



Rosebud Day Care

This handbook is to help you get acquainted with our program so you will be able to take an active part in our center. Together, we can provide the very best for our children

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The last page of handbook you will sign and will be placed in file

Welcome to the Rosebud Sioux Tribe Daycare Center!

On behalf of Sicangu Oyate Cikala Waunspe Oti, we warmly welcome you and your child(ren) to our center. Our commitment is to provide high-quality care that supports the growth and development of every child, parent, and staff member to their fullest potential. Guided by the foundational Lakota values of generosity, wisdom, courage, and respect, we aim to create a nurturing environment that promotes physical, social, emotional, cognitive, and spiritual well-being. Our team is excited to have you, and your family join our program, and we look forward to supporting your journey with us.

We are a state-licensed facility and adhere to all necessary standards, including ADA building codes, Department of Health Systems Development and Regulations, and Environmental Health Standards for Day Cares.

CENTER INFORMATION

Sicangu Oyate Cikala Waunspe Oti Daycare Center
P.O. Box 130
Rosebud, South Dakota 57570
Main: 605 747-4441
Fax: 605 747-4434

Child Care Program Director	605-747-5264
Child Care Administrative Office Hours	Monday-Friday 8:00 am-5:00 pm
Day Care Administrative Educator	605-747-4441
Day Care Administrative Office Hours	Monday-Friday 8:00 am-5:00 pm
RST Day Care/Staff Hours	Monday-Friday 7:30 am-6:00 pm

HOURS OF OPERATION

Our center is open from 7:30 am to 6:00 pm, Monday through Friday, providing care for up to 44 children, aged 6 weeks to 12 years.

If these hours do not work for you, please let us know. We are building new infrastructure and will be looking at providing services to meet the needs of the families we serve.

The Power of the First 1,000 Days: Nutrition, Love, and Protection Fuel Essential Brain Development That Impacts a Child for Life. High-Quality Childcare Makes All the Difference!

ADMISSION AND ENROLLMENT

Required Enrollment Documents: The following documents are necessary for each child's enrollment:

- Application Form
- Acceptance Letter (including start date)
- Current Immunization Record
- Medical Information
- Food or Medication Allergy Information
- Emergency Contact Information
- Lakota Tiwahe Center Application
- Application for Free and Reduced-Priced Meals
- Any **Legal Custody Documents** may be submitted as needed

Please note: Applications and acceptance letters must be renewed annually.

IMMUNIZATIONS: The State of South Dakota Law requires that all children receive appropriate immunizations or meet the exemptions for medical, religious, or parental objection. Immunizations are required to be up to date and maintained. Parents will be reminded by a letter, including a due date. Children will not be accepted until immunizations are up to date. Immunization is to be given within this range of time

Vaccine	Birth	1 Mo	2 Mo	4 Mo	6 Mo	12 Mo	15 Mo	18 Mo	19-23 Mo	4-6 Yr.
Hepatitis B (Hep B)	#1	#2			#3					
Diphtheria, Tetanus, Pertussis (DTP)			#1	#2	#3		#4			#5
Haemophilus influenza Type B (Hib)			#1	#2	#3*	#4				
Inactivated Poliovirus			#1	#2	#3					#4
Measles, Mumps, Rubella (MMR)						#1				#2
Varicella						#1				#2
Hepatitis A					#1 & #2 (6 months apart)					
Pneumococcal (PCV)			#1	#2	#3	#4				

Tuition Policy & Payment Guidelines

Ages and Rates:

Infants & Toddlers (0-3 years): Current \$3.00 hr. Rate will increase by 8/1/25 to \$3.90/hr.

Preschool (3-5 years): Current \$2.85 hr. Rate will increase by 8/1/25 to \$3.85/hr.

School Age (6+ years): Current \$2.75 hr. Rate will increase by 8/1/25 to \$3.70/hr.

Special Needs: Current \$5.00 hr. Rate will increase by 8/1/25 to \$6.80/hour

Late Payment Policy: Supporting Financial Responsibility

At our center, we understand that financial challenges can arise and we are committed to working with families to support continued care. However, timely payments are essential to maintain high-quality services for all children in our care.

Billing: Every First of the month bills are distributed, and they are due by the 20th of every month. Payments must be made by money order.

Grace Period: If payment is not received by the due date, the parent/guardian may contact the Center to ask for a grace period extension and sign a promise to pay.

Temporary Suspension: If the outstanding balance remains unpaid after the grace period, childcare services will be suspended until the full balance is paid.

Service Termination: If the balance remains unresolved for more than five business days following suspension, services will be discontinued. At this point, the account may be referred to a small claims court unless alternative payment arrangements are made.

Reassignment of Enrollment: If payment is not resolved within five days of suspension, your child's spot may be reassigned to another family. In such cases, your child will be placed on the waiting list until the balance is fully settled.

Emergency Care: We understand that unexpected situations may arise, and we are committed to supporting families by offering emergency daycare services based on availability.

Availability: Emergency care is offered on a space-available basis. The center staff will assess available spots by 8:30 am each day.

Requirements: A completed application must be on file before emergency care can be provided.

Payment Policy: Payment for emergency care is due by the next business day. If the balance remains unpaid, the child, along with any siblings enrolled in our program, will not be able to attend until the payment is resolved.

Support and Questions: For assistance or to discuss emergency care needs, please contact the Lead Teacher in the Infant/Toddler Room or the Lead Teacher in the Preschool Room.



Attendance & Billing Policy: At **Sicangu Oyate Cikala Waunspe Oti** maintaining clear communication regarding your child’s attendance is essential to ensuring proper care and planning. Please review the following attendance policy carefully:

1. Notification of Absences

Parents/guardians must notify the center if their child will be absent. 605-747-4441

2. Unexcused Absences

- If a child is absent for two (2) consecutive days without notification, the Team Leader or Office Manager will attempt to contact the parent/guardian.
- If contact cannot be made by the third day, the child will be withdrawn from the center.

3. **Billing Policy**

- Parents/guardians are charged for all scheduled hours regardless of attendance unless specific exceptions apply (see below).
- If a doctor's note is provided for an illness or injury, charges will be waived during the period of absence, and billing will resume when the child returns to the center.
- Families are not charged for days the center is closed, such as holidays, training, snow days, and administrative leave
- Or recovering from physical/emotional injury received at the Daycare Center.
- Payments must be made by money order; cash is not accepted. All payments are non-refundable, and any credit will apply to the next bill.
- Billing occurs monthly on the 1st, with payments due within 20 business days. Early payments are welcome.

4. **Leave Exceptions**

- **Spiritual Leave or Bereavement Leave:** Parents/guardians will not be billed during these types of absences, provided a written letter explaining the reason for the leave is submitted to the center.

5. **Reimbursement and Billing Guidelines**

- Billing will follow the **State Provider Reimbursement Guide**. You may access this guide at <http://dss.sd.gov/childcare/childcareassistance>.
- If you would like a printed copy of the guide, please inform the center, and we will provide one for you.

6. **Late Pick Up Policy:** Fee: \$10 for the first 5 minutes after 6:00 pm. \$1 per additional minute per child.

