

# Parent Handbook



**GREAT FUTURES START **HERE.****

824 East 14th Street, Sioux Falls, SD 57104 | p: (605) 338-8061 | [bgcsiouxempire.org](http://bgcsiouxempire.org) | [youthenrichment.org](http://youthenrichment.org)



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## MISSION STATEMENT

The mission of Youth Enrichment Services, Inc. is to enrich and develop the lives of children, youth and families in the Sioux Empire through comprehensive and educational services necessary to meet evolving needs.

## INTRODUCTION

### Welcome to Youth Enrichment Services

Thank you for your interest in Youth Enrichment Services (YES). Your children will love it here and have so much fun they won't even know they are learning. We employ nurturing teachers with degrees that provide nationally recognized curriculum for all ages developed by a trained curriculum team. We are able to prepare your children for school and lifelong success, all within a safe, secure and stimulating environment. Our huge outdoor playgrounds provide fresh air and room to run, and our indoor gymnasiums provide a place for physical activity for your children.

YES is a non-profit organization that operates child care centers, and provides enrichment services in the Sioux Empire. The staff at YES is dedicated and experienced in providing the kind of caring attention that your children deserve.

Youth Enrichment Services (YES) has been an important part of the community since 1987 when the vision of two local boards saw the need to consolidate the Boys Club and the Girls Club into a single, efficient organization. Since then, YES has been instrumental in touching the lives of thousands of children ages four weeks to age 12 in our community, providing high quality care and enrichment services necessary to support our higher than national average number of working families.

At YES, we have long understood that the children, even older than 12 still need a positive, safe place to go and options in our community are limited, especially after 6:00 p.m. This is why it made sense to consider the many benefits of bringing the Boys & Girls Clubs back to the community. For a modest **\$25 per year membership**, children and youth from ages six to 18 are able to receive the benefits of an afterschool program and *more*. They are able to participate in nationally tested activities with trained adult professionals well into the evening hours, they receive a nutritious meal, they interact in positive ways with peers and others...*they come to a place where great futures begin.*

It also made sense from an organizational perspective to come under the Boys & Girls Clubs national umbrella. The Boys & Girls Clubs of the Sioux Empire is able to access a great deal of resources that strengthen its ability to provide excellent services for children from four weeks to 18.

We are blending the traditional – Youth Enrichment Services – with the new – Boys & Girls Clubs of the Sioux Empire – to expand our impact upon children, families and the community itself.

### Philosophy

YES provides developmentally appropriate programs for children that enable each child to grow and learn at their own pace. The Creative Curriculum Program provides the framework for physical, social, emotional and intellectual development of children. The curriculum is designed to stimulate growth through a balance of guided and self-directed activities. Each child is given the opportunity for individual development and exploration through an environment that is creative, stimulating and nurturing.

## Goal

The goal of YES is to provide a developmentally appropriate program to enable each child to grow intellectually, emotionally, physically and socially while becoming aware of their surroundings and their abilities.

## Our Vision

It is the vision of YES to be the child care provider of choice, delivering high quality child care and enrichment opportunities for children in the Sioux Empire while demonstrating strong leadership and fiscal accountability to its contributors and its customers. Care and enrichment will be available to families when they need it, where they need it, with the service features necessary to meet the unique needs of every child we serve. YES will be seen as a crucial partner in building a vibrant economic and business community while providing care that promotes healthy, happy and prosperous families.

## LOCATION/HOURS OF OPERATION

### **Youth Enrichment Services at 14<sup>th</sup> St**

824 E 14<sup>th</sup> St  
Sioux Falls, SD 57104  
(605) 338-8061 Fax: 338-3739  
Monday-Friday 6:30 a.m. - 6:00 p.m.  
Welcoming children 4 weeks – 12yrs

### **Youth Enrichment Services at 57<sup>th</sup> St**

5015 South Crossing Place, Ste 150  
Sioux Falls, SD 57108  
(605) 334-1133 Fax: (605) 335-4323  
Monday-Friday 5:40 a.m. - 6:30 p.m.  
Welcoming children 4 weeks – 12 yrs.

### **Youth Enrichment Services-Eastside**

700 S. Sneve Ave  
Sioux Falls, SD 57103  
(605) 339-2095 Fax: (605) 339-1311  
Monday-Friday 6:00 a.m. - 6:30 p.m.  
Welcoming children 4 weeks – 12yrs.

### **Brandon Locations and Programs**

*Kindergarten Plus --AM & PM Sessions*  
*Located at Brandon Elementary*  
Robert Bennis, Brandon Elementary,  
Fred Assam Elementary

### **Harrisburg Locations and Programs**

*School Age Enrichment*  
Liberty, Explorer, and Journey  
Freedom is transported to Liberty

### **School Age Enrichment Sioux Falls**

*Transported Sites*  
*(14<sup>th</sup> St, Eastside and Hillcrest)*  
Anne Sullivan, Cleveland, Eugene Field, Garfield, Harvey Dunn, Hayward, Hawthorne, Horace Mann, Jefferson, John Harris, Laura Wilder, Longfellow, Lowell, Mark Twain, Robert Frost, Terry Redlin, and Rosa Parks  
*Summer and Extended Programs*  
Eastside Learning Center, 14<sup>th</sup> Street Learning Center, Harrisburg and Brandon

YES is closed for the following holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day and Christmas Day. If the Holiday falls on a Saturday, YES will be closed on the Friday before the holiday and if the holiday falls on a Sunday, YES will be closed on the following Monday. There is no reduction in tuition for these holidays.

YES School Age Enrichment will close one working day prior to the end of the public school year to prepare for the summer program, and one working day prior to the beginning of the public school year to prepare for the fall program. The rates for these weeks will be adjusted accordingly.

