



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

# ErinBe Summer School Age Care

L I B E R T Y   E L E M E N T A R Y





## TABLE OF Contents

3	Welcome
4	Meet the Staff
5	Daily & Weekly Schedules
6	Weekly Themes & Field Trips
7	What to Bring & What Not to Bring
8	Food Program & Dietary Needs
9	Billing & Payments
10	Procare App
11	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 Summer Program

It is important for children to have a safe and productive way to spend time during the summer. 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, 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 a variety of field trips (swimming, 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!

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



**Derrick Spader**  
**School Age Care Manager**  
Phone: 605-941-2227  
Email: [dspader@embe.org](mailto:dspader@embe.org)



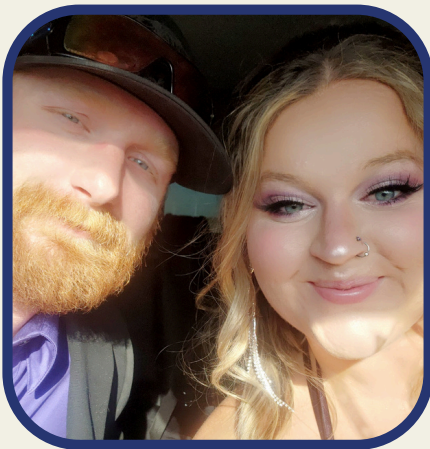
**Jamie Farley**  
**Asst. School Age Care Manager**  
Phone: 605-518-0333  
Email: [jfarley@embe.org](mailto:jfarley@embe.org)



# Hello!

So glad to have you in our program.

## Meet your Site Coordinator Erinn Shape



### WHY EMBE?

Before starting at EmBe in November, I spent some time trying to broaden my different skill sets after spending 8 years in childcare. After my break I realized I missed it, so I chose to work at EmBe. Working with kids has always been easy for me, and I like being able to provide them with a fun, safe, and positive environment. Getting to know each individual child and their family is always a unique experience. I have had a great time with them thus far, and I am excited to see how much more fun we can have this summer!

### ABOUT ME

I started my career in childcare in 2015. I started as an assistant 3-year-old teacher and worked my way up to the Director position by 2019! I decided to leave to explore other interests. I'm excited to be back in childcare! I am originally from Ireton, IA, and graduated in Hills, MN, in 2012. I am the proud aunt of 3 nieces, one nephew, and dog mom to a husky named Ginger and a German Shepard named Nitro! (yes, the hair is insane). I travel any chance I get and I'm a big encourager in always trying new things.

# 4

## FACTS

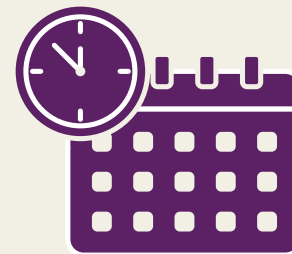
**DID  
YOU  
KNOW?**

- I love party planning
- I don't like being wasteful
- I'm obsessed with the color teal and foxes
- I love concerts, music, festivals, crafts fairs and amusement parks



DAILY

# Schedules



## SITE DAY

6:00 - 9:00 am	Arrival
9:00 - 9:30 am	Whole Group Announcements
9:30 - 11:30 am	Rotations/Activities
11:30 - 12:30 pm	Lunch
12:30 - 3:00 pm	Rotations/Activities
3:00 - 3:30 pm	Snack
4:00 - 6:00 pm	Closing Routines

## SWIMMING & FIELD TRIP DAY

6:00 - 9:00 am	Arrival
9:00 - 9:30 am	Whole Group Announcements
9:30 - 10:30 am	Rotations/Activities
11:00 - 1:00 pm	Lunch
1:00 - 3:00 pm	Swimming / Field Trip
3:00 - 3:30 pm	Return from Swimming/Field Trip
3:30 - 4:00 pm	Snack
4:00 - 6:00pm	Closing Routines

WEEKLY

# Schedule

**Monday** - Site Day

**Tuesday** - Field Trip

**Wednesday** - Swimming

**Thursday** - Site Day

**Friday** - Swimming



## WEEKLY THEMES & **Field Trips**

May 28 - 31: **Safety First** 🚫🕶️🚧

- No Field Trip/Swimming

June 3 - 7: **Bugs, Butterflies, & Birds** 🐛🦋🐦

- Mary Jo Arboretum

June 10 - 14: **Cosmic Travels Through Outer Space** 🪐🔭

- Washington Pavilion - Planetarium

June 17 - 21: **Buccaneer Bonanza** ⚓

- Tuthill Park Treasure Hunt

June 24 - 28: **Explore the Outdoors** 🏕️👢

- Sertoma Park/Outdoor Campus

July 1 - 5: **Party Like It's 1776** 🇺🇸🎆 \*Closed July 4

- Bowling

July 8 - 12: **Game Shows & Trivia** 🏆🎤

- TBD

July 15 - 19: **EmBe Summer Olympiad** 🏅🏅🏅

- Wings and All-American Gymnastics

July 22 - 26: **Cultures of the Northern Plains** 🌲🌿🌳

- Pipestone National Monument

July 29 - August 2: **Wild West** 🤠

- Prairie Village

August 5 - 9: **Reefs and Waves** 🪸🌊

- TBD

August 12 - 16: **Farewell to Summer** 🙌🏖️☀️

- B&G Milkyway

\*Subject to change due to weather and other circumstances.