- At Rosebud Day Care (SOCWO), we are committed to supporting families and understand that delays can sometimes happen. To ensure the safety and well-being of all children, we kindly ask that parents pick up their child by our **closing time of 6:00 pm**. If a late pick-up is unavoidable, please notify us as soon as possible.
- If we do not receive any notice of a delay and cannot reach you or your emergency contacts by 6:30 pm, we will need to contact the Rosebud Police Department or Child Protective Services to ensure your child's safety and care.

7. **Deposit Policy:** A \$100 deposit is required for: Self-pay families: Families starting before receiving state or tribal certificates: Deposits are refundable upon disenrollment if the bill is fully paid.

ARRIVAL AND DEPARTURE / Sign in and out

Main Entrance: The main entrance to the center is located on the East side of the building. When you arrive, please use this entrance to enter and sign in/out your child.

Sign-In/Out Process: You will need to sign your child in and out each day. We use either a traditional sign-in sheet or an electronic system, depending on what's available. The staff will guide you on using the current method.

Dropping Off Your Child & Picking them up

- Classroom Drop-Off: You are welcome to walk your child to their classroom and are welcome to go to your child’s classroom when you arrive to pick them up.
- Staff Assistance: If you prefer, a friendly staff member is always available to greet you and take your child to their classroom.

HOLIDAYS & CENTER CLOSURES Below are the scheduled days when our Center will be closed.

- We may also close for administrative leave if declared by the Tribal President or Child Care Director for staff training and development.
- Families will not be billed for any days when we are closed.
- We will provide a 5-day notice to give you time to make alternate arrangements.
- We will close one day each month for staff support and training.
- If a closure is necessary due to inclement weather, we will contact you immediately to ensure your family has ample time to prepare.

Thank you for your understanding and partnership in helping us maintain a safe and supportive environment for all.

New Year’s Day (Jan 1 st)	Martin Luther King Day (Monday Following Jan 15 th)	Presidents Day (Feb)
Honoring Spirit Camp Day (March 29)	Memorial Day (May)	Tribal Elder day (May)
Indian Day (June 25 th)	Independence Day (July 4 th)	Tiyate Glipi Anpetu (July 14 th)
Rosebud Fair (1st day)	Labor Day (1 st Monday in Sept)	Blue Water Massacre (Sept 3 rd)
Native American day (October 12 th)	Veterans Day (Nov. 11 th)	Thanksgiving Day (4 th Thursday in November)
Native American Heritage Day (Day after Thanksgiving)	Christmas Eve (Dec 24 th)	Christmas Day (Dec 25 th)
Mankato Massacre (Dec 26 th)	Wounded Knee Massacre (Dec 29 th)	RST Child Care Youth Wacipi Day to help with wacipi activities
3rd or 4 th Monday of the Month for Staff Development Training	Any other weather related, or Admin leave approved by Director and RST President	

PHOTOGRAPHS / MEDIA/ VIDEO RECORDING

Photographs, Media, and Video Recording Policy: The Rosebud Sioux Tribe (RST) Day Care Program values and appreciates the importance of documenting the growth, development, and special moments of the children in our care. We understand that photographs and videos can serve as cherished memories for families and a valuable way to celebrate children’s milestones.

Policy on Photographs and Videos:

1. Parent Consent: The RST Day Care Program requires written parental consent for any photographs, videos, or media recordings taken of children during their time in the daycare. Parents will be asked to sign a consent form during the enrollment process that outlines whether they agree to their child being photographed or filmed for media purposes.
2. Use of Media: Photographs and videos taken of children may be used for internal purposes such as newsletters, bulletin boards, or developmental tracking. With parent permission, images

or videos may also be shared for promotional purposes, including on the program's website or social media pages. Any media shared outside of the program will have parental consent.

3. **Private Memories:** If parents wish to have photographs or videos of their children for personal memories, the RST Day Care Program is happy to accommodate reasonable requests. Parents are welcome to take photographs or videos during designated events or celebrations, with prior approval from staff.
4. **Confidentiality and Privacy:** The RST Day Care Program is committed to safeguarding the privacy of all children and families. Photographs and videos will be handled with care and only shared in a manner consistent with parental consent. Parents will be informed if their child's image or video is to be used for any external media purposes.
5. **Opting Out:** Parents have the right to opt out of having their child's image or video recorded for media purposes at any time. If parents choose to withdraw their consent, they must notify the daycare staff in writing.

By signing the enrollment forms, parents acknowledge and agree to the media and photograph policy of the RST Day Care Program. We encourage parents to communicate with staff about any specific preferences or concerns regarding media recordings of their children.

Parent Notification of Camera and Audio Use Policy

Purpose: This policy is to inform parents and guardians of the use of video cameras and audio recording devices within the Rosebud Day Care facility. The primary goals are to ensure the safety of children, monitor for any incidents, and enhance the quality of care provided.

Scope: This policy applies to all children enrolled in Sicangu Oyate Cikala Waunspe Oti - Rosebud Day Care.

Policy: Purpose of Cameras and Audio Recording:

Safety and Security: To ensure the safety and security of children, staff, and property.

Quality Assurance: To monitor and improve the quality of care and services provided.

Incident Review: To review any child behavior incidents, accidents, or injuries that may occur.

The incident will need to be requested in a timely manner due to video only being available for a limited time before it is recorded over.

Use of Video Footage: Video and audio recordings may be used to review any behavior incidents, accidents, or injuries involving children.

Recordings may be shared with a Behavior Specialist for the purpose of behavior management planning and creating intervention strategies.

Confidentiality: All video and audio recordings are confidential and will be accessed only by authorized personnel for the purposes outlined in this policy.

Recordings will not be shared externally without proper authorization and consent, except with the Behavior Specialist as necessary.

Future Feature: In the near future, parents will be able to request a temporary link (expiring in 5-15 minutes) to view real-time footage of their child in the classroom.

Further details and instructions on how to request and access this feature will be provided once it becomes available.

Transportation & Field Trips

The Rosebud Sioux Tribe Daycare Center provides transportation for special field trips through the licensed Rosebud Sioux Tribe Transportation Department.

- Parents/Guardians are required to sign permission slips for their child(ren) to participate in any field trip activities.
- If a parent/guardian chooses not to have their child participate, staff will remain at the center to care for children not attending the trip.

This policy ensures that families have the flexibility to decide what is best for their child while maintaining a safe and supervised environment both on and off-site.

MEAL SCHEDULE

Breakfast: 8:30am-9:30am	Lunch: 11:30am-12:30pm	Afternoon Snack: 3:00pm-3:30pm
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Our Child Care Center proudly participates in the State of South Dakota Child and Adult Care Food Program. We are committed to providing healthy, nutritious meals to support each child's growth and development.

We welcome and value any suggestions from families on meal ideas or preferences. Your input is important to us as we work together to ensure a nourishing and enjoyable dining experience for all children.

Toy Policy: At the RST Day Care Program, we provide toys and activities that are carefully selected to be age-appropriate and developmentally supportive. Our toys are designed to enhance learning, foster healthy brain development, and ensure a safe environment for all children in our care.

