

Section H Out of School Time

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HA Mission Statement, Philosophy, Vision, and Expectations

Mission Statement

Toka Nuwaŋ Wayawa Tipi, an indigenous school of the Sisituŋwaŋ-Wahpetuŋwaŋ Oyate, honors those who have come before by providing a safe environment, immersing cultural teachings, and inspiring learners to develop a foundation of critical thinking and social-emotional skills to be good relatives.

Philosophy

The philosophy of the Enemy Swim Day School Out-of-School Time Program is grounded in the belief that all students benefit from a safe, supportive, and engaging environment that promotes both personal and academic growth. The program is committed to fostering positive youth development by recognizing students as valuable resources with unique strengths, talents, and potential to be cultivated.

Vision

The vision of Toka Nuwaŋ Wayawa Tipi is to keep students, their education, and their well-being at the heart of our school by:

- Providing a nurturing, safe secure, and caring environment, and by
- Immersing the Dakota Values, Language, and Dakota Wicoŋaŋ, and by
- Recognizing the importance and promoting family involvement, and by
- Demonstrating understanding and retention of essential learnings.

Expectations

Enemy Swim Day School Out-of-School-Time Program expects its students to:

- Be Safe (Awanicihdaka)
- Be Respectful (Woohoda)
- Be Caring (Waunsida)
- Be Responsible (Waokihi)
- Be Kind (Canwaste un)

STUDENT RIGHTS AND RESPONSIBILITIES

Rights

1. The right to a free and appropriate education.
2. The right to freedom of religion and culture.
3. The right to be free from unreasonable search and seizure of their person and property, to a reasonable degree of privacy, and to a safe and secure environment.
4. The right to freedom of the press, except where the material is libelous, slanderous, obscene, or prejudicial.
5. The right to freedom of speech and expression as long as the expression does not disrupt the educational process or endanger the health and safety of others.
6. The right to freedom of discrimination.
7. The right to be free from cruel and unusual punishment.
8. The right to peaceable assembly and to petition for the redress of grievance.
9. The right to due process.

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Responsibilities

1. To obtain an education. The student must regard the opportunity of obtaining an education as one of their duties to the community. It is the responsibility of students to attend school/classes regularly, be prepared for class and complete their assignments.
2. To follow school rules. The student must obey recognized rules and procedures developed by the school.
3. To practice self-control. The student must refrain from inflicting bodily harm on self and others and respect the privacy of other persons and property.
4. To know the grievance procedure. The student must know and use the proper methods channels of complaint resolution.

HAA Licensing/Accreditation

The Enemy Swim Day School Out-of-School Time Program is licensed through the South Dakota Department of Social Services Child Care Services as a means of reducing the risk of harm to children in child care settings by establishing and enforcing regulations that require maintenance of minimum standards.

Enemy Swim Day School Out-of-School Time Program is accredited by Council On Accreditation (COA). Committed to maintaining the highest level of standards and quality improvement. COA accreditation is an objective and reliable verification that provides confidence and support to an after school program's children and youth, parents, staff and community partners. The COA accreditation process involves a detailed review and analysis of both a program's administrative operations and its service delivery practices. All are "measured" against national standards of best practice. These standards emphasize services that are accessible, appropriate, culturally responsive, evidence based, and outcomes-oriented. In addition, COA confirms that the services are provided by a skilled and supported workforce and that all individuals are treated with dignity and respect.

GENERAL STUDENT AND PROGRAM INFORMATION

HB Ratios and Group Size

The program maintains a minimum staff-to-child ratio goal of 1:10 minimum and 1:15 maximum. During high-risk or challenge activities such as field trips, woodworking, water sports, and others; the norm will be to maintain a ratio of 1:6 unless an even more decreased ratio is necessary based on the activity. The program has the ability to supervise an injured child or compensate for a sick staff member while still having an acceptable ratio of staff coverage by moving staff to/from areas where the additional coverage is needed for the unexpected reasons via staff communication with each other. The accommodation of a child with special needs will be considered on a case-by-case basis and appropriate accommodations made as deemed necessary and reasonable. Our group size in any one room will never exceed thirty children. The staff-child ratio in large groups is ensured and regulated by the accountability system in place at the choice board.

HBA Inclusion Policy

The Enemy Swim Day School Out-of-School-Time Program is committed to providing a safe, welcoming, and inclusive environment where all children and families are respected, valued, and supported. The program believes that every child deserves equal access to opportunities that promote academic success, personal growth, social development, and positive relationships.