## **PROGRAM DESCRIPTIONS**

### **Early Childhood Education (Infant & Toddler Care)**

YES' Infant and Toddler Care program offers children a fun, safe, healthy and nurturing atmosphere for children four weeks through two years. The year-round licensed program is individualized to meet the needs of every child by communicating and working with families to develop strategies to build on each child's personality, interests, culture, capabilities and learning styles. The developmentally appropriate *Creative Curriculum for Infants and Toddlers* incorporates age appropriate activities such as story and group time, music and movement, gross and fine motor development, science and sensory and creative expression through art and dramatic play. Children are learning about themselves, expressing their independence and learning to communicate each day. On-going communication with parents is enhanced with monthly Early Childhood Education calendars and newsletters, weekly classroom newsletters, and individual daily reports. YES also provides parent-teacher conferences, family programs and opportunities for parent involvement. These programs are offered at the 14<sup>th</sup> St, Eastside and the 57<sup>th</sup> St Learning Centers.

### **Early Childhood Education (Preschool & Pre-Kindergarten)**

The Pre-School and Pre-Kindergarten program provides year-round (Monday – Friday) licensed, safe, healthy and nurturing childcare for three to five-year-olds. The program offers daily preschool and wrap-around childcare with an early childhood curriculum that is based on *The Creative Curriculum for Preschool* and the South Dakota Early Learning Guidelines. The daily routine includes circle time (calendar and weather with music activities), literacy and math small groups, outside/gym time for large motor development and centers that include creative art, sensory, computer, writing, blocks, science, dramatic play, library and fine motor. Throughout the day children are expanding their knowledge while learning to express themselves, build vocabulary, be creative, develop social skills and reinforce their fine and large motor skills. These programs are offered at the 14<sup>th</sup> St Eastside and 57<sup>th</sup> St.

### **Early Childhood Education- Community-based Head Start**

YES and the Sioux Falls School District Head Start Program work in partnership to provide community-based Head Start services for preschool age children whose families are considered eligible according to Head Start guidelines. Community-based Head Start is a full-time federal program that helps prepare children for school. The program offers daily Head Start services and wrap-around childcare in accordance with the Sioux Falls Early Childhood Programs, which emphasizes each child's individual developmental skills. Following the *High Scope* curriculum, as implemented through Head Start, the "plan-do-review" routine includes greeting, planning, work (art, dramatic play, library, writing, manipulative, blocks) and recall times. *High Scope* also incorporates small and large group times, all focusing on the individual needs of each child. Families who enroll their children in the Community-based Head Start program establish a relationship with their child's teacher through home visits, conferences and family meetings. Head Start also provides assistance towards childcare costs so that parents whose children are enrolled in the community-based program can work or attend school. Head Start services are offered at the

14<sup>th</sup> St Learning Center.

## **Kindergarten Plus Program**

Kindergarten Plus is a school-year program designed for the children attending half-day kindergarten in the Brandon School District. The program includes educational activities that enhance and reinforce the school day curriculum. The program also includes hands-on stations: literacy, math, science, creative art, dramatic play, story time and large motor gym activities. Lunch is provided with the purchase of a lunch ticket, through the school lunch program. The hours of the program are 7:30am -3:00pm and are available for full-time families only. The Kindergarten Plus Program is offered at Brandon Elementary for students enrolled at the Brandon schools. YES provides transportation with school busses to and from the program.

## **Before and After School Enrichment- Out of School Time**

The Before School programs offer a safe and positive start to each child's day. The program includes activities that are fun while preparing each child for the day. Breakfast is also part of the program. Before care is offered at the Eastside Learning Center and Harrisburg Explorer, Liberty and Journey (*times vary depending on location*).

After School Enrichment is a licensed Out of School Time Program for Kindergarten through sixth grade students, operated by YES in cooperation with the Brandon, Harrisburg and Sioux Falls School Districts. After School Enrichment offers a curriculum that follows the South Dakota State Standards in reading, writing, math and science. This curriculum balances educational activities (literacy, library, math, science, art) with social (sewing, cars and blocks, board games, dramatic play) and physical development activities. Currently, After School Enrichment operates 9 offsite programs in the following schools: (Brandon) Robert Bennis, Brandon, and Fred Assam. (Harrisburg) Explorer, Liberty, Journey and Freedom (*transported to Liberty*). Transportation is provided from Sioux Falls elementary schools: Anne Sullivan, Cleveland, Eugene Field, Garfield, Harvey Dunn, Hayward, Hawthorne, Horace Mann, Jefferson, John Harris, Laura Wilder, Longfellow, Lowell, Mark Twain, Robert Frost, Terry Redlin, and Rosa Parks.

Transported sites are the 14<sup>th</sup> Street Learning Center, the Eastside Learning Center, and Hillcrest Baptist Church. After-school programs operate from school dismissal time until 6:00 pm unless otherwise posted.

## **Extended Hours**

The Extended Hours program provides licensed childcare for school age children, kindergarten through sixth grade on out of school days and most holiday breaks. Care is provided at the 14<sup>th</sup> St Learning Center, Eastside Learning Center, Brandon and Harrisburg. Extended Hours offers a curriculum that follows the South Dakota State Standards in reading, writing, math and science. This curriculum balances educational activities (literacy, library, math, science, art) with social (sewing, cars and blocks, board games, dramatic play) and physical development activities. Hours of operation for extended hour days are 6:00 am to 6:30 pm unless otherwise posted. Breakfast, lunch and an afternoon snack is provided. Care will be provided at a Brandon or Harrisburg site if the Sioux Falls schools are in session.

## School Age Summer Enrichment Program

The School Age Summer Enrichment Program is a licensed program that includes educational, recreational and social opportunities for youth five to 12 years of age. The summer program offers a curriculum that follows the South Dakota State Standards in reading, writing, math and science. This curriculum balances educational activities (literacy, library, math, science, art) with social (sewing, cars and blocks, board games, dramatic play) and physical development activities. In addition, weekly field trips are scheduled around thematic units. Swimming is offered weekly for children. Summer care is available at the 14<sup>th</sup> Street Learning Center, Eastside Learning Center, Journey and Explorer in Harrisburg and Robert Bennis Elementary in Brandon. Children ages five through 12 may attend the Brandon and Harrisburg programs. At the Sioux Falls locations, children five through second grade are able to attend the 14<sup>th</sup> St Learning Center; children five through 12 years old are able to attend the Eastside Learning Center.