To maintain a safe and inclusive space for everyone, we ask that personal toys be left at home. This helps us ensure that all toys in the center are appropriate for the developmental needs of the children and prevent any potential conflicts or safety concerns.

If a child brings a toy from home:

1. **First Infraction:** Parents will receive a gentle reminder to take their child's toy home and leave it there.
2. **Second Infraction:** The parent/guardian will be contacted and asked to pick up the child's toy.
3. **Third Infraction:** Parents will be called to pick up their child for the day. The full day's fee will be applied for the visit.

This policy helps us create a consistent, predictable environment where every child can feel safe, supported, and focused on their learning and development. We appreciate your cooperation in helping us maintain a nurturing and peaceful space for all children.

Clothing Guidelines: When preparing your child for the day at the center, please consider the following:

- **Accidents:** Accidents can happen, so please bring one or two extra sets of clothes for your child in case of spills, potty accidents, or other mishaps. **Be sure to label all clothing items.** Additionally, parents must provide at least 8 diapers or pull-ups each day. Infants and toddlers are checked every hour and changed as needed. We also keep extra diapers available for emergencies.
- **Formula:** While the center provides formula, please include a backup supply in your child's diaper bag in case of emergencies.
- **Potty Training:** For children who are potty training, clothing with buckles, buttons, snaps, or ties can help with fine motor skill development. However, for children still working on potty training, easier-to-remove clothing is recommended for quicker changes.
- **Shoes:** Please provide shoes that are suitable for both indoor and outdoor play.

- Toddler Play: Activities may get messy and could potentially stain or ruin clothing. Please dress your child in clothes that are appropriate for active play.
- Weather: For outdoor play, ensure your child is dressed for the weather, including warm jackets, gloves, and stocking caps during the winter months.

Thank you for helping us ensure your child is comfortable and prepared for their day at the center!



Health & Safety

FOOD POLICY: The Rosebud Daycare provides a safe, healthy, caring, and nurturing FOOD environment. We provide adequate nutrition and also promote and encourage the establishment of good FOOD habits. We do not allow food to be brought into the classrooms. Some children might have FOOD allergies, or it could be a choking hazard. We provide breakfast, lunch, and a snack. All food and beverages are approved by the cook. Parents are welcome to bring healthy foods for holidays and birthday celebrations.

1st Infraction- Parents will be reminded to not bring food items into the daycare, unless approved by the cook, and left in the kitchen for mealtimes.

2nd Infraction- The parent/guardian, will be called to come pick up the unapproved food item.

3rd Infraction- Parents will be called to pick up their child, and will be billed for the whole day.

Infant Formula: By participating in the Child and Adult Care Food Program, (CACFP) our center is required to offer iron-fortified infant formula to infants enrolled for care in our center. We offer Enfamil-Gentlease to all infants enrolled. If you do not wish to use this brand, we kindly ask you to bring the brand your child prefers.

ALLERGIES: The Day Care must be aware of all known allergies. Which according to State Guidelines, must be documented by a Medical Doctor's statement. Including the reason and permission of dispensing all medications and the use of an EPI-PEN. EPI-PENS must be prescribed by a Doctor, and kept at the Center, for your child's safety.

MEDICATION ADMINISTRATION: No prescription or non-prescription medication will be administered to your child without a completed medication consent form. The Medication Consent form will need to be updated every 30 days. Prescribed medication must be in the original container with the child's name and dosage requirements legible. Although we prefer not to administer any medication at the center, we understand that it may be unavoidable in some circumstances. No expired medication will be administered to any child.

The RST Day Care Center will maintain an individual record of the amount of medication dispensed for each medication. This will include:

Name of child

- The date when the medication was given
- The name of each medicine given
- The time administered
- The dosage
- The signature of the staff that dispensed the medication
- = Medication Syringe, or cup provided by parent or legal guardian

TEETH BRUSHING Our center promotes oral health, and hygiene, by providing teeth brushing after meals. The center provides the tooth brushes, and toothpaste. The Rosebud IHS Dental Hygienist will often provide free services for enrolled children. We look forward to continuing this important task with your child.

Nut-Free Policy: At Sicangu Oyate Cikala Waunspe Oti, the health and safety of our children are our top priorities. To protect children with nut allergies, we maintain a strict nut-free environment.

Policy Details:

1. Prohibited Items:

- All nuts and nut-containing products are prohibited within the center.
 - This includes peanuts, tree nuts (such as almonds, walnuts, cashews), and any foods containing nut derivatives (e.g., peanut butter, nut oils).
2. **Parent/Guardian Responsibilities:**
- Ensure that any food brought from home does not contain nuts or nut products.
 - Carefully read ingredient labels to verify the absence of nuts.
 - Inform the center of any known allergies your child has and provide a detailed care plan, including instructions on avoiding allergens and steps to take in case of exposure.
3. **Center's Commitment:**
- We will provide a nut-free menu for all meals and snacks.
 - Staff will be trained to recognize and respond to allergic reactions promptly.
 - Regular checks will be conducted to ensure compliance with the nut-free policy.

South Dakota Regulations:

In accordance with South Dakota Administrative Rule 67:42:17:27, we maintain a written care plan for each child with a known food allergy. This plan includes:

- Identification of specific food allergens.
- Steps to prevent exposure to the allergen.
- A detailed treatment plan for allergic reactions, including medication administration details.

For more information, please refer to the South Dakota Legislature's Administrative Rules:

Communication: Open communication between parents/guardians and the center is essential. Please promptly inform us of any changes to your child's health or allergy status. By working together, we can provide a safe and inclusive environment for all children in our care.

Head Lice (Pediculosis Capitis)

When staff determine a child has live bugs/nits during the daily health check when the child arrives, parents will be notified. The child will need to be treated before returning the next day. State requirements states, the child may return after the completion of the first treatment.

Acknowledgement: The Rosebud Sioux Tribe Child Care and RST Day Care acknowledges the guidelines provided by the State of South Dakota in their Temporary Exclusion for Child Care Settings guide, which recommends referring children with head lice (Pediculosis Capitis) for treatment at the end of the program day and readmitting them once completion of treatment recommended by a physician.

Illness Policy At Sicangu Oyate Cikala Waunspe Oti, we are committed to creating a safe and healthy environment for all children, families, and staff. To help minimize the spread of illness and ensure everyone's well-being, we kindly ask families to follow the guidelines below:

When Your Child Becomes Ill:

1. If your child becomes sick while at the center, we will contact you immediately. Your child will need to be picked up as soon as possible to ensure their comfort and the health of others.
2. If we are unable to reach you, we will contact the individuals listed on your child's emergency contact list to arrange for pick-up.

Returning to the Center After an Illness: A doctor's note is required but highly recommended to confirm when your child can safely return to the center. This note should specify the duration of your child's absence and any additional care instructions.

When a Child May Be Temporarily Excluded: The center may temporarily pause a child's attendance if:

1. The child's condition prevents them from fully participating in daily activities.
2. The child requires care that exceeds what the staff can provide without compromising the needs of other children.
3. Keeping the child in attendance poses a potential risk to the health and safety of the child or others in the program.