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HBB Commitment to Diversity

The Enemy Swim Day School Out-of-School-Time Program values and respects the diversity of all children, families, and staff members. Diversity includes culture, race, ethnicity, religion, language, gender, abilities, family structure, socioeconomic background, interests, appearance, and the many unique qualities that make each individual special. The program is committed to creating a welcoming and inclusive environment where differences are celebrated and all participants are treated with dignity, respect, and fairness. Through positive interactions and meaningful experiences, the Enemy Swim Day School Out-of-School-Time Program encourages understanding, acceptance, and appreciation of both the similarities and differences among people and families.

HBC Intake and Enrollment Procedures

Equal Opportunities

Refer to Enemy Swim Day School Policy JA.

Entrance Age/Admissions

Refer to Enemy Swim Day School Policy JBB.

The student must be enrolled at the Enemy Swim Day School to be eligible to participate in the Out-of-School-Time Program. An exception will be made for a child of a staff person but this child must meet the age requirements.

The Enemy Swim Day School provides the family with the school admission procedures, as well as those for the Out-of-School-Time Program. Along with the school family orientation materials and necessary paperwork are included to be completed by the family in order to enroll the child. All forms required by the school and Out-of-School-Time Program must be completed and returned to the school prior to the child being admitted into the Out-of-School-Time Program.

Records are on file in the student cumulative file and in a database. Authorized Out-of-School-Time Program personnel are able to access the files and database as deemed necessary.

In addition to completing the necessary paperwork to be admitted to the school, the parent/guardian is required to complete all enrollment forms of the Out-of-School-Time Program prior to being considered to have full admission in the Out-of-School-Time Program. The forms include:

1. Permission and Waiver Form – Afterschool
2. Permission and Waiver Form – Summer Academic Program

Student Records

Each student has a confidential student file that contains information regarding enrollment, incident reports, and other appropriate information.

Student records will not be removed from the office in which they are kept. Access to student records will be confined to authorized school personnel who require access to student records.

Except when required by law, person outside the school system will not have access to any student's records without the parent(s)/guardian(s) written permission.

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HBCA Juvenile Sex Offenders

The Enemy Swim Day School abides by the Sisseton Wahpeton Oyate Sex Offender Notification and Registration Code – Chapter 75 requirements. (Ref. KMA/GBDB)

HBD Confidentiality

In order to show respect for the personal information of all children, youth, families, and staff it is very important that staff follow the confidentiality policy to create trust and a professional environment at our program. Each employee is responsible for safeguarding confidential information obtained during employment. In the course of their work, they may have access to confidential information regarding Enemy Swim Day School, Enemy Swim Day School Out-of-School-Time Program, its participants or families, or perhaps fellow employees. It is the staff's responsibility to in no way reveal or divulge any such information unless it is necessary for you to do so in the performance of their duties. Access to confidential information should be on a "need-to-know" basis and must be authorized by a supervisor. Gossiping about other people and sharing personal details about individual children or families is strictly forbidden. Any breach of this policy will not be tolerated, and legal action may be taken by Enemy Swim Day School.

Interview Policy

Refer to Enemy Swim Day School Policy JCIC.

Family Separation/Divorce Policy

Refer to Enemy Swim Day School Policy JCF.

HBE Payment and Fees

Enemy Swim Day School's Out-of-School Time Program does not charge fees for attendance.

HBH Personal Property

Care of School Property/Valuables Brought to School/Lost and Found

Refer to Enemy Swim Day School Student Handbook.

HBI Field Trips

Field trip destinations and transportation should be confirmed well in advance. Students are always required to have a Permission/Waiver Form signed in order to attend a field trip.

PROGRAM PLANNING AND DELIVERY

HC Programming and Activity Planning

The staff will plan developmentally appropriate practices/activities and goals that respond to the ages, developmental stages, and individual differences of children and youth.

Acceptable Use Of Technology

The computer lab is utilized for access to the internet and technology related projects. All students and staff will abide by the ESDS Acceptable Use of Technology Policy.

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Activity Plans

Activities will be prepared in advance. The OST Coordinator will keep record of all activities that take place. Activities are to be aligned with 21st CCLC activity requirements.

HCA Supplies and Materials

Supplies and materials will be provided to meet the objectives of the program to leverage learning opportunities.

HCB Nutrition and Food Safety

The Enemy Swim Day School Out-of-School-Time Program is committed to promoting the nutritional health and well-being of all enrolled children. The program recognizes that proper nutrition plays a vital role in supporting learning, growth, development, and overall health. Through healthy food practices and positive role modeling, the program seeks to cultivate lifelong habits that support student wellness.