## ADMISSIONS

Prior to admission, the parent/guardian for each child must complete the enrollment packet which includes but is not limited to:

- 1) Enrollment Form
- 2) CACFP Eligibility Application
- 3) Childcare Fee Agreement (income verification is required for scholarships)
- 4) Tuition Express Form
- 5) Grant Funding Survey
- 6) Child's Schedule
- 7) Completed Child Care Assistance application (if eligible)

Parents must also submit a \$35 Registration/Technology Fee per child and a copy of the current immunization records signed by medical personnel. YES is committed to the principle of equal opportunity to those seeking enrollment of children to our childcare centers without regard to race, color, religion, national origin or sex. The childcare centers may enroll children with special needs, which include but are not limited to hearing loss, language delays, physical disabilities or challenging behaviors if it is in the best interest of the child and the center.

## ARRIVAL & DEPARTURE

Parents/guardians must authorize in writing anyone picking up their child (ren). All children must be escorted **into the classroom by a parent/guardian or authorized individual over the age of 16**. Please make sure your child's teacher is aware of their arrival and departure from the classroom.

Parents must notify the childcare center if children are to be dropped off later than normally scheduled or if they will not be attending on a scheduled day. **Any changes in schedules** that are not communicated within one **half-hour** before or after scheduled arrival time may result in our inability to **provide care** for that day. It is also important to notify the center if children are to be

picked up later or earlier than normally scheduled since children often go on field trips, walks or other outings.

## Schedules

In order to comply with state licensing regulations it is crucial that we have accurate and up-to-date schedules for all children in our classrooms. Schedules will be required for each child attending our programs to ensure we are appropriately staffed and to meet teacher-to-child ratios.

School age parents are required to fill out monthly schedules due on the 20<sup>th</sup> of each month for the following month. However, we do understand that some of our families are not able to give us a monthly schedule. For these families, please make arrangements with your director. After School Enrichment schedules are used to track attendance for billing so please fill in each day, paying particular attention to any extended care days. For all extended care days that care is needed, please include all times your child will be with YES so that accurate staffing levels may be maintained. If you indicate on the schedule that your child will be in attendance on an extended day, we will consider you signed up and you will be billed for that day. Staffing must be planned according to children scheduled, so YES ***will not*** be able to issue a credit if you don't attend due to an incorrect schedule. If you need to make changes to your schedule after it is submitted, call the center office as soon as possible.

## ABSENCES

Parents must notify the childcare center of all absences in order to staff accordingly. The center must be notified each day that the child is not in attendance, unless the number of days absent is initially communicated. Extended absences without notification may result in termination of services.

If a child is absent from an After School Enrichment program and the 14th Street Learning Center has not been notified, YES staff will make every attempt to contact a parent/guardian or emergency contact to verify that the child was picked up by a parent or alternate plans were made for the child. If YES staff are unable to contact a parent/guardian or locate the child, YES policy requires that the Sioux Falls Police Department be contacted to assist with locating the child. It is very important to keep all of your contact information for your family and emergency contacts up-to-date.

## ITEMS FROM HOME

### Early Childhood

All parents/guardians are asked to bring a change of clothing marked with your child's name in case of an accident, appropriate outdoor clothing, and a blanket for nap time. Blankets must be taken home and washed weekly or more often at the center's discretion.

**Please do NOT bring toys or games from home.** If your child brings toys or games from home the toys and games will be taken to the office and may be picked up by the parent/guardian at the end of the day. Any items not claimed will be **donated**. YES is **NOT** responsible for lost items.

Parents are required to supply their child's diapers, wipes, bottles, pacifiers, training pants and extra clothing. Please make sure that all items are labeled with your child's name. Please refer to the meal program section of the Parent Handbook (pg 14) for center specific information.

## **Toilet Training**

A discussion between the parent/guardian and caregiver is encouraged before toilet training begins. Parents are responsible for providing a minimum of six pairs of clean underwear, pants/shorts, extra socks and shoes daily when training begins. Staff will work cooperatively with the parent on toilet training. Parents are encouraged to wait until at least 18 months to two years to begin the training. A child is ready to be toilet trained when he/she:

- 1) Is physically learning to control the flow of urine and bowel movement.
- 2) Cognitively understands the need and can communicate the need to urinate or have a bowel movement.
- 3) Can walk to the toilet and is willing and able to sit on the toilet.

## **Going Outside**

Children will go outside daily, weather permitting. Children will not go outside if weather conditions are below 0 degrees with the wind chill or higher than 100 degrees with the heat index. Time outside will be limited on days with extreme high or extreme low temperatures.

Proper apparel is very important for outdoor play times: hats, boots, mittens, snow pants or extra pants, scarves etc. are necessary during winter months. Please remember to bring jackets and hats in the spring and fall. Parents are required to supply their child's sunscreen and bug spray. Parents will also sign a medical authorization form in order for staff to apply those items. If your child is unable to go outside due to illness, a doctor's note will be required.

## **TUITION & FEES**

### **Registration**

There is a \$35.00 registration/technology fee per child required prior to admission.

### **Annual Fees**

YES Early Childhood Enrichment families will be required to pay a yearly \$10 Technology Fee per child to maintain the technology services offered at each location. The Technology Fee will be assessed on January 1<sup>st</sup> of each calendar year.

YES will host Open Enrollment Sessions each year for the School Age Enrichment Programs. A \$35 non-refundable Processing/Technology Fee will be required at the time of enrollment for each individual enrolled. Enrollment at each school site is limited and is based upon available space.

## **Scholarships**

Due to funding provided by the Sioux Empire United Way, YES is able to offer scholarships to families in need. The scholarships are based on annual household income and verification of income is required. Scholarship funding is contingent on YES payment policy and may be reduced at any time and is at the discretion of the Chief Executive Officer.

## **Childcare Assistance Families**

Families that are eligible for State Childcare Assistance are charged according to government guidelines. Parents are responsible for all co-pays as well as any fees that may accrue based on coverage or under wage of hours.

## **Payment of Fees**

YES provides care on a pre-payment basis. Tuition for all YES programs is due by Monday of each week for the current week's attendance. A weekly late fee of \$5.00 is assessed to all accounts that are not paid by Monday at the close of business.