We understand how challenging it can be when your child is unwell, and we appreciate your understanding and partnership in maintaining a safe and supportive environment for everyone. If you have any questions or need additional support, please reach out to the center staff.

Temporary Exclusion Recommendations for CHILD CARE SETTINGS



- ⊗ 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 symptoms 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 24 hours after diarrhea resolves.
- ⊗ **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.

2022 Red Book, American Academy of Pediatrics, 32nd Edition; 2022 Managing Infectious Diseases in Child Care and Schools, A Quick Reference Guide, American Academy of Pediatrics, 6th Edition; 2022 Control of Communicable Diseases Manual, American Public Health Association, 21st 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 and Health Promotion - Epidemiology, Surveillance, and Informatics Center: 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 sheets: <https://doh.sd.gov/diseases/>



09/2023

Understanding Normal and Problematic Sexual Behaviors in Children

Discovering that a child is displaying sexual behaviors can bring up many emotions and concerns for caregivers and the community. It is natural to have questions about what these behaviors mean and how to respond. It is important to understand that children explore and learn about their bodies as part of their development, and some behaviors may be typical for their age. However, when behaviors become concerning or problematic, support and guidance are available to help children develop healthy boundaries in a safe and nurturing way.

What is Normal Sexual Behavior?

- Developmentally expected and occurs across all areas of major development
- Most experts do not consider to be problematic
- Exploratory, spontaneous, intermittent, and by mutual agreement
- Occurs with other children
 - Particularly known or familiar children (social network), including siblings
 - With child of similar age, size, and developmental level, and children of the same sex/gender
- Not accompanied by anger, fear, and/or intense anxiety

Examples of Normal Sexual Behavior

- “Playing House”
- Wants to compare genitals with other same aged children, like siblings and peers
- Masturbating in private
- Erections
- “Playing doctor”

Bonner, 1999; Chaffin et al., 2006; Silovsky, 2009, Silovsky & Bonner, 2003; Rutter (1971), Lamb & Coakley (1993), Larsson (2001), Reynolds, Herbenick, & Bancroft (2003)

What causes Problematic Sexual Behaviors?

Problematic sexual behavior usually occurs when the child feels anxious, angry, is reacting to trauma, is overly curious after being exposed to sexual material, is seeking attention, is trying to imitate others, or is trying to calm themselves down

Children who have problematic sexual behaviors typically have low impulse control, low social skills, and poor decision making ability

It is a common concern that when a child displays sexual behaviors, they must have experienced sexual abuse. While some children with problematic sexual behaviors have been impacted by abuse, research shows that this is not the case for the majority. There is no single cause for sexual behaviors in children, but studies have identified several factors that may contribute to their development. These include:

1. Exposure to Sexual Content or Behavior – A child may be modeling what they have seen or heard in their environment.
2. Individual Vulnerabilities – Factors such as developmental delays, difficulty with impulse control, or behavioral challenges can contribute to problematic behaviors.
3. Family Stressors and Adversity – When caregivers are facing significant challenges, it may affect their ability to provide guidance and supervision.
4. Exposure to Aggression or Coercion – Experiences with domestic violence, harsh discipline, peer aggression, or other forms of violence can influence a child’s understanding of relationships and boundaries.

Understanding these influences helps caregivers respond with support and guidance, creating safe spaces for children to learn appropriate boundaries in a developmentally appropriate and compassionate way.

Protocol for Responding to Inappropriate Touching in the Day Care Center

At Sicangu Oyate Cikala Waunspe Oti, we are committed to maintaining a safe and supportive environment for all children. Our response to any incidents of inappropriate touching follows a trauma-informed approach, ensuring the well-being of all children involved.

Immediate Response

1. Remain Calm & Separate the Children
 - The staff member who witnesses the behavior will respond in a calm, neutral manner and promptly separate the children involved.
2. Support the Child Who Engaged in the Behavior (Transgressor)
 - Speak with the child in a calm and supportive tone.
 - Review the Sexual Behavior Rules with the child to reinforce appropriate boundaries.
3. Support the Child Who Was Touched
 - Conduct an emotional check-in to assess how the child is feeling.
 - Conduct a physical overview to ensure the child’s health and safety.
 - If the child is in emotional distress, provide a quiet, safe space and immediately contact their parent/guardian.
4. Documentation & Parent Notification
 - Staff will write a detailed incident report after the children's immediate safety needs are met.
 - Both parents/guardians will be contacted via phone to inform them of the incident.
 - A formal letter summarizing the situation and steps taken will be provided to both families.

Ongoing Supervision & Support

- Staff will remain vigilant and ensure the child who engaged in the behavior is always in view of an adult staff member.
 - If any additional incidents occur, the same protocol will be followed.
-

Escalation of Response for Repeated Incidents

- After three separate incidents on three different days, the behavior will be considered problematic sexual behavior and require further intervention.
- A referral will be sent to White Buffalo Calf Women's Society (WBCWS), which will deploy a child advocate to support and educate all families involved.
- The child who is engaged in the behavior may be temporarily excluded until a positive behavior plan is developed in collaboration with therapists from appropriate departments.

By following this protocol, we aim to create a nurturing environment where children learn and practice healthy boundaries, and families receive the guidance they need to support their child's development.

The following are Sexual Behavior Rules: That you can review with your child daily:

Sexual Behavior Rules - Variation 1

1. It is not ok to show your private parts to other people.
2. It is not ok to look at other people's private parts.
3. It is not ok to touch other people's private parts.
4. It is ok to touch your private parts as long as its in private and does not take too much time.
5. It is not ok to use sexual language or make other people uncomfortable with your sexual behavior.

Sexual Behavior Rules – Variation 2

1. It is not ok to show your private parts to other people and it is not ok to look at other people's private parts.
2. It is not ok to touch other people's private parts.
3. It is not ok for other people to touch your private parts.
4. It is ok to touch your own private parts in private as long as you do not hurt your skin and, as long as it does not take too much time.
5. It is not ok to use sexual language or make other people uncomfortable with your sexual behavior.

Goals for the Rosebud Sioux Tribe Day Care Program

At the Rosebud Sioux Tribe Day Care, we are committed to providing a nurturing environment where cultural teachings and traditions are at the heart of everything we do. Our long-term goal is to create a full Lakota immersion daycare program, where children are immersed in our language, customs, and teachings throughout their daily activities.

Practicing Cultural Teachings in the Day Care

We believe that incorporating Lakota cultural teachings into our daycare setting is essential for preserving and honoring our heritage. We strive to ensure that children learn about our traditions, language, and history from a young age, laying a foundation for them to carry these values throughout their lives.

Parent Involvement

Parent involvement is key to the success of our program. We encourage parents to actively participate in their child's learning and development. Your support at home, alongside our daily teachings, will help foster a deeper connection to our culture and community.

Annual Youth Wacipi

Every August, we hold an Annual Youth Wacipi, which coincides with the Rosebud Wacipi. Our goal is for all children to participate and experience the joy of dancing in their regalia. This event serves as a celebration of our traditions and provides children with an opportunity to showcase their cultural pride.