The program will provide or encourage nutritious food and beverage options whenever snacks or meals are offered. Food selections will emphasize balanced choices that include fruits, vegetables, whole grains, and low-sugar beverages, while limiting highly processed foods and items high in sugar, salt, and unhealthy fats.

The Enemy Swim Day School Out-of-School-Time Program is also committed to maintaining safe food handling practices. Staff members will follow appropriate food safety procedures to ensure that all food is stored, prepared, and served in a clean and sanitary environment. This includes proper handwashing, safe storage of perishable items, and adherence to all applicable health and safety guidelines.

The program recognizes the importance of accommodating individual dietary needs, allergies, cultural preferences, and family food practices whenever possible. Staff will work in partnership with families to ensure that all children have access to safe and appropriate nutritional options.

Through these practices, the Enemy Swim Day School Out-of-School-Time Program aims to support healthy development and empower children to make informed, healthy food choices that extend beyond the program setting.

SUPERVISION AND SAFETY

HD Basic Supervision and Monitoring Guidelines

The safety of the children is our first responsibility. All students will be accounted for during daily attendance and after all transitions.

HDA High-Challenge Activities

All staff will increase supervision awareness of all children while they participate in high-challenge activities.

Increased Supervision. Staff-to-Child ratios will be decreased to ensure proper supervision. The ratio will be determined by the site director prior to the activity taking place. The norm will be to maintain a ratio of 1:6 unless an even more decreased ratio is necessary based on the activity.

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HDB Attendance and Absence Procedures for Children

Daily Attendance Records

Daily attendance records must be maintained for all children. The daily Out-of-School-Time Program Sign-In Attendance is kept on file and each individual attendance record is entered into the out-of-school time administrative system.

HDC Missing Child Policy

If a child is unaccounted for, the staff will follow the procedures for locating a missing child. Parents will be notified of missing child. Emergency contacts will be notified in the event parents cannot be immediately contacted. Law Enforcement will be contacted if needed.

HDD Drop-In Policy

Drop-ins are permitted. Children that have been given “Choice” status by their parent/guardian may drop-in after school dismissal or leave before the afterschool dismissal. If they choose to leave before afterschool dismissal, they are not allowed to come back into the program on that day.

HDE Arrival and Departure Policy

Arrivals-Afterschool

The Afterschool Program begins at the official end of the school day and typically operates until five o'clock. Determination of where the student is going at school dismissal is determined before the student leaves their last class.

Departures-Afterschool Program, Summer Academic Program

The transportation staff person and bus driver are responsible to check out all children on the bus transportation sheet to verify all children have departed from the program after the late bus leaves. If the child lives in Enemy Swim, they may choose to walk home if permission is granted.

HDF Authorized and Unauthorized Pickup

Changes in child pickup by an authorized person must be phoned into the Enemy Swim Day School prior to the release of the child. A child can only be picked up by someone authorized either on the enrollment form (noted in school administrative program) or with a written dated notice to the Enemy Swim Day School staff. If an emergency arises and another person is needed to pick up the child the information should be provided to the Enemy Swim Day School staff.

HDG Release of a Child: Special Circumstances

When there is a Restraining Order on a Parent

It is our policy to release a child to either parent unless there is a court order restricting custody of the child.

HDH Late Pickup Policy

All students either ride the bus or walk home.

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HDI Smoking Policy

The ESDS campus is a designated no smoking campus to include all tobacco products.

HDJ Field Trip Supervision and Safety

Transportation and Field Trip Policy

All vehicles used for transportation need to be Enemy Swim Day School approved and scheduled with the transportation department prior to usage. Appropriate permission/waiver slips are required.

HDK Transportation Policy

Refer to Enemy Swim Day School Policy JDF, Student Bus Conduct.

HEALTH AND SAFETY

HE Illness and Communicable Disease

Health Examinations

Refer to Enemy Swim Day School Policy JG, Health Services.

Illness

Children showing signs of illness will not be permitted at the center to help protect the health of everyone at the program. If children have already entered the program for the day before showing signs of illness, they will be kept comfortable but isolated in the school nurse's "sick" room until arrangements can be made to transport the child home.

Communicable Diseases

Refer to Enemy Swim Day School Policy JGB.

Head Lice

Refer to Enemy Swim Day School Policy JGCA.

