

EmBe



SCHOOL AGE CARE

Parent Handbook

2022-2023

Our handbook will introduce you to EmBe’s philosophy and childcare programs. It will be 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.

EmBe reserves the right to make changes to this handbook at any time and for any reason. In the event of a change, every effort will be made to promptly provide updated information to families.

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WELCOME

Thank you for choosing EmBe for your childcare needs. 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 childcare programs have become some of the most respected in the region.

LOCATION AND PROVIDER NUMBERS

EmBe South – PN: 010605399
3510 Ralph Rodgers Rd.
Sioux Falls, SD 57108

EmBe Downtown – PN: 018042534
300 W 11th Street
Sioux Falls, SD 57104

Endeavor - PN: 018042663
2401 W 95th Street
Sioux Falls, SD 57108

Liberty - PN: 01804261944
200 E Willow Ave
Harrisburg, SD 57032

Freedom - PN: 018042556
1101 Tom Sawyer Trail
Harrisburg, SD 57032

Horizon - PN: 018042825
5800 S. Bahnson
Sioux Falls, SD 57103

MISSION:

Empowering women and families to enrich their lives.

VISION:

We transform lives, supporting success at work, at home and in life.

VALUES:

- **Leading:** Demonstrate excellence and innovation in programs to provide experiences and respond to issues that impact our community.
- **Empowering:** Provide the tools to build and achieve personal success throughout the continuum of life. Help each person be the best they can be at each stage and age.
- **Inspiring:** Build confidence and provide opportunities, so participants realize their potential. Meet people where they are and help grow their possibilities.

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.

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. Children already enrolled in our programs will automatically roll over into the next program. If your child will no longer be needing our services, please visit <https://embesf.formstack.com/forms/changeform> to complete the child change form. There is no drop in for the summer program.

Before & After School Care: It is important for children to have a safe and productive way to spend time after school and during the summer. Latch key kids can face many risks. They may worry, eat poorly, watch too much television or neglect their homework. Fortunately, EmBe has a great before & after school program and summer program so your school age child will have a place to go where they can interact with friends, learn with hands-on activities such as STEAM, work on homework and relax. The program is everything you ever wanted in a safe childcare experience and more! EmBe is licensed by the South Dakota Department of Social Services. Children are accepted without regard to race, creed, color, religion, sex and/or national origin.

No School Days Care: EmBe offers fun day camp opportunities such as bowling, roller skating and indoor swimming along with many activities at the site your child(ren) has chosen when school is closed. These activities craft projects, gym games, creative play, outdoor activities and STEAM, we know children stay busy!

Summer Care Camp: Every child is different, but they all have one thing in common-they like to have fun! Our summer program offers your family 10 to 13 weeks of safe, conveniently located care that will work with your busy schedule. Your child will have fun participating in a wide range of engaging activities to enrich their summer experience. The Summer Program offers a weekly theme-based program with many activities to keep students educated and entertained! We fill these days with STEAM, crafts, sports, club days, indoor and outdoor swimming, community service projects, special guests, field trips and more!

HOURS OF OPERATION

Drop off at all locations is 6:00 AM. We will not provide care at any locations prior to 6:00 AM. Parents may pick at any time before 6:00 PM, late fees may be applied for any pick ups after 6:00 PM.

HOLIDAYS+

EmBe School Age Care 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 weekday 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. A part-time rate will be charged for weeks that have a holiday.

TUITION OPTION 1 OR TUITION OPTION 2

Families enrolled in EmBe's School Age Care (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.

Before and After School - EmBe South		
	Full Rate	Scholarship
Option 1 - Including no-school Days	\$109.00	\$87.20
Option 2- Before/After only	\$100.00	\$80.00

Before and After School - Harrisburg		
	Full Rate	Scholarship
Option 1 - Including no-school Days	\$93.00	\$74.40
Option 2- Before/After only	\$74.00	\$59.20

No School Days

\$52.00

ADMINISTRATIVE STAFF CONTACT INFORMATION

- Derrick Spader, Manager of School Age Care (605) 681-8572
- EmBe South (605) 681-8960

ARRIVAL AND DEPARTURE

When arriving and departing, parents must sign their children in and out on paper forms on the parent information table at their designated site. Sign-in and out records are used to validate billing and food program participation. All accounts are audited quarterly for billing accuracy.