Song & Dance Class

We are dedicated to incorporating song and dance into the daily activities of our children. We invite all parents to support this practice at home, continuing the teachings and fostering an appreciation for our music and movements. Participation in these classes helps children build confidence, cultural awareness, and a sense of community.

Regalia Support

The creation of regalia is an important tradition, and we are here to support you in this process. If you are interested in having your child wear regalia for the Youth Wacipi, we encourage you to get involved in its creation. The Day Care is happy to provide assistance, and together we can ensure that every child feels proud and connected to their cultural roots.

We look forward to continuing to build a meaningful and supportive environment where our children thrive and grow in their cultural identity. Thank you for your partnership in achieving these goals.

Structured Programming & Curriculum

Curriculum Overview: At the Rosebud Sioux Tribe Daycare, we offer age-appropriate curriculum in both the Infant/Toddler and Preschool classrooms, following the South Dakota Early Learning Guidelines. These guidelines are designed to support the developmental needs of young children across five key areas, with an emphasis on the Lakota language and culture integrated into each lesson.

The five domains of the South Dakota Early Learning Guidelines are:

1. **Approaches to Learning**
2. **Social & Emotional Development**
3. **Communication, Language, and Literacy**
4. **Cognitive Development**
5. **Health & Physical Development**

Classroom Breakdown:

- **Infant/Toddler Classroom:** Serving children ages 6 weeks to 3 years, this classroom focuses on the foundational skills needed for early development. As children begin potty training, they will start transitioning into the preschool classroom for two hours each day.
- **Preschool Classroom:** This classroom accommodates children ages 3 to 5 years old. Children will transition from the Infant/Toddler Classroom when they are developmentally ready. Preschoolers,
- **School-age children,** 6 yrs - 12 years come and go from the daycare on a daily basis, according to their school schedules.

We are committed to fostering a nurturing environment that supports both academic growth and cultural identity for every child in our care.

Lakota Immersed Lesson Plans

At the Rosebud Sioux Tribe Daycare, we believe that incorporating the Lakota language and culture into daily activities is essential for the preservation and revitalization of our heritage. We are committed to providing a learning environment where the Lakota language is spoken regularly, fostering a sense of pride and identity for all children in our care.

Our curriculum is designed with Lakota-immersed lesson plans, which include daily language exposure through songs, stories, games, and cultural teachings. By embedding Lakota language into routine activities, we aim to strengthen the connection to our traditions and create an environment where the language becomes a natural part of the children's daily lives.

We encourage parents to support this journey by continuing to practice the language and share cultural traditions at home. By working together, we can help restore the Lakota language and ensure its future for generations to come.

Lakota Tiwahe Center - Developmental Screenings: The Rosebud Sioux Tribe Lakota Tiwahe Center conducts developmental screenings for all children enrolled in the daycare program. These screenings are a requirement and must be completed within 90 days of enrollment.

The goal of the Lakota Tiwahe Center is to identify, screen, and assess all children for potential developmental delays or disabilities. Early identification allows us to work alongside families to provide the best possible support for each child's growth and development.

The Rosebud Day Care was established to provide high-quality childcare services to eligible families within the Rosebud Sioux Tribe communities. To better support the children and families we serve, we conduct developmental screenings for all children enrolled in the program, ranging from ages 0 to 5 years. These screenings help us ensure we are meeting the needs of every child in our care.

Because we are committed to providing a safe, nurturing, and developmentally supportive environment, it is essential that all children receive their screening within the required 90-day period. If a child has not been screened by the Lakota Tiwahe Center within this timeframe, daycare services may be temporarily suspended until the screening is completed. This policy ensures that we maintain the highest quality of care and that every child receives the individual support they deserve.

We understand that families may face challenges in completing the screening process, and we are here to assist in any way possible. Our staff is available to help schedule appointments, provide information, and support families through this process. Our goal is always to work in partnership with parents and caregivers to ensure the well-being and success of their children.

Potty Training Policy: Rosebud Day Care is dedicated to supporting families through the potty-training process and ensuring a consistent approach between home and our daycare setting. We understand that potty training is a significant milestone for children, and we are here to assist in making this transition as smooth and successful as possible.

Our Approach:

- **Regular Bathroom Visits:** Children who are in the process of potty training will be taken to the restroom every hour. This helps to establish a routine and supports the child in learning when to go.
- **Collaboration with Parents:** It is important that we work together to ensure consistency in the potty-training process. Parents are encouraged to share any techniques or strategies they are using at home, so our staff can incorporate those into the daycare routine.
- **Accidents:** Accidents are a normal part of the potty-training process. If your child has an accident at the center, our staff will handle the situation with patience and understanding, providing positive reinforcement as we continue to work together towards success.

What Parents Can Do:

- Please provide extra clothes for your child each day to ensure they are prepared for accidents.
- Communicate any potty-training progress or concerns with our staff to maintain consistency between home and daycare.

Parent Communication & Engagement: At Rosebud Daycare, we value strong partnerships with parents and believe communication and collaboration are essential for the success and well-being of every child. We strive to keep parents informed and involved in our activities, events, and goals.

Monthly Parent Meetings: We invite all parents to attend our monthly parent meetings, where we discuss important updates, share program goals, and address any questions or concerns. These meetings are an excellent opportunity to connect with other parents, provide input on daycare activities, and learn about ways to support your child's learning and development.

Monthly Newsletters: Each month, we distribute a newsletter to keep parents informed about upcoming events, classroom activities, and important announcements. The newsletter also highlights cultural teachings, classroom milestones, and opportunities for parent involvement.

We encourage all parents to actively participate in meetings and events and to stay connected through our newsletters. Together, we can create a supportive and enriching environment for our children.

Parent Engagement: We warmly invite all parents to participate in activities with their child(ren). Enrolled children will have the opportunity to take part in Song & Dance sessions, a healthy physical activity that integrates Lakota cultural traditions.

We encourage parents to maintain open communication with classroom staff, ensuring they are informed of any changes or updates regarding your child. Your child's classroom staff will notify you promptly of any upcoming events to support your involvement and engagement.

Parent Confidentiality Policy: Any information regarding children enrolled at the Rosebud Daycare (including your own children), parents, staff, or volunteers shall be respected and handled confidentially. All information concerning enrolled children, parents, staff or volunteers shall be confidential and shall not be disclosed to or discussed with anyone outside of the daycare. Failure to abide by this policy, will result in termination of care. Staff also have a confidentiality policy.

Parent's Right to Immediate Access Policy: The Rosebud Sioux Tribe Daycare Center values and respects the rights of parents and guardians to have immediate access to their children while they are in our care. Parents or legal guardians are welcome to visit or check on their children at any time during operating hours without prior notice.

Policy Guidelines:

1. **Unrestricted Access:** Parents or legal guardians may enter the facility at any time to see their child. Staff will ensure that parents can easily locate their child upon arrival.
2. **Sign-In/Out:** For the safety and security of all children, parents are required to follow the sign-in and sign-out procedures when visiting or picking up their child.
3. **Safety Precautions:** To maintain a secure and safe environment for all children, any individual entering the facility must check in with the front desk or Lead Educator.
4. **Custody and Legal Restrictions:** In cases where there are custody agreements or legal restrictions, the daycare must have copies of legal documentation on file. Access will be granted only to individuals authorized by the custody order.
5. **Emergency Situations:** If a situation arises that compromises the safety of the children or staff, access may be temporarily restricted until the issue is resolved.