# What to Bring & What Not to Bring

## Every Day:

- Water Bottle
- Sunscreen
- Bug Spray
- Bag/Backpack

## Swim Days:

- Water Bottle
- Swimsuit
- Towel
- Sunscreen
- EmBe T-Shirt
- Bag/Backpack

## Field Trips:

- Water Bottle
- EmBe T-Shirt
- Sunscreen
- Bug Spray
- Bag/Backpack

## Swim Pass

Every child needs to supply their own swim pass. They can be purchased in person at Midco Aquatics Center or any Sioux Falls city pool. Please give the fob to your Site Coordinator before June 3. For children who do not have a swim pass, we will ask that you pick them up before we leave for the pool.

**PLEASE DO NOT SEND CASH**

## 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.*



## 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

Full Time: \$200/week; Flex Care: \$225/week

## 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 and used for registration fees.
- 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. Those signed up for Flex Care will be billed for all weeks selected on May 28th.
- 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 filling out our online form. You cannot update the payment method through the Procure app as it does not reflect on our end.

## STATEMENTS

Statements are available at [myprocare.com](http://myprocare.com). Please note this is different from the Procure app.

## CHILD CARE ASSISTANCE

EmBe accepts Child Care Assistance through the SD DSS. Applications can be found at [dss.sd.gov](http://dss.sd.gov). Our provider number is 018042619. 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.

## 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 child(ren) may not be attending.



SCAN ME  
PAYMENT  
UPDATE



SCAN ME  
CHANGE OR  
WITHDRAWAL

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



**Marcia Ready**  
**Customer Service & Billing Manager**  
Phone: 605-299-2511  
Email: [mready@embe.org](mailto:mready@embe.org)



## CAREGIVER CONNECTION

# Procare

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

### SIGN-UP

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

### DAILY SIGN-IN/OUT

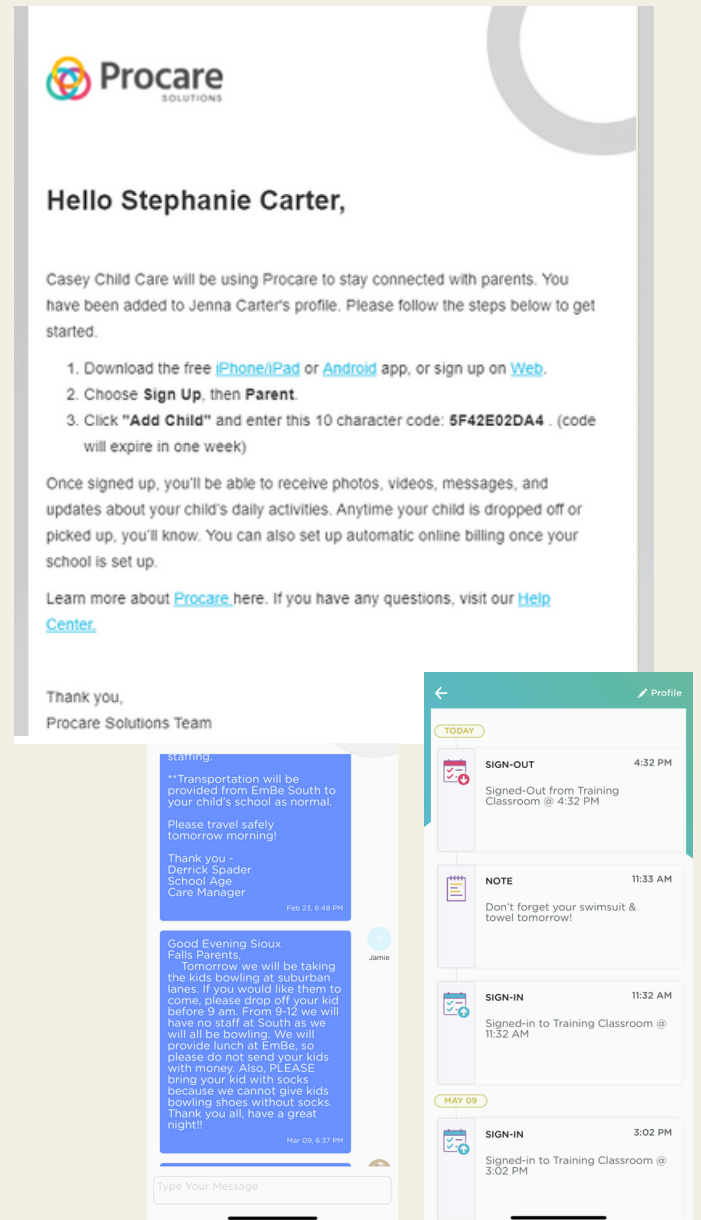
Parents/Legal Guardians must sign in their child(ren) through the Procare app on the site iPad. The site iPad can be found on the welcome table near the entrance, or a staff member can help locate it. Authorized pick-ups must sign out their child(ren) at the end of the day.

### MESSAGING

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

### UPDATES

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



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



**Marcia Ready**  
**Customer Service & Billing Manager**  
Phone: 605-299-2511  
Email: mready@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, and scholarship applications can be found on our website.

## Questions or concerns?

We are here to help.



**Derrick Spader**  
**School Age Care Manager**  
605-941-2227  
dspader@embe.org



**Marcia Ready**  
**Customer Service & Billing Manager**  
605-299-2511  
mready@embe.org



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



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