If head lice is detected after a child has entered the Out-of-School Time Program the same guidelines for contacting a parent/guardian will be adhered to.

HEA Chronic and Special Health Needs

Health Services

Refer to Enemy Swim Day School Policy JG.

Allergic Conditions

Individual Health Care Plan (IHCP) Prior to entry into school (or, for a student who is already in school, immediately after the diagnosis of a life-threatening allergic condition), the parent/guardian should meet with the school nurse to develop an IHCP. The parent/guardian should work with the school to create a strategy for management of a child's food allergy

The parent/guardian shall provide the following:

- Licensed provider documentation of food allergy
- Licensed provider order for epinephrine by auto-injector as well as other medications needed. Medication orders must be renewed at least annually.
- Parent/guardian's signed consent to administer all medications

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Medications

Refer to Enemy Swim Day School Policy JGCD, Health Services.

Handling and Storage of Hazardous Materials

The Program requires all staff to be trained in the area of Universal/Standard Precautions.

Universal/Standard Precautions are guidelines issued to prevent disease transmission for people in all walks of life, including child care providers. The Universal/Standard Precautions require persons to have a barrier between any infectious substance and the workers skin, eyes, nose, and mouth. The Program requires any care provider, employee, or substitute who provides care and supervision to children to follow the universal/standard precautions recommended by the Centers for Disease Control and Prevention (CDC) in handling any fluid that might contain blood or other body fluids. Universal/Standard Precautions require treating all blood and fluids that may contain blood or blood products as potentially infectious. To meet this, training on this topic is provided through the orientation training.

HEB Preventing and Preparing for Emergencies

Illness Or Accident

Refer to Enemy Swim Day School Policy JGA, Health Services and ESDS Student Handbook.

First Aid Training/CPR Training/AED Training

All staff are required to obtain certification in First Aid/CPR/AED prior to independently supervising children at Enemy Swim Day School Out-of-School-Time Program.

Records

All staff will be informed of student medical conditions on a need-to-know basis by the program director.

HEC Sanitation and Cleanliness

All staff will clean and sanitized program areas weekly per the licensing requirements.

HEE Serious Accidents (Injury or Illness)

Health Service (Accidents)

Refer to Enemy Swim Day School Policy JGA.

Accident Reports

All employees must report accidents to the program director. Staff should complete a student health form before leaving that day.

HEF Student Safety

Emergencies Plan (Fire, Outdoor Weather, Natural Disaster)

Refer to Enemy Swim Day School Policy JD. The Enemy Swim Day School Out-of-School-Time Program will adhere to the same guidelines with modifications made to the procedures for the extended day hours.

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HEG Preventing Child Abuse

Any staff member suspected of abuse or neglect will be reported immediately to their supervisor and the Superintendent. The Superintendent will notify law enforcement and Child Protection Services. Suspected staff will be removed from the classroom and reassigned to a job that does not require interaction with the children pending investigation of the accusation. Staff found guilty of child abuse or neglect will be immediately suspended pending board action. Refer to GBKB

HEH Reporting and Documenting Suspected Abuse

Any school employee that suspects a child has been abused or neglected is required by law to report their suspicions to Department of Social Services (SWO Child Protection) or law enforcement. The school employee will make the report with the school principal (or acting administrator).

THE PHYSICAL ENVIRONMENT

HF Indoor Facility Maintenance and Use

All staff members must report unsafe conditions at their program areas to the OST Coordinator.

HFA Center Environment

Indoor Environment

The program's indoor space meets the needs of children and youth.

- There is enough room for all program activities.
- The space is arranged well for a range of activities: physical games and sports, creative arts, dramatic play, quiet games, enrichment offerings, eating, and socializing.
- The space is arranged so that various activities can go on at the same time without much disruption.
- There is adequate and convenient storage space for equipment, materials, and personal possessions of children and staff.

The indoor space allows children and youth to take initiative and explore their interests.

- Children can get materials out and put them away by themselves with ease.
- Children can arrange materials and equipment to suit their activities.
- The indoor space reflects the work and interests of the children.
- Some areas have soft, comfortable furniture on which children can relax.

Care of School Property

All staff persons are required to provide proper care to school desks, equipment, books and other property. Restitution by the responsible individual is required if there is any damage, vandalism or loss of school property. ESDS prohibits the writing of graffiti on any items including notebooks, books, binders, desks, clothing, homework, or any other object brought to school. Absolutely no gum chewing on school premises.