This policy ensures transparency, fosters trust, and prioritizes the safety and well-being of all children in our care.

Breastfeeding Policy: At the RST Day Care Program, we fully support and encourage breastfeeding. We offer a comfortable and private space for mothers who wish to breastfeed their children while at the center.

For convenience and safety, all breast milk brought in should be stored in clearly labeled bottles or bags. We will store these in our refrigerator or freezer as needed to ensure they remain properly preserved. Our goal is to support both you and your child in a way that promotes healthy feeding and bonding.

Reporting Incidents or Changes in Circumstances

The Rosebud Sioux Tribe Daycare Center is committed to adhering to reporting requirements for any changes or incidents. This includes reporting changes related to building remodels, renovations, space usage, or the location and ownership of the daycare center. Additionally, all directors and staff must undergo screening for child abuse and neglect at the time of initial licensure to ensure eligibility to work in a licensed program. Any individual changes, such as staffing or credential adjustments, must meet the required educational and licensing standards. These changes are required to be reported to the Licensing Specialist within 24 hours.

Reporting Injury & Illness: In the event of a serious injury or illness at the Rosebud Sioux Tribe Daycare Center that requires medical attention or hospitalization, the Administrative Educator will complete a serious injury report form. The incident will be reported to the Licensing Specialist within 24 hours to ensure proper documentation and follow-up.

Injured Child Policy: In the event of a minor injury at the Rosebud Day Care, our staff will provide appropriate first aid treatment. If further medical attention is necessary, the parent will be contacted immediately and asked to take the child to their doctor or a nearby hospital. In the case of a critical emergency, both the parent and 911 will be notified immediately.

For every injury or incident, an accident/incident report will be completed by daycare staff. A copy of the report will be provided to the parent, and another copy will be kept in the child's file for documentation purposes.

Reporting Contagious Disease Policy: Certain symptoms may indicate a contagious virus or illness that can spread to other children in the center. To ensure the health and safety of all, we ask for your cooperation in keeping us informed about your child's condition. Daily health checks will be conducted upon your child's arrival. If your child is excluded due to illness, parents are required to notify the daycare Lead Educator daily to provide updates. Please note that the daycare attendance policy also applies during periods of illness. Your assistance helps maintain a healthy environment for everyone.



Biting Policy: The RST Day Care Biting Policy is designed to ensure the safety and well-being of all children in our care by addressing incidents of biting. This policy outlines the procedures and steps to be taken when a biting incident occurs, including preventive measures, response actions, and communication with parents.

Policy Statement: Biting is a common behavior among young children, often driven by developmental stages, teething, or a need for attention. While it is a natural phase, it is our responsibility to manage and minimize such incidents to protect all children in our care. This policy aims to create a safe environment where children can learn and grow without fear of harm.

Procedures

1. Immediate Response to Biting Incidents:

- Separate the children involved immediately to ensure safety.
- Comfort the bitten child and administer first aid as necessary.
- Calmly address the child who bit, explaining that biting is not acceptable behavior.
- Complete an incident report detailing the circumstances of the biting incident.
- Inform necessary agencies of incident

2. Notification and Documentation:

- Inform the parents of both children involved in the incident as soon as possible.
- Provide a copy of the incident report to the parents and maintain a record in the child's file.
- Notify the Day Care Supervisor and Early Childhood Specialist of the incident via email, delivery of incident.
- Day Care staff (Teacher lead of that classroom) will set up parent meetings.
- Early Childhood specialists will set up necessary training or address environmental changes needed to reduce injuries.

3. Developing a Plan for the Child Who Bites:

- When a child bites:
 - Meeting with Parents, Day Care Staff, Child Care Admin, or support staff, will Meet with the child's parents to discuss the biting behavior and possible underlying causes.
- Staff will plan to address and manage the behavior, which may include:
 - Increased supervision and observation.
 - Identifying and reducing triggers for biting.
 - Providing appropriate alternatives for expressing emotions and needs.
 - Implementing positive reinforcement strategies for non-biting behavior.

4. If a child has more than 2 reported bites in the Day Care Facility:

§ Parents will be asked to shadow their child in the day care center until behavior is modified,

- If behavior cannot be corrected and all other options have been exhausted, the RST Child Care and RST Day Care Program reserve the right to exclude a child from the day care setting until the behavior can be effectively managed.

- Facility operates a Day Care Program and excessive challenging behaviors have the tendency to disrupt learning environments. If biting continues with no behavior improvement alternative child care providers will be referred to families who will be able to support their child care needs.

5. Preventive Measures:

- Using Lakota Kinship terms and keeping all children safe as though they are all your relatives.
- Speak the Lakota Language with them, have Lakota stories being played
- Create a safe and engaging environment with sufficient toys and activities to reduce frustration and competition.
- Maintain appropriate staff-to-child ratios to ensure close supervision and quick intervention.
- Educate staff on child development and effective behavior management techniques.
- Have all staff aware of challenging behaviors and shadow child, if this not possible due to ratio standards, the parent will be asked to come in and shadow their child to help correct behaviors.

6. Staff Training and Support:

- Provide regular training for staff on managing biting incidents and understanding the developmental reasons behind biting.
- Encourage open communication among staff to share strategies and observations.
- Ensure new staff members receive orientation on the biting policy and procedures. This includes notifying all staff of behaviors to be aware of, so fast intervention can happen.

7. Communication and Support for Parents:

- Keep parents informed about their child's behavior and progress through regular updates. This will be in the form of a Daily Report, highlighting their child's day using strength-based language and a trauma informed approach.
- Offer resources and support to parents, such as articles, workshops, and counseling referrals, to help them address biting behavior at home.
- Reassure parents of the bitten child about the steps being taken to prevent future incidents.

8. Parents Rights:

- Parents will have a right to receive any documentation we submit to licensing agency about their child to also include ability to review any video, pictures or audio evidence of what has happened to their child.
- Parent will have the right to Report any concerns to the Day Care Manager, Early Childhood Specialist, Program Director, Teacher, Teacher Assistant, Cook, Other supporting staff. The staff receiving the report will then document the concern and -give to their supervisor.
- Parents will have the opportunity to make a complaint about the Day Care Program to the State of South Dakota Child Care Licensing Agency. If they have any concerns about the level of quality of services that is being provided.
- Parents have a right to file a complaint with DSS 1(800) 227-3020 if they feel we are negligent and unable to provide a safe environment for their children in our care.
- If child is home due to physical or emotional recovery from a bite/injury no day care charges should be assessed against the family during the time of recovery.

9. Review and Evaluation:

- Regularly review and update the biting policy to ensure its effectiveness and relevance.
- Gather feedback from staff and parents to identify areas for improvement.
- Monitor the frequency and severity of biting incidents to assess the impact of the policy and make necessary adjustments as needed.

Failure to Implement Biting Policy: Staff who fail to implement policies and procedures set forth in this policy can jeopardize the safety of children in their care and can be disciplined per RST Personnel policies and procedures.