YES requires all families to register for Tuition Express. Tuition Express is a secure, private means of paying weekly tuition fees using a checking, savings, debit or credit card account. YES accepts Visa, Mastercard and Discover. Families can also choose to pay via cash, check, debit/credit card or money order by the close of business on Monday. Checks or money orders can be placed in the payment boxes located at each childcare center. Cash should be delivered to designated personnel at each location. Credit/Debit cards can also be processed at any location. Payments are not accepted at any of the school age off sites. All accounts not paid by Monday at the close of business will be processed through Tuition Express. Delinquent accounts will require a formal payment plan and could result in the loss of care until the balance is paid in full.

Statements will be mailed out to families quarterly and year-end. You may request statements to be emailed on a monthly basis. Families that have an outstanding balance will receive subsequent statements sent home with their child each week. If you have questions about your bill, please call 338-8061. If financial arrangements for any unpaid balance are not made, care may be denied until the balance is paid in full or arrangements have been made for payment. Any overpayment of fees will be credited to the next week's charges or refunded if the family discontinues service with YES.

## **Family Discount**

There is a 10% discount on multiple children. The child with the highest weekly charge pays the full amount.

YES at 57th has an additional discount for full-time families.

## Waiting List Fee

If a specific program is full but you would like to be placed on the waiting list, you can complete the enrollment form. A space will not be guaranteed, and the \$35 registration fee must be paid. This fee is non-refundable. YES will only refund the registration fee if we are not able to provide a space for your child.

## Returned Checks

There is a service charge of \$40 for all returned checks, and \$5 fee for declined Tuition Express Accounts. Cash or money order payments may be required if a check is returned unpaid.

## Late Pick-Up Fee

There will be late fees assessed for children not picked up by the time the center closes. The late fee is \$10.00 for the first 15 minutes and \$5.00 for every 5 minutes thereafter for each child. Every attempt will be made to contact parents. If no parent or emergency contact can be reached, law enforcement will be contacted 30 minutes after closing.

## Vacation or Sick Days

Early Childhood children qualify for Vacation/Sick Days if they are enrolled full-time or part-time. When children are absent beyond the days allowed, full fees will be charged.

Early Childhood children accrue vacation/sick days based on their scheduled weekly attendance. Early Childhood children enrolled for full-time childcare accrue vacation/sick days at a rate of 1.25 days per month for a total of 15 days per year (if they attend for the full year).

Early Childhood children enrolled at 14<sup>th</sup> St Learning Center and Eastside Learning Center at a part-time rate (1 to 3 days per week) will accrue vacation/sick days at a rate of .75 days per month for a total of 9 days per year (if they attend for the full year).

Early Childhood children enrolled at 57<sup>th</sup> St scheduled for 4 days per week will accrue vacation/sick days at a rate of 1 day per month for a total of 12 days per year (if they attend for the full year). Early Childhood children enrolled at 57<sup>th</sup> St scheduled for 3 days per week will accrue vacation/sick days at a rate of .75 days per month for a total of 9 days per year (if they attend for the full year). The vacation/sick form must be filled out for approval of absence.

Early Childhood children enrolled as Drop-In or Hourly do NOT accrue vacation/sick days.

School Age children enrolled for full-time childcare will accrue vacation/sick days at a rate of 3 or 9 hours per month for a total of 72 hours. During the school year, School Age children accrue vacation/sick days at a rate of 3 hours per month for a total of 36 hours. During the summer, School Age children accrue vacation/sick days at a rate of 9 hours per month for a total of 36 hours. When the vacation/sick days are used during the school year, they will be used at a rate of 3 hours per day. When the vacation/sick days are used during the summer, they will be used at a rate

of 9 hours per day.

School Age children enrolled at Part-Time, Drop-In, or Hourly do NOT accrue vacation/sick days. Vacation days are available to be used ONLY as they are accrued and do not carry over from year to year.

If your child attends 14th St Learning Center, Eastside Learning Center, or the School Age Enrichment programs, please call the 14<sup>th</sup> St Learning Center office ahead of time if you would like to use your child's vacation days.

If your child attends 57<sup>th</sup> St, please call the office ahead of time if you would like to use your child's vacation or fill out a "free day" request form and submit it to the office.

## **Holidays**

Youth Enrichment Services is closed for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after Thanksgiving, and Christmas Day. There is NO reduction in tuition for these holidays. If families qualify for vacation days, they may choose to use them during these holidays.

## **CHILD ASSESSMENTS**

Lead teachers will keep an up-to-date assessment of your child's milestones in development. Teachers will monitor and evaluate the child's progress daily through the use of observation, anecdotal records and portfolios. A formal assessment is completed several times a year with a scheduled conference to discuss your child's growth and development.

## **COMMUNICATION BETWEEN STAFF AND PARENTS**

Communication between parents and staff is very important to the overall care of children at the center. Communication is encouraged frequently, but discretion should be used in the presence of children and/or other parents.

Daily reports are sent home to communicate any significant happenings of the day, such as educational advancements, and other positive developments or accomplishments. Staff will also communicate any disciplinary problems or injuries that take place at the center. Likewise, it is important to let the teacher know if there is anything that might be helpful to them while caring for your child.

Parents are encouraged to express any concerns that they may have regarding their child's individual care. We are unable to resolve problems unless we know what they are.

Parents are also able to access information such as newsletter, calendar and lunch menus through our website at [www.youthenrichment.org](http://www.youthenrichment.org) and by becoming our friend on Facebook.

## HEALTH

### Immunization Records

Current immunization records, signed by medical personnel are required for admission and are to be maintained on file at the center. A copy must be on file BEFORE services will be provided. The immunization record needs to be updated with each new administered immunization. The Department of Health and Human Services Immunization recommendations are included in the appendix of this handbook.

### Health Exclusions

Children that exhibit any of the following symptoms will not be allowed to attend YES child care centers:

- A temperature of 101-degrees or over
- Vomiting
- Diarrhea that is excessive or unable to be contained.\*
- Undiagnosed rash.
- Sore or discharging eyes or ears.
- Severe upper respiratory infection.
- Any contagious disease...i.e. chicken pox, mumps, measles, ring worm, impetigo, pink eye, influenza, strep throat, etc.