Valuables and other Items Brought to School

Students are discouraged from bringing valuable items to school. Students may not bring colognes, body sprays, spray deodorant, or any aerosol sprays to school. Students are responsible for their own personal items. School personnel will confiscate unauthorized items and they will only be returned to a parent/guardian. The school will not be held responsible for items lost, stolen, or damaged.

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Lost and Found

All items found on school grounds will be turned into Student Services.

HFB Outdoor and Playground Maintenance and Safety

The outdoor play area meets the needs of children and youth, and the equipment allows them to be independent and creative.

- Each child has an opportunity for play outdoors.
- Children can use a variety of outdoor equipment and games for both active and quiet play.
- Permanent playground equipment is suitable for the sizes and abilities of all the children.
- The outdoor space is suitable for a wide variety of activities.

A daily safety check is completed for areas that will be utilized outdoors by staff before children are able to access the areas. The process includes checking out the equipment and checking to see if any apparent dangers are present. If the temperature or wind chill is approaching 0 degrees Fahrenheit, staff will use discretion whether or not the outside area will be open to the children.

HFC Facility Security

All building doors are locked. Visitors are allowed access in to the school by the front office personnel. Visitors are checked in at the front desk next to the entrance doors. Video Cameras monitor all hallways and classrooms in the school.

PARTNERSHIP WITH PARENTS AND THE COMMUNITY

Refer to Enemy Swim Day School Policy Sections K & L.

HG Parent and Guardian Involvement and Communication

Parents are always welcome to visit their child's program. ESDS staff encourages guest presenters. The program will communicate with families via phone, email, newsletters, flyers, newspaper articles, radio announcements, etc.

HGA Community Partnership

The OST Program will continue to build partnerships with key community organizations to enrich the children's experiences at the Out-of-School-Time Program.

Parent bulletin boards will reflect various community services and events. A file of community resources is available to our families. This is a way to link our families with services that are available in the surrounding communities.

BEHAVIOR MANAGEMENT

HH Guidance, Discipline, and Behavior Management

Any guidance, discipline and behavior management needed will be according to the approved programs and policies set by the ESDS.

HHB Use of Outside Specialists

The use of resource persons may be needed to supplement the resources of the OST staff.

- The school counselor works with the program to provide insight and further understanding into the

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special needs of individual students.

- The school nurse consults with the staff on medical issues that arise for special individual needs.
- The school student services staff will communicate with the program director on a daily basis to keep Out-of-School Time Program updated on behavior or other issues that are pertinent for the staff to know about individual students.

HHC Suspension and Termination

Suspension and termination of a child from the OST program is a last resort. There may be times when behavior is so severe, disruptive, or dangerous to our program that serious action needs to be taken to ensure the safety of all participants. All students that are suspended from busing will be required to go home at the end of the school day.

The following Behavior Management policies will be adhered to by the Enemy Swim Day School Out-of-School-Time Program:

ESDS Will be Free of Discrimination and Harassment

The Enemy Swim Day School Out-of-School-Time Program is committed to providing a safe, respectful, and inclusive environment free from discrimination, harassment, and bullying. All students and staff are expected to treat others with dignity and respect, regardless of ability, age, culture, race, ethnicity, religion, gender, marital status, national origin, socioeconomic status, or any other individual characteristic.

Discrimination, harassment, and the use of hurtful words or actions will not be tolerated in any form. Appropriate action will be taken if this policy is violated.

Students who experience or witness discrimination or harassment are encouraged to report the incident promptly. Reports should follow the steps below:

1. Report the concern to a teacher, counselor, or OST staff member.
2. Provide details of the situation as accurately as possible.
3. If the issue is not resolved, the concern should be brought to the OST Coordinator.
4. If further resolution is needed, the issue will be addressed by the School Community Director.

Retaliation against any individual who reports a concern in good faith is strictly prohibited.

Complaint Procedures

Any student or parent/guardian who believes he/she has been discriminated against, believes her/his rights have been violated, or has any other complaint concerning affairs of the school, or administrative decisions, may report said complaint in the following manner.

- A. Concerns of students and parent(s)/guardians(s) should be submitted to the Leader in writing by the person (or by other persons acting in behalf of the person, in the case of a young child, or a person in physical or emotional pain or other reason they would be unable to write their own statement) within five working days of the incident.
- B. If the Leader does not resolve the complaint/concern, the Students and Parents(s)/guardian(s) should provide all the information to the OST Coordinator in writing within five working days of the incident.