I agree to cooperate with the staff in the development and implementation of Behavior Intervention Plans for my child, if necessary.

I also understand that if my child’s behavior has not improved, they may be removed from the program, and the RST Day Care Program will be able to connect me with home child care providers who may be able to support my child care needs.

This policy ensures a consistent and supportive approach to managing challenging behaviors, fostering a safe and positive environment for all children and staff at the Sicangu Oyate Cikala Waunspe Oti - Rosebud Day Care.



Challenging Behavior Policy

Purpose: The purpose of this policy is to provide clear guidelines for managing challenging behaviors in a manner that is consistent, fair, and respectful of each child's individual needs. This policy aims to ensure the safety and well-being of all children and staff and to foster a positive and supportive learning environment.

Scope: This policy applies to all children, staff, and parents/guardians involved with the Sicangu Oyate Cikala Waunspe Oti - Rosebud Day Care.

Definitions

- **Challenging Behavior:** Any behavior that interferes with a child's learning, development, and success at play; is harmful to the child, other children, or adults; puts a child at high risk for later social problems or school failure.

Policy

1. **Identification and Observation:**
 - Staff will identify and document instances of challenging behavior through consistent observation.
 - Observations will be recorded with details including date, time, behavior observed, context, and any preceding events.
2. **Immediate Response:**
 - Staff will respond to challenging behaviors in a calm and consistent manner, using de-escalation techniques when necessary.
 - Safety is the first priority. If a child's behavior poses an immediate risk to themselves or others, appropriate safety measures will be taken.
3. **Documenting a pattern of behaviors:**
 - When a pattern of challenging behavior will be when a child has three (3) separate behavior incidents on 3 separate dates.
 - Parent meeting will be arranged
4. **Behavior Intervention Plan (BIP):**
 - Based on the documents, a Behavior Intervention Plan (BIP) will be developed in collaboration with parents/guardians, and staff.
 - The BIP will include specific strategies and interventions tailored to the individual child's needs, aimed at reducing challenging behaviors and promoting positive behaviors.
5. **Implementation and Monitoring:**
 - Staff will implement the BIP consistently and will monitor the child's progress regularly.
 - Adjustments to the BIP will be made as necessary, based on ongoing observations and feedback.
6. **Parent/Guardian Involvement:**
 - Parents/guardians will be involved in the development and implementation of the BIP and will be kept informed of their child's progress.
 - Regular meetings will be scheduled to discuss the child's behavior, review the effectiveness of interventions, and make any necessary adjustments to the BIP.

7. Documentation and Confidentiality:

- All observations, assessments, and interventions related to challenging behaviors will be documented and kept confidential.
- Information will only be shared with relevant staff, parents/guardians, and external professionals involved in the child's care and intervention.

8. Training and Support:

- Staff will receive ongoing training in behavior management techniques and interventions to effectively address challenging behaviors.
- However staff are not trained in specializing in challenging behaviors, and the facility will need to keep other children and staff safe. If BIP plan does not improve any behaviors. The Day Care Program will help the parent locate a child care provider who will be able to support their child care needs.



Smoke-Free and Drug-Free Environment: Our Child Care Center is committed to providing a safe and healthy environment for all children, staff, and families. Smoking is not permitted anywhere on the premises or within 500 yards of the center. Additionally, alcohol, illegal drugs, or any controlled substances are strictly prohibited on the property.

If an individual is found to be under the influence of any substance, they will be asked to leave the premises immediately. Failure to comply will result in contacting the appropriate legal authorities for removal. We appreciate your cooperation in maintaining a safe, supportive environment for everyone.

Child Abuse and Neglect Policy: The Rosebud Daycare Center is legally required to report any suspected cases of child abuse or neglect. All staff members are mandated reporters, which means any suspected physical abuse, neglect, emotional abuse, or sexual abuse will be reported to the appropriate authorities, including Child Protection Services and/or Law Enforcement, depending on the severity of the situation.

We take confidentiality seriously, and all claims will be handled with the utmost discretion to protect the privacy of all involved.

Shaken Baby Syndrome (SBS) and Abusive Head Trauma (AHT) Prevention Policy

At the Rosebud Sioux Tribe Day Care Program, we recognize the critical importance of preventing, identifying, responding to, and reporting instances of Shaken Baby Syndrome (SBS) and Abusive Head Trauma (AHT). These actions are essential in safeguarding the well-being of children, supporting their healthy development, delivering quality child care, and educating families about the risks and prevention of these serious conditions.

Prevention Strategies for Staff

When caring for a child who is crying, fussing, or visibly distressed, staff will first assess the child's physical needs, such as hunger, tiredness, illness, or a need for a diaper change. If no physical needs are identified, staff will use the following calming techniques:

- Gently rocking the child
- Holding the child close or walking with them
- Standing, holding the child close, and gently bending knees
- Singing or speaking to the child in a soothing voice
- Gently rubbing or stroking the child's back, chest, or tummy
- Offering a pacifier or distracting the child with a rattle or toy

Our staff is specifically trained in recognizing signs of distress and using these strategies to calm children safely. The prevention of SBS/AHT is a top priority, and all staff are committed to using appropriate techniques to ensure a safe and supportive environment for all children in our care.

We continue to educate and reinforce these practices to prevent any harm and to promote the best interests of the children.

Non-Discrimination Policy: At Rosebud Daycare, we are committed to providing a welcoming and inclusive environment for all children and families. We do not discriminate based on race, sex, age, color, national origin, or disabilities in the delivery of our services or in employment practices. Our staff are dedicated to supporting and respecting every family and child entrusted to our care, and we strive to honor and celebrate the unique identity of each child and family.

Zero Tolerance Policy for Violent and Hostile Environments: At the Rosebud Sioux Tribe Day Care Program, the safety and well-being of all children, families, and staff are our highest priority. We are committed to creating a respectful and safe environment for everyone.

We have a Zero Tolerance Policy for violent or hostile behavior, including but not limited to:

- Verbal abuse, threats, or intimidation
- Physical altercations or aggressive actions
- Harassment or bullying of any kind

This policy applies to all individuals on the grounds of the RST Day Care Program, including parents, guardians, family members, staff, and visitors. Any behavior that creates a hostile or unsafe environment is strictly prohibited.

Consequences for Violations

If a situation arises where the safety of individuals is compromised, necessary actions will be taken to protect everyone involved. This may include, but is not limited to:

- Disciplinary actions for staff members
- Call Rosebud Police Department for Immediate removal of the individual(s) involved from the property
- Possible suspension or termination of the child's enrollment in the program

The Rosebud Sioux Tribe Day Care Program reserves the right to take further steps if deemed necessary to ensure the continued safety and well-being of all.

We ask for your cooperation in maintaining a peaceful and respectful environment for everyone. Should you have any concerns, please reach out to the Director or Administrative Educator for support.

We are here to support both the children and families in our care, and a respectful partnership is essential to creating a positive atmosphere for all.