*\*According to the American Academy of Pediatrics, the recommendations for child care center infants and children concerning diarrhea are: "any child with diarrhea should be dismissed until the problem has subsided. The definition of the term is presumed to be an increased number of watery stools. If symptoms persist, the child should be seen by a physician for a written release before returning to the child care center."*

If any of the symptoms listed above develop while a child is at the center or if your child is not feeling well enough to participate in the normal routine of the day, your child will be isolated from the other children. Parents will be notified immediately and will be expected to make arrangements within 30 minutes to have the child picked up. As part of our commitment to you, we will contact you as soon as possible when symptoms occur. For this reason, it is very important to keep all contact information up-to-date.

### Communicable Diseases

All infectious diseases must be reported to the State Health Department. If your child contracts any such disease, please inform the center immediately. If your child is exposed to a communicable disease while at the center, a notice will be posted immediately regarding that disease and its symptoms. At the center's discretion you may be required to provide a doctor's note before your child is allowed to attend child care. A list of signs, symptoms and incubation periods is included in the appendix of this handbook.

### Guidelines for children returning to the center

- Fever- The child should remain home with a fever greater than 101°F. Fevers are generally signs of infection. The child can return after he/she has been fever free without the use of fever reducing medication for 24 hours or permission has been granted by a director to return to the center.
- Diarrhea/Vomiting- A child with diarrhea and/or vomiting should be kept home until symptom free for 24 hours.
- Rash- A rash is usually a sign of a viral illness or a reaction to a medication or chemical. If your child has a suspicious rash or one that is associated with a fever, contact your doctor. Keep them home until your health care provider has made a diagnosis and has authorized the child's return in writing.
- Conjunctivitis (Pink Eye) - Your child may return after 24 hours of treatment.
- Cold, Sore throat, Cough- If cold, sore throat and cough symptoms are associated with a fever and/or your child is experiencing discomfort, your child should remain at home. Consider having your child seen by your health care provider if symptoms do not improve.
- Strep-throat-Your child may return 24 hours after treatment.

## Medications

All prescribed medications administered by YES staff must be in the original container and labeled with the child's name, doctor's name, expiration dates and full instructions on the label. We will give medication to only to the child whose name appears on the label.

- **ANY** prescription or non-prescription medication to be administered by staff requires written and signed instructions from the parent.
- **ALL** medications are stored in a locked box, which is inaccessible to the children.
- Please take all medications home daily. The center is not responsible for medication left at the center and will dispose of all medications no longer being used after a period of one month.

Record Keeping Requirements include the following:

- An up-to-date binder of students receiving medication shall be maintained. The binder will include the following information:
  - The child's name and parental permission for the center to administer medication.
  - The name of the medication.
  - The instruction for administration, including the dosage and frequency.
  - The time and who administered the medication to the child.
  - Any adverse effect the medication may have or has had on the child will be noted by the staff administering the medication.

Medication that is non-prescription (over the counter or OTC) such as a decongestant, cough mixtures, topical ointments, sunscreen, bug spray etc. will also require written parental permission.

## Medical Emergencies

In cases of medical emergencies, YES staff will take all steps necessary to secure appropriate medical care. These steps may include, but are not limited to:

- Administer First Aid or CPR

- Attempt to contact parents/guardians.
- Attempt to contact parents/guardians through authorized individuals listed on emergency information
- Attempt to contact child's physician as necessary
- Contact another physician or paramedic if child's doctor is not available
- Call 911 for emergency assistance

## MEALS & NUTRITION

Youth Enrichment Services is proud to be the only childcare provider in the Sioux Empire to have their own Bright Day Café. The Bright Day Café's mission is to provide more 'nutritious food' to the children while helping educators foster an environment of food education. Blending with the mission of Youth Enrichment Services and the Boys & Girls Clubs of the Sioux Empire, the Bright Day Café educates children through better knowledge of food through entertainment, encouragement, inspiration and communication! All the while having fun- and promoting healthy eating!

The Bright Day Café's state-of-the-art system cooks without grease or oils, and food items have up to 50% less fat than items cooked traditionally. The menu has a large variety of healthy food items that include fresh foods offered almost daily.

With children always being the top priority, nutrition has always been a main requirement at Youth Enrichment Services as we participate in the U.S. Department of Agriculture Child and Adult Care Food Program (CACFP). With the help of the Bright Day Café, Youth Enrichment Services is once again at the forefront of technology serving nutritious, great tasting breakfast, lunch and afternoon snack. Weekly menus are posted in each classroom as well as online. Meals include the four basic food groups and supply a minimum of 1/3 of the child's daily recommended nutritional needs. Children are encouraged to try all foods. YES Staff is prohibited from with-holding food for discipline practices or forcing a child to eat specific foods.

Since healthy meals are offered every day we ask that no food be brought into the center from home. Special occasion treats may be brought for your child's classroom. Due to allergies and special dietary needs **no homemade food or peanut products** may be served at the center. No peanut products are allowed to be brought into the center.

### Special Diets

It is the responsibility of parents to communicate special dietary needs at the time of enrollment. Forms are available in the office for those with special dietary needs. According to CACFP regulations the center will make appropriate substitutions due to religious, medical or other special dietary needs when supported by a statement of need signed by a physician or other authorized medical professional.

## **Infant Meal Program**

According to CACFP guidelines, the Infant Meal Program allows for a gradual introduction of solid foods and encourages breastfeeding or formula feeding through the first year. Parents may choose to participate in the Infant Meal Program, which provides iron fortified formula for all infants, and infant cereal and baby food for infants from four to 12 months old. Parent's Choice available through Wal-Mart is provided by the center. It is the responsibility of the parents of bottle-fed babies to provide a supply of bottles labeled with their child's name. Bottle-fed babies will be held and fed according to their individual schedules.

## **Inclement Weather Policy**

### **Inclement Weather Policy**

At times emergencies, such as severe weather, can disrupt company operations. YES will assess the need for late start, early dismissal or closure due to inclement weather on an as needed basis. The decision will be made by the CEO. Information will be relayed through Blackboard Connect, KELO TV, KELO Radio AM 1320 or Keloland.com.

