A PARENTS' GUIDE TO

EmBe School Age Care

EMBE SOUTH

EmBe

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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

EmBe

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 **Monday, August 24th, 5 - 7 pm** in the EmBe South gym.

(Note: this was originally scheduled for Tueday, 8/25 but due to SFSD Elementary Open Houses happening that night, we are planning our open house on Monday, 8/24)

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:



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

Taylor Sickler







WHY EMBE?

I chose Embe because I genuinely enjoy working with children and being part of their growth and development. I believe every child deserves a safe, caring, and positive environment where they can learn, explore, and feel supported.

ABOUT ME

Hi my name is Taylor! I grew up in Pierre, SD. I went to college at Mitchell Technical Institute and received my Associates Degree in Human Services. After graduation, I moved back to my hometown and was an Elementary Special Education Paraprofessional for 5 years. I moved to Sioux Falls in 2021 and was a Special Education Paraprofessional for 4 years in Tea. In my free time I love going to my cousin's sporting events, hanging out with friends, or just relaxing! I'm so excited to be working at EmBe and to get to know each and every one of you!

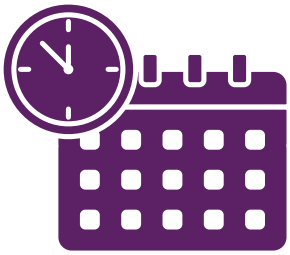
4 FACTS DID YOU KNOW?

- My favorite hobby is hot yoga.
- I need at least 2 energy drinks to make it through the day.
- My favorite sports team is the Denver Broncos.
- My favorite animal is a llama.

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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. Parents are required to check-in an check-out their child via brightwheel on the iPads in the EmBe lobby or on your personal device. Use your personal entry code to access the secure doors. EmBe School Age Care is held in the North side of the gym.

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

CONTACT INFORMATION
Site Phone: 605-362-9438
Email: south-sac@embe.org
Messaging: brightwheel app - Staff & Admins thread

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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.

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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 the brightwheel app - Staff & Admins thread 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 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
Messaging: brightwheel app - Staff & Admins thread

EmBe

PLANNED

No School Days

September

Friday, September 4 - No School

October

Monday, October 12 - No School
Tuesday, October 13 - No School

November

Wednesday, November 11 - No School
Wednesday, November 25 - No School

December

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

January

Friday, January 15 - No School
Monday, January 18 - No School

February

Monday, February 15 - No School
Tuesday, February 16 - No School

March

Monday, March 1 - No School
Friday, March 26 - No School
Monday, March 29 - No School

April

Monday, April 19 - No School

EmBe is closed on:

September 7
November 26-27
December 25
January 1

Hours of Operation 6am-6pm

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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

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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 010605399. 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

EmBe

CAREGIVER CONNECTION

brightwheel

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

EmBe

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.

SCAN ME

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.

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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

SCAN ME

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



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Food Service Compliance Manager
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