Continued Quality Improvement

Staff Development: The Rosebud Sioux Tribe Daycare Center is committed to ensuring our staff is well-trained and equipped to provide the highest quality care for your children. To meet state and program requirements:

- All staff and site supervisors are required to complete at least **20 hours of professional development** annually.
- Staff must maintain certifications in **CPR & First Aid** and receive training in **Child Abuse and Neglect Prevention**.
- Staff will also attend **state-mandated national training sessions** as required by the State of South Dakota.
- Complete First 1,000 Days training to understand holistic child development.

We strive to schedule training sessions outside of regular service hours to minimize disruption to childcare services. However, if a conflict arises:

- Families will be given **advance notice** to make alternative arrangements.
- The daycare reserves the right to close temporarily for staff training when necessary to meet program requirements.

Your understanding and cooperation allow us to continuously improve our services and maintain a safe, nurturing environment for your children.

Staff Background Check and Safety Requirements: At the Rosebud Sioux Tribe Daycare Center, we prioritize the safety and well-being of all children in our care. To ensure compliance with state and tribal regulations, the following policies are in place:

Felony, Sex Offender, and Crime of Violence Policy

- All staff members and volunteers must undergo background screenings, including:
 - **Child Abuse and Neglect Screening**
 - **Sex Offender Registry Check**
 - **Criminal Background Check** for crimes against children, crimes of violence, and felonies.
- Individuals with the following will not be permitted to work or volunteer at the daycare:
 - A felony conviction within the past five years.
 - Any conviction for crimes against children or crimes of violence.
 - Appearance on the Sex Offender Registry.

Volunteer, Staff, and Secondary Childcare Worker Requirements

- **Age Requirements:**
 - Volunteers and staff members must be at least 18 years old.
 - Secondary workers under 18 but not younger than 14 may assist but must remain under direct and constant supervision by a qualified staff member or supervisor.
- **Training and Certifications:**
 - All staff and volunteers must complete:
 - Child Abuse and Neglect Screening.
 - DSS Online Orientation Training.
 - CPR and First Aid Training.
 - Staff-to-child ratios must be maintained at all times.
- **Supervision Requirements:**
 - Secondary workers and volunteers will be supervised by trained staff members with completed background screenings.
 - A Program Planner will oversee all workers to ensure compliance with safety policies and procedures.

These policies are in place to maintain a safe and secure environment for children, staff, and families.

Quality Improvement Surveys: At the Rosebud Day Care Center, we prioritize creating a nurturing, safe, and enriching environment for your children. To ensure we meet the highest standards, we ask parents to complete **Quality Improvement Surveys** every month.

These surveys provide an opportunity for you to share your concerns, suggestions, and comments. Your feedback is invaluable in helping us assess our strengths and identify areas where we can enhance our services. By working together, we aim to continuously improve and provide the best possible care for your children.

We encourage all parents to participate in these surveys, as they allow us to tailor our program to meet the unique needs of our families and community.

Open Door Policy

We believe in open and transparent communication. If you ever have a question, concern, or suggestion outside of the surveys, we invite you to reach out directly.

- **Administrative Educator of the Day Care Center:** 605-747-4441
- **Director of the Child Care Program:** 605-747-5264

Your voice matters, and we are here to listen. Together, we can ensure a high-quality learning and care environment for your child.

Emergency Preparedness

1. Fire Evacuation Plan

- Evacuation Point: The designated meeting area is the Rosebud Police Department, located directly across from the Day Care Center.
- Procedure:
 - Staff will ensure all children are accounted for and safely evacuated from the building using the nearest exit.
 - Teachers will carry attendance records, emergency contact information, and a first aid kit.
 - Children will be escorted to the Rosebud Police Department for safety.
 - Staff will contact parents/guardians immediately after all children are safely evacuated and accounted for.
 - No one will re-enter the building until it is deemed safe by emergency personnel.

2. Lockdown Plan (Active Shooter or Other Threats)

- Lockdown Procedure:
 - Staff will secure all doors and windows, turning off lights to make the center appear unoccupied.
 - Children and staff will take shelter in designated safe areas away from windows and doors.
 - Teachers will maintain a calm and quiet environment while ensuring all children are accounted for.
 - Staff will notify law enforcement immediately using emergency contacts.
- Evacuation Following Lockdown:
 - If evacuation is required after the threat has been neutralized, children and staff will be escorted to the Rosebud Police Department.
 - Parents/guardians will be contacted to pick up their children once it is safe to do so.

3. Inclement Weather Procedures

- Blizzard Conditions:
 - Children and staff will remain at the center until it is safe for parents/guardians to pick up their children.
 - Staff will maintain a warm and secure environment and ensure children's needs (meals, rest, activities) are met.
 - Parents/guardians will be notified of the situation and given regular updates on weather conditions.

- **Tornado Threat:**

- If a Tornado Watch is issued, staff will notify parents/guardians immediately and request that children be picked up promptly.
- If a Tornado Warning is issued while children are still in the center:
 - Staff and children will take shelter in designated tornado-safe areas within the building, such as interior rooms or hallways without windows.
 - Staff will remain with children until the warning has passed and it is safe to exit the shelter.
- Parents/guardians will be updated as soon as it is safe to communicate.

4. Communication Plan

- Staff will use all available methods of communication (phone calls, text messages, or emergency notification apps) to inform parents/guardians of the situation.
- A list of emergency contacts for each child will be readily accessible to all staff members.

5. Emergency Kit Preparation

- The center will maintain an emergency kit that includes:
 - Attendance sheets
 - Emergency contact information for each child
 - First aid supplies
 - Flashlights and extra batteries
 - Bottled water and non-perishable snacks
 - Blankets or emergency thermal covers
 - Any special medications for known allergies

6. Training and Drills

- Staff and children will participate in regular fire, lockdown, and tornado drills to ensure familiarity with emergency procedures.
- Staff will receive annual training on emergency preparedness, including how to handle active shooter situations, fire evacuations, and weather-related emergencies.

7. Review and Updates

- The emergency preparedness plan will be reviewed and updated annually or as needed to ensure compliance with regulations and best practices.
- Parents/guardians will be provided with a copy of the updated plan annually or upon enrollment.

Acknowledgement of understanding

Parent/Family Policy Handbook Agreement

Little Burnt Thigh People Learning Center (Sicangu Oyate Cikala Waunspe Oti)

Child(ren)'s Name(s):

I/We, the undersigned, have read and understand the **Parent Policy Handbook** for the Sicangu Oyate Cikala Waunspe Oti (RST Daycare Center). I/We acknowledge the information, policies, and procedures outlined in the handbook and confirm that we have received a copy for our records and reference.

By signing this agreement, I/We:

1. Consent to all policies and procedures outlined in the handbook, including the **Parent Payment Contract** and **Payment Policies**.
2. Verify that the information provided on the enrollment form regarding our child(ren) is true and accurate to the best of our knowledge.
3. Give permission for photographs of our child(ren) to be used in the center newsletter. (If you wish for these photos to be removed after your child leaves the center, please inform us, and arrangements will be made.)
4. Consent to the recording of our child(ren) through the center's **video monitoring system**, understanding that the footage is for internal use only and will not be shared with third parties.

Parent/Guardian Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

Renewal Date: _____

Note: The center reserves the right to revise and update policies as needed.