### **School Age Enrichment.**

If school starts late, no Before School Enrichment is offered. When school dismisses early due to weather, After School Enrichment school-based sites will also be closed. YES program vehicles will **NOT** transport. Our 14<sup>th</sup> Street, Eastside and 57<sup>th</sup> St childcare centers may remain open. Parents are responsible for arranging transportation for their child(ren) to and from the sites.

If our centers remain open, we will offer extended hours care at our Eastside and 14<sup>th</sup> Street Learning Centers. Parents will need to provide transportation to the Centers.

Brandon Kindergarten Plus: If afternoon kindergarten is cancelled due to weather, the afternoon kindergarten children will remain in Kindergarten Plus until parents can make arrangements to pick them up or until the school closes. Morning kindergarten children will be transported from their kindergarten program to our Kindergarten Plus program. The morning kindergarten children will remain in Kindergarten Plus until parents can make arrangements to pick them up or until the school closes.

## **EMERGENCIES - FIRE AND NATURAL DISASTER**

YES is inspected on a quarterly basis by the City Fire Inspector. Emergency evacuation drills for staff and children are held regularly. The center is required to complete at least four fire drills and one tornado drill each year. Evacuation plans are posted in all rooms. All staff is required to attend one training in emergency procedures annually. In the case of fire or natural disaster, each center has a designated location to gather for safety and connecting with family members.

## TRANSPORTATION

Transportation is provided from several Sioux Falls elementary schools: Anne Sullivan, Cleveland, Eugene Field, Garfield, Harvey Dunn, Hayward, Hawthorne, Horace Mann, Jefferson, John Harris, Laura Wilder, Longfellow, Lowell, Mark Twain, Robert Frost, Terry Redlin, and Rosa Parks. All childcare staff who transport are required to receive training prior to operating agency vehicles. YES may provide transportation for before school care, after school care, field trips and special events. When transporting children, child restraint systems will be used for children in care following SDCL guidelines, and each vehicle will only transport the number of children allowed by the vehicle passenger capacity (determined by the number of safety belts installed in the vehicle). Licensing ratios will also be maintained within the vehicles.

## CHILD ABUSE POLICY

YES is a licensed child welfare agency with the State of South Dakota. As such, we are obligated by law to immediately report any observed or suspected incidents of child abuse or neglect to law enforcement officials and/or the Department of Social Services Office of Child Protection. All staff members are required to immediately report observed or suspected cases to the Program Director, who in turn files the official referral to authorities.

Any incidence of suspected child abuse/neglect involving a staff member will be reported as required by law. The Program Director and CEO will take steps (including possibility of suspension and/or termination) to insure that the incident will not happen again and will evaluate the continued performance and employability of the individual pending the completion of the investigation. An evaluation of the employees continued performance and employability will be conducted after the investigation.

## CONFIDENTIALITY STATEMENT FOR PARTICIPANTS

Confidentiality means that information you share with your child's teacher or other YES staff will not be released without your consent. There are, however, certain exceptions to this:

- 1) YES must report suspected incidents of abuse/neglect of children or other dependent persons.
- 2) YES must report clear and imminent danger-to a person or to society.
- 3) YES must provide information that is ordered by a court.
- 4) Information about you may be disclosed in the case of a medical emergency or to qualified personnel for audit or program evaluation.
- 5) Certain information may be released if required by law for public health, public safety or national defense.
- 6) The person or parent/guardian consents in writing.

Violation of the federal law and regulations by a program is a crime. Appropriate authorities in accordance with federal regulations may report suspected violations. Federal law and regulations

do not protect any information about a crime committed by a client; whether at the program or against any person who works for the program or about any threat to commit such a crime. Federal laws and regulations do not protect any information about suspected child abuse or neglect from being reported under state law to appropriate state or local authorities. Further information on your right to confidentiality is contained in the Federal Register and state law.

## **GRIEVANCE POLICY**

At YES, we aim to provide high standards of care at all times. Like any organization, we recognize that there will be times when people may feel our service has fallen short of their and our expectations. When this happens and we are told about it, we can usually resolve the problem quickly and with little disruption. Sometimes however, the nature of the problem or the level of dissatisfaction will lead to a formal complaint being made. We take all complaints seriously and ensure that every complaint is thoroughly investigated.

### **Procedure for filing a formal complaint:**

#### 1. Level One

Give your complaint in written form to the relevant staff member or their manager. Complaints that appear to be relatively straightforward will be handled directly by the Center Director. We aim to reach an agreeable resolution quickly. Most complaints we receive are successfully resolved at this level.

#### 2. Level Two

If such a resolution is not possible or if you feel your complaint has not been satisfactorily resolved, write to the CEO with details of your complaint. The CEO will acknowledge your complaint. These complaints are usually of a more serious nature and may require formal investigation and response. These complaints, if upheld, may result in disciplinary action for a staff member.

Participants are encouraged to utilize the grievance procedure within 30 days of the incident in question. There are no real or implied penalties for using this procedure.

## **BEHAVIOR SUPPORT AND MANAGEMENT POLICY**

Behavior Support and Management refers to efforts to increase socially adaptive behaviors and to modify maladaptive or problem behaviors in the most respectful manner possible. The goal of YES is to teach and model behaviors and skills that are adaptive and socially productive using the least restrictive method. Teaching and modeling behavior change is the responsibility of staff members. All behavior support and management techniques and strategies used must be the least restrictive option that protects the rights and the safety of the participant and others. Staff will be trained to implement behavior support and management techniques and must not implement restrictive

techniques unless trained. The agency will use evidence based training for behavior support and management.

## **DISCIPLINARY PROCEDURES**

In some circumstances, a child may have difficulties adjusting to the childcare center. Every attempt will be made to help the child to adjust, including special conferences with the child, teacher, parents, Program Director or any combination of those above. For the safety and well being of your child and all other children enrolled at the center we reserve the right to ask that other arrangements for childcare be made if a child is unable or refuses to change unacceptable behavior. The following principles will be applied consistently with all children in our child care program:

- Each child is valued as an individual.
- Age-appropriate guidelines and limits will be consistently applied.
- Positive behavior will be reinforced.
- Corporal punishment is **prohibited**.
- Peers are not permitted to administer discipline.
- Children will not be subjected to discipline which is humiliating or frightening.
- Children will not be placed in environments that would be harmful or dangerous.
- Withholding food from a child will not be used as a form of punishment.