It is the responsibility of each parent to make sure a caregiver acknowledges their arrival and departure from a room. School age parents or designee must accompany their children and personally sign them in to and out of the program. Sign-in and sign-out sheets are legal documents ensuring the accuracy and safety of all children arriving and departing. Failure to sign in or out on a repeated basis will result in a meeting with the School Age Care Manager and/or removal from the program.

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. 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.

In the event that no one can be reached, the School Age Care Manager will call the police/Child Protective Services by 6:30 pm.

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 12:00 pm if their child is going to be absent. If a student is expected and fails to show, the following steps will be taken and a \$10.00 no contact fee will be charged to the tuition account

Ralph Rogers Road Location

Immediately after check-in is completed during pick up at the select schools, EmBe front office will call 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.

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:

- ProCare
- Daily visits with the classroom teacher and/or the Site Coordinator
- Parent-teacher, parent-coordinator, parent-manager meetings as needed

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

ADMISSION AND ENROLLMENT

EmBe's childcare centers are licensed by the South Dakota Department of Social Services for children ranging in age from four weeks through 5th 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 must complete the online registration and tuition express 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; \$50 per child

TUITION AND FEES 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 payments declined (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.

Tuition rates will generally adjust at the beginning of the school year.

LATE PICK UP FEES

EmBe's sites 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 the part-time rate 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. Any change in your weekly fee needs to be approved by finance.

TERMINATION/WITHDRAWAL ONLINE CHANGE FORM

A two-week notice must be given *prior* to withdrawing from a program by visiting <https://embesf.formstack.com/forms/changeform> to complete the online 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 be attending.

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), such as 1:1 care.
- Continual lack of parental compliance to program policies
- Failure to provide immunization record updates and other necessary forms for enrollment.

SUPPLIES

All items brought to the center must be clearly labeled with the child's name. The program will provide all supplies necessary for activities.

PERSONAL BELONGINGS

We strongly discourage personal belongings from home. EmBe is not responsible for lost, damaged, or stolen property. EmBe will not oversee money, chargers, or any other personal valuables.

TECHNOLOGY

The use of personal technology devices during program hours is prohibited. Children must keep all technology in their bags or lockers unless given permission from a staff member. Staff will confiscate any personal devices in use without permission and will return to a parent/guardian at pick up. Any technology required for program activities will be provided by EmBe. Should a child need to communicate with a parent for any reason a phone will be provided. Any inappropriate use of technology will be investigated and disciplinary action up to and including expulsion from the program will be pursued.

MEALS and SNACKS

Breakfast, and afternoon snacks 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'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 breakfast and lunch. 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.

If a meal or snack is brought in, it must be clearly labeled with the child's name. EmBe does not heat up food that is not provided through EmBe, EmBe also does not provide refrigeration for School Age Care program for outside snacks/meals. If a child has a food allergy, EmBe must have a doctor's note stating specifics of the allergy.

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

To promote a safe environment for all students, EmBe has implemented a “Nut Safe” policy because so many children have life threatening allergies. This is a strategy to educate parents and staff about reducing the risk of exposure to life threatening foods. It is important to note that the safety of children with severe reactions requires the cooperation of the entire community.

As an organization, EmBe strives to provide a nut free environment in all of our programs and services. This includes peanuts and tree nuts. 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. This can happen so easily – the hands of a friend who has just finished a peanut butter and jelly sandwich, a JELLYBELLY jellybean, or cookies from a bakery baked on the same pan as a peanut butter cookie. Again, it only takes the slightest smell, touch, or ingestion.

That said...we are asking parents and guardians to please keep this in mind when sending lunches from home, birthday treats, or any other snacks to an EmBe program or facility. Please take time to read the labels of any prepackaged product or to pick up the phone and call with any questions.

Identification

Please read carefully so that you fully understand the guidelines that will be in place:

1. All snacks provided by EmBe will be free of peanuts and tree nuts.
2. Children must refrain from bringing into school ANY products that contain peanuts and tree nuts. This includes all snacks as well as lunch items.
3. If a lunchbox is found to have peanuts and tree nut products, those items will be removed, and an alternative nut-free item provided.
4. We do not allow food sharing at school unless it is a special occasion (holiday parties, fruit and veggie sharing days, and other special events). We do check ingredient lists during these events to eliminate any possible reactions.
5. Any baked items brought in for celebrations should be peanut and tree nut free and store bought with the ingredient label intact.

For more information, look at <https://www.foodallergy.org/>

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 three (3) days in advance. Written parental permission is required before your child may participate in any field trip. All field trips are approved by the School Age Care Manager and are planned to ensure a positive experience for children.

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.

