. We expect parents/legal guardians to be engaged in brightwheel and respond to teacher and manager requests/inquiries in a timely manner. Children deserve healthy communication between you and our EmBe team.

Policy Adherence

- Policy Adherence: Please familiarize yourself with the Parent/Legal Guardian Handbook and sign the acknowledgement form prior to beginning care.
- We uphold high expectations and comply with all SD licensing requirements; we expect parents/legal guardians to be partners in upholding our expectations and to operate in good faith at all times.
- Policies are designed to keep children safe, promote the highest levels of learning, and to ensure the safety of our team as well. We will address any violation of policy directly and seek positive resolution, and we ask parents/legal guardians to do the same. We look forward to working with you as partners in care, and will use this document to support that partnership.



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 Programs (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 **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
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 Hiatt at mhiatt@embe.org.

Handbook & Additional Resources



Be sure to review the handbook prior to your first day. The Site Coordinator can assist in answering any questions you may have. Additional resources include the food program menu, current tuition rates, and scholarship applications can be found on our website.

embe.org/resources

Questions or concerns?

We are here to help.



Lissa Murawski
School Age Care Manager
Phone: 605-215-6875
Email: lmurawski@embe.org



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



Derrick Spader
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