## **STAFF REQUIREMENTS FOR SOUTH DAKOTA LICENSING**

- Primary childcare staff must be 18 years of age; Secondary childcare staff may be under the age of 18.
- Childcare staff are supervised by owner/operator, director, assistant director or teacher.
- The person who plans and implements the program must have an appropriate degree and experience.
- Volunteers will not be used to fill staff member positions.
- No staff member or volunteer will have a substantiated report of child abuse and neglect.

## **TERMINATION**

Termination of services may occur if:

1. Parent repeatedly violates any policy of YES.
2. Parent behaves in a disrespectful or abusive manner toward staff.
3. The financial arrangement contract is violated.
4. The Centers are no longer able to meet the need of the child.
5. A child is unable or refuses to change unacceptable behavior.

## WITHDRAWAL FROM THE CHILD CARE CENTER

A withdrawal form must be completed and returned to YES business office when withdrawing your child (ren) from any YES program. A two week notice is required. As a participant of our programs, YES commits an opening to your child that cannot be offered to another family without your notification of withdrawal or your child has been absent for two consecutive weeks without notice. **Therefore, billing will continue until a completed withdrawal form has been received or YES has terminated services.**

# Appendix

## List of Communicable Diseases

### Communicable Diseases at a Glance

The information provided in this publication is not intended to replace professional medical attention. The purpose of this publication is to provide individuals with a guide to recognizing illnesses that may need further medical treatment. It is also intended to help parents and child care providers recognize symptoms that may signal a need for a child to be temporarily removed from a child care setting. Call your physician for more information.

Illness	Incubation Period	Prevention	Symptoms	Child Care Implications
Common Cold	12 hrs-5 days	Cover Your Cough	Runny nose, body aches and pains, raspy throat, low grade fever, cough. 1-6 colds yearly is an average with the incidence highest under 5 yrs.	Contagious to other children.
Otitis Media (Ear Infections)	Not applicable		Pulling of ears, fever, irritability: initial symptoms may decrease after 24-48 hours.	Irritability, not contagious.
Chicken Pox	10-21 days	Vaccine at 12-18 mo.	A rash that resembles small pimples. Later, small blisters resembling drops of water form which turn into a crust.  Spread by breathing air borne respiratory secretions and by contact with non-crusted rash.	Contagious; blisters need to be crusted over before returning to child care. Infectious 2 days prior to blisters until blisters are 100% crusted.
German Measles (Rubella)	14-21 days	Vaccine #1 at 12-15 mo. and vaccine #2 at 4-6 yrs.	Before the onset of the rash there may be a few days of mild fatigue with lymph nodes at the back of the neck enlarged and tender. The rash first appears on the face as flat red spots and quickly spreads. The fever rarely goes above 101°F and lasts about 2 days. Spread by contact with respiratory secretions.	Contagious for about one week before the onset of rash and at least four days after rash.
Conjunctivitis (Pink Eye)	Bacterial 24-72 hours Viral 5-12 days	Good Hygiene	Inflammation of the membrane which lines the eye and the inner surface of the eyelid. Spreads very easily through contact with eye/secretions from the affected person and from contaminated surfaces.	Very contagious; requires treatment and no further eye drainage before returning to child care setting.
Measles (Rubeola)	7-18 days	Vaccine #1 at 12-15 mo. and vaccine #2 at 4-6 yrs.	May be a cough, inflamed eyes, sore throat, nasal discharge or swollen neck glands 3-5 days prior to the rash. Fever occurs before rash and white spots appear inside the mouth. After the fifth day, the rash turns pink, blotchy and flat. High fever, acute respiratory disease, and conjunctivitis may develop.	Contagious from one day before symptoms start to 4 days after rash appears.
Mumps	14-25 days	Vaccine #1 at 12-15 mo. and vaccine #2 at 4-6 yrs.	Swollen glands occur which produce a pain below one or both ears and the neck glands become red and puffy. Fatigue, loss of appetite and headache are common.	Contagious from two days before to 4 days after onset of illness.
Roseola	5-15 days		Mild viral infection with rash; mainly confined to babies and children under three. Begins with a sudden high fever up to 106° F, with fussiness, irritability and a sharp drop in appetite lasts 3-5 days.	Contagious, although infectiousness is unknown.
Scarlet Fever	1-3 days		Sore throat, chills, fever, headache and possible vomiting. Known as strep throat with a rash. Rash occurs on chest 1-3 days after illness and spreads to entire body.	Contagious; complete first 24 hours of antibiotic treatment before returning to child care setting.

# Recommended Immunizations Schedule

## Recommended Immunization Schedule for Persons Aged 0 Through 6 Years—United States • 2009

For those who fall behind or start late, see the catch-up schedule

Vaccine ▼	Age ►	Birth	1 month	2 months	4 months	6 months	12 months	15 months	18 months	19–23 months	2–3 years	4–6 years
Hepatitis B <sup>1</sup>		HepB	HepB	HepB	<i>see footnote 1</i>	HepB						
Rotavirus <sup>2</sup>				RV	RV	RV <sup>2</sup>						
Diphtheria, Tetanus, Pertussis <sup>3</sup>			DTaP	DTaP	DTaP	<i>see footnote 3</i>	DTaP					DTaP
<i>Haemophilus influenzae</i> type b <sup>4</sup>			Hib	Hib	Hib <sup>4</sup>	Hib						
Pneumococcal <sup>5</sup>			PCV	PCV	PCV	PCV					PPSV	
Inactivated Poliovirus			IPV	IPV		IPV						IPV
Influenza <sup>6</sup>						Influenza (Yearly)						
Measles, Mumps, Rubella <sup>7</sup>						MMR			<i>see footnote 7</i>			MMR
Varicella <sup>8</sup>						Varicella			<i>see footnote 8</i>			Varicella
Hepatitis A <sup>9</sup>						HepA (2 doses)					HepA Series	
Meningococcal <sup>10</sup>												MCV

Range of recommended ages  
Certain high-risk groups

This schedule indicates the recommended ages for routine administration of currently licensed vaccines, as of December 1, 2008, for children aged 0 through 6 years. Any dose not administered at the recommended age should be administered at a subsequent visit, when indicated and feasible. Licensed combination vaccines may be used whenever any component of the combination is indicated and other components are not contraindicated and if approved by the Food and Drug Administration for that dose of

the series. Providers should consult the relevant Advisory Committee on Immunization Practices statement for detailed recommendations, including high-risk conditions: <http://www.cdc.gov/vaccines/pubs/acip-list.htm>. Clinically significant adverse events that follow immunization should be reported to the Vaccine Adverse Event Reporting System (VAERS). Guidance about how to obtain and complete a VAERS form is available at <http://www.vaers.hhs.gov> or by telephone, 800-822-7967.