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 AND 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 designated EmBe program location. 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 for children under 40 pounds, or at the written request of a parent/guardian. 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.

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.

BEHAVIORAL MANAGEMENT POLICY

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.

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

In keeping with our mission and values at EmBe, we keep dignity and respect at the core of our relationships. EmBe is committed to a safe and civil environment for all children, employees, parents/legal guardians, clients, volunteers and community members that is free from harassment, intimidation or bullying. Harassment and other inappropriate conduct that relates to, or is directed toward someone because of race, color, creed, religion, marital status, sexual orientation, national origin, ancestry, disability, military status, age, or any other status protected by applicable law, where such conduct may have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment, not conducive to our culture, is against EmBe policy and will not be tolerated.

"Harassment, intimidation or bullying" means any intentionally written message or image — including those that are electronically transmitted — verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- Physically harms a child/client or damages the child's/client's property;
- Has the effect of substantially interfering with a child's care or child's/client's program participation;
- Is so severe, persistent or pervasive that it creates an intimidating or threatening environment; or
- Has the effect of substantially disrupting the orderly operation of the following EmBe programs: Childcare & Preschool, School Age Care, any Girls and Youth Development Programs, Dress for Success Sioux Falls, Women's Leadership and Aquatics.

Training

This policy is a component of EmBe's responsibility to create and maintain a safe, civil, respectful, and inclusive learning community and will be implemented in conjunction with comprehensive training of staff.

Prevention

EmBe will provide children/clients with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train staff and support children, EmBe will seek partnerships with families, law enforcement and other community agencies, such as Avera and Sanford for additional resources and support.

Consequences

EmBe will consider the frequency of incidents, developmental age of the child, client background and severity of the conduct in determining intervention strategies. Consequences will range from counseling to temporary program removal, permanent program removal and law enforcement referrals.

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 Managers. (See page 5 for contact information).

- No parent or adult is permitted to curse or use other inappropriate language (including gestures) 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. If a parent exhibits out of control behavior, the parent will be asked to leave the building immediately, an investigation will be conducted, and a temporary or permanent building ban may be implemented.
- All threats will be reported to law enforcement.

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 School Age Care 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 School Age Care, both parents shall be afforded equal access to their child as stipulated by law. EmBe School Age Care cannot, without a court order, limit the access of 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 School Age Care 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 School Age Care staff will contact the local police should a conflict arise.

The role of EmBe School Age Care is to care for children, not to be a party to the conflict between parents or family members. We do not write any letters regarding legal custody situations.

TOBACCO AND VAPE FREE POLICY

EmBe is committed to providing a safe and healthy workplace and to promoting the health and well-being of employees, customers, and visitors. Tobacco and vaping products are prohibited throughout the EmBe facility or on EmBe property or in the presence of and for the duration of any offsite EmBe programming (field trips).

SECURITY

Each center is equipped with authorized pick up lists and verified photo ID pick up requirements. All authorized pick ups must show a valid photo ID until such a time as they are recognizable by and known to staff. In the event of teacher substitutes or staff changes, all authorized pick up persons must be prepared to show an ID at any time. Should a parent require a pick up from someone not on the pick up list, the parent must notify the site coordinator and/or School Age Care Manager by phone or text as early as possible. This person will be required to show a photo ID and sign out the child. No child will be released to any non-listed persons without prior parent/guardian consent.

SAFETY POLICY

Please be particularly mindful of EmBe's entrance procedures. All parents and guardians are required to follow the security procedures for pick up and drop off. These procedures are designed not as a mere inconvenience, but to protect the welfare and best interest of the employees, children and associates of EmBe childcare, preschool and School Age Care programs. We all like to be polite. However, we need to be careful not to allow unauthorized pick ups or contact with persons unauthorized to interact with a child. Holding the door open for or identifying a child for another person following you may, in fact, be polite; however, that person may not be authorized to enter the premises or contact that child. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the site coordinators or School Age Care Manager.

EMERGENCY EVACUATION

Fire drills and tornado drills are conducted on a regular basis according to licensing regulations with evacuation routes posted in each room. In the event of an actual fire, children are evacuated to neighboring sites. Each site is equipped with emergency plan procedures and they are available to anyone upon request. A copy of evacuation sites and phone numbers will be included in each welcome packet. In the case of a real emergency, parents will be contacted via their work, cell or emergency contact phone numbers of record as soon as possible.

INCLEMENT WEATHER

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.