### 1. Hepatitis B vaccine (HepB). (Minimum age: birth)

#### At birth:

- Administer monovalent HepB to all newborns before hospital discharge.
- If mother is hepatitis B surface antigen (HBsAg)-positive, administer HepB and 0.5 mL of hepatitis B immune globulin (HBIG) within 12 hours of birth.
- If mother's HBsAg status is unknown, administer HepB within 12 hours of birth. Determine mother's HBsAg status as soon as possible and, if HBsAg-positive, administer HBIG (no later than age 1 week).

#### After the birth dose:

- The HepB series should be completed with either monovalent HepB or a combination vaccine containing HepB. The second dose should be administered at age 1 or 2 months. The final dose should be administered no earlier than age 24 weeks.
- Infants born to HBsAg-positive mothers should be tested for HBsAg and antibody to HBsAg (anti-HBs) after completion of at least 3 doses of the HepB series, at age 9 through 18 months (generally at the next well-child visit).

#### 4-month dose:

- Administration of 4 doses of HepB to infants is permissible when combination vaccines containing HepB are administered after the birth dose.

### 2. Rotavirus vaccine (RV). (Minimum age: 6 weeks)

- Administer the first dose at age 6 through 14 weeks (maximum age: 14 weeks 6 days). Vaccination should not be initiated for infants aged 15 weeks or older (i.e., 15 weeks 0 days or older).
- Administer the final dose in the series by age 8 months 0 days.
- If Rotarix<sup>®</sup> is administered at ages 2 and 4 months, a dose at 6 months is not indicated.

### 3. Diphtheria and tetanus toxoids and acellular pertussis vaccine (DTaP). (Minimum age: 6 weeks)

- The fourth dose may be administered as early as age 12 months, provided at least 6 months have elapsed since the third dose.
- Administer the final dose in the series at age 4 through 6 years.

### 4. *Haemophilus influenzae* type b conjugate vaccine (Hib). (Minimum age: 6 weeks)

- If PRP-OMP (PedvaxHIB<sup>®</sup> or Comvax<sup>®</sup> [HepB-Hib]) is administered at ages 2 and 4 months, a dose at age 6 months is not indicated.
- TriHibit<sup>®</sup> (DTaP/Hib) should not be used for doses at ages 2, 4, or 6 months but can be used as the final dose in children aged 12 months or older.

### 5. Pneumococcal vaccine. (Minimum age: 6 weeks for pneumococcal conjugate vaccine [PCV]; 2 years for pneumococcal polysaccharide vaccine [PPSV])

- PCV is recommended for all children aged younger than 5 years. Administer 1 dose of PCV to all healthy children aged 24 through 59 months who are not completely vaccinated for their age.

- Administer PPSV to children aged 2 years or older with certain underlying medical conditions (see *MMWR* 2000;49[No. RR-9]), including a cochlear implant.

### 6. Influenza vaccine. (Minimum age: 6 months for trivalent inactivated influenza vaccine [TIV]; 2 years for live, attenuated influenza vaccine [LAIV])

- Administer annually to children aged 6 months through 18 years.
- For healthy nonpregnant persons (i.e., those who do not have underlying medical conditions that predispose them to influenza complications) aged 2 through 49 years, either LAIV or TIV may be used.
- Children receiving TIV should receive 0.25 mL if aged 6 through 35 months or 0.5 mL if aged 3 years or older.
- Administer 2 doses (separated by at least 4 weeks) to children aged younger than 9 years who are receiving influenza vaccine for the first time or who were vaccinated for the first time during the previous influenza season but only received 1 dose.

### 7. Measles, mumps, and rubella vaccine (MMR). (Minimum age: 12 months)

- Administer the second dose at age 4 through 6 years. However, the second dose may be administered before age 4, provided at least 28 days have elapsed since the first dose.

### 8. Varicella vaccine. (Minimum age: 12 months)

- Administer the second dose at age 4 through 6 years. However, the second dose may be administered before age 4, provided at least 3 months have elapsed since the first dose.
- For children aged 12 months through 12 years the minimum interval between doses is 3 months. However, if the second dose was administered at least 28 days after the first dose, it can be accepted as valid.

### 9. Hepatitis A vaccine (HepA). (Minimum age: 12 months)

- Administer to all children aged 1 year (i.e., aged 12 through 23 months). Administer 2 doses at least 6 months apart.
- Children not fully vaccinated by age 2 years can be vaccinated at subsequent visits.
- HepA also is recommended for children older than 1 year who live in areas where vaccination programs target older children or who are at increased risk of infection. See *MMWR* 2006;55[No. RR-7].

### 10. Meningococcal vaccine. (Minimum age: 2 years for meningococcal conjugate vaccine [MCV] and for meningococcal polysaccharide vaccine [MPSV])

- Administer MCV to children aged 2 through 10 years with terminal complement component deficiency, anatomic or functional asplenia, and certain other high-risk groups. See *MMWR* 2005;54[No. RR-7].
- Persons who received MPSV 3 or more years previously and who remain at increased risk for meningococcal disease should be revaccinated with MCV.

The Recommended Immunization Schedules for Persons Aged 0 Through 18 Years are approved by the Advisory Committee on Immunization Practices ([www.cdc.gov/vaccines/recs/acip](http://www.cdc.gov/vaccines/recs/acip)), the American Academy of Pediatrics (<http://www.aap.org>), and the American Academy of Family Physicians (<http://www.aafp.org>).

DEPARTMENT OF HEALTH AND HUMAN SERVICES • CENTERS FOR DISEASE CONTROL AND PREVENTION

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