School-Based Harrisburg Elementary Schools

Embe follows the wishes of the Harrisburg School District in all of the cases listed below:

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.

Early Dismissal Announcement

EmBe will not transport to or from any Harrisburg School when school is closed due to inclement weather. Buses will NOT run. However, the EmBe South facility may be an alternative in these situations. Parents must provide transportation for their children from school to EmBe South on these occasions. No after school care will be provided in any of the schools.

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, Journey, and Adventure 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.

- Early Closure Announcement (before 6:00AM) - When the Harrisburg District announces school closure before 6:00AM, there will be no before or after school care provided in the Harrisburg schools.
- Late Closure Announcement (after 6:00 AM) - When the Harrisburg District announces school

(No School Continued)

- closure after 6:00 AM, but before the start of the school day, morning care will be provided until 8:00 AM. Children must be picked up by 8:00AM. If the EmBe South location is open children may be brought there for care.
- Late Start Announcement - When the Harrisburg District announces a late start before 6:00AM, no morning care will be provided, but after school care will be provided.

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.

COVID Related Closures

EmBe School Age Care reserves the right to close programs at any time with or without notice due to any circumstance that can jeopardize the health, safety, and welfare of children and/or staff. This could include but is not limited to specific classroom closures, site closures, or a change in hours of operation. EmBe School Age Care is determined to be a safe and reliable option for school age care. With that in mind, EmBe will make every effort to remain open without compromising the standard of care for our students and staff. In order to avoid closure or change in hours, the following steps will be taken.

1. All materials and sites will be thoroughly cleaned every day.
2. Any positive case (child or staff) will be sent home immediately and all recommendations per the CDC and state guidelines will be adhered to.
3. Before closing any site EmBe will make every effort to arrange suitable staff substitutes, explore location changes, and combine program sites or age levels.
4. If we cannot avoid closure, EmBe will notify all parents immediately.

We deeply appreciate your understanding as we continue to navigate the changing guidance and requirements of School Age Care providers.

CHILD ABUSE

EmBe employees are mandatory reporters. South Dakota Law 26-10-10 requires child care 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.

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, School Age Care Manager and/or the Executive Director of Childcare 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 hour;
- 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 Manager 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 Manager if all policies for return have been met.

MEDICATION

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 and stored on site. 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 refrigerator either in the room or kitchen area.

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. Arrangements then need to be made on picking the ill child up, preferably within an hour of notice.

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.



RECOMMENDATIONS for Temporary Exclusion from a CHILD CARE SETTING

Children should be excluded from a child care 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.
- **COVID-19**: exclude based on current CDC and SD Department of Health guidance, see website doh.sd.gov.
- **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 the child has been cleared by a physician.
- **Head lice (Pediculosis Capitis)**: refer for treatment at end of program day and readmit once completion of treatment recommended by a physician.
- **Hepatitis A**: exclude until one week after onset of illness.
- **Impetigo (Streptococcal infection of the skin)**: exclude until after 12 hours of antibiotic treatment.
- **Influenza and Influenza-like illness**: exclude until fever has been absent for 24 hours in an unmedicated state. Additional exclusions may be necessary for documented novel strain or pandemic influenza based on SD Department of Health and CDC 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 5 days after the onset of parotid gland swelling.
- **Pertussis (Whooping cough)**: exclude until completion of 5 days of appropriate antibiotic treatment. If appropriate antibiotic treatment is not received, exclude until 21 days after onset of cough.
- **Rash (with fever or behavior change)**: exclude until a physician has determined it is not a communicable disease.
- **Rubella**: exclude until 7 days after onset of rash.
- **Scabies**: exclude until after treatment has started.
- **Shigella**: exclude until treatment is complete and one stool culture is negative.
- **Strep throat (Streptococcal pharyngitis)**: exclude until after 12 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.

2018 Red Book, American Academy of Pediatrics, 31st Edition; 2020 Managing Infectious Diseases in Child Care and Schools, A Quick Reference Guide, American Academy of Pediatrics, 5th Edition; 2015 Control of Communicable Diseases Manual, American Public Health Association, 20th Edition.



If you have questions about infectious diseases or immunizations, contact the Department of Health or your physician.

South Dakota Department of Health, Office of Disease Prevention Services: 605-773-3737 or 800-592-1861

Local Disease Intervention Specialist: _____ Phone: _____

Local DSS Child Care Licensing Office: _____ Phone: _____

See also SD Department of Health disease fact sheet website: <https://doh.sd.gov/diseases/infectious/diseasefacts/>

August 2020