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- C. OST Coordinator must complete all efforts to resolve the complaint within five (5) working days including meeting with the School Community Director to resolve the complaint.
 - 1. The OST Coordinator and/or School Community Director will meet with the parties involved to discuss the issues of the complaint.
 - 2. The OST Coordinator and/or School Community Director will seek a solution to the matter on an informal basis.
 - 3. The OST Coordinator and/or School Community Director will keep a written record of all activities and findings in the complaint.
 - 4. The OST Coordinator and/or School Community Director will make a written reply to the parent/guardian and Superintendent.
- D. If the School Community Director is unable to resolve the complaint to the satisfaction of the parties concerned, the complaint, in writing, will be brought to the attention of the Superintendent, within five working days of the School Community Director level resolution.
- E. The Superintendent will follow the same procedure as the School Community Director in an effort to resolve the complaint within of five working days. If the Superintendent is unable to resolve the complaint to the satisfaction of the parties concerned, the complaint may be brought to the attention of the school board, in writing, within five working days.

Playground Behavior Rules

Students will:

- 1. Show respect. Keep your hands to yourself.
- 2. Be responsible. Return the equipment.
- 3. Be caring. Treat others as you want to be treated.
- 4. Be safe. Use the playground equipment properly.

The following consequences will result from not following playground rules:

- 1. Sitting out from recess (on steps or as assigned by playground supervisor).
- 2. Short term loss of playground privileges.
- 3. Serious infractions will result in referral for school wide disciplinary procedures.
- 4. Behavior plan.

GENERAL SCHOOLWIDE/OUT-OF-SCHOOL-TIME PROGRAMWIDE RULES

Follow the directions of all staff members.

Stay in assigned areas.

Use school equipment properly.

Keep hands, feet and objects to yourself at all times.

Be respectful – speak politely to staff, students and visitors.

Do not bring illegal objects, weapons or substances to school.

Do not take or damage the school's or another person's property.

Fire Alarms are located throughout campus for safety and emergency reasons only; any student who deliberately engages a fire alarm in a non-emergency situation will be disciplined.

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Students who deliberately will not follow emergency procedures or staff directions during an emergency situation are endangering themselves as well as others and they will be disciplined.

Student Behavior and Discipline Plan

The school administration reserves the right to discipline any student when, in the judgment of the administrator, the student knowingly and deliberately exhibits behavior that violates the rules of the school or the classroom. Students are to respect the rights and feelings of other students and staff members. Students will also respect the school building and property as well as the property of others.

Parents will be informed of any incident that involves any infraction or violation of any behavior boundary or limit of their child. Student Services will be responsible for accurately recording and distributing reports to parents of incidents that have resulted in the application of disciplinary procedures with their child.

Deviation from acceptable behavior will result in immediate disciplinary action.

Disciplinary action will be at the discretion of the school administrator and may include the following actions:

- In-OST (lose choice privileges).
- Short-term OST Suspension.
- Recommendation for long-term OST Suspension.

If a student has multiple incidences or a serious discipline incident during the regular school day, then the student will not be allowed to stay for Out-of-School-Time Program on that date(s) unless permission is granted by ESDS personnel.

If the behavior violates any tribal law, the School Administration will file a criminal complaint (SWST Chapter 38 – Juvenile Code and/or Chapter 16 – Penal Code)

School Administration Intervention

The Superintendent may expel a student from the Out-of-School-Time Program for the balance of any semester or remainder of the year for conduct that disrupts the educational process or endangers the health or safety of the student, other students or school staff. Behaviors to include but not limited to: use/possession of alcohol, illegal drugs, weapons, excessive fighting, repeated/continued disregard for school rules/gross disrespect, criminal behavior, sexual harassment.

Smoking/Possession of Tobacco Products

See Enemy Swim Day School Policy JDEA

Drug/Alcohol/Chemical Use

See Enemy Swim Day School Policy JDEB

PERSONNEL POLICIES

In addition to the following policies, refer to Enemy Swim Day School Section G Personnel Policies.

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HI Work Schedule

Time Clock

All staff will punch in/out on the Enemy Swim Day School time clock. If you forget, you are responsible to seek out your supervisor so she can initial your time which is necessary for payroll documentation.

Staff Calendar

An annual afterschool staff and summer enrichment calendar will be provided to staff that indicates the dates and times that an employee is scheduled to work or attend field trips, special events, and training.

Emergency Absence

If any staff member who is unable to work due to an emergency, tragedy, or illness, they must contact the OST Coordinator or School Community Director.

1. Call the program site, the director's home, the school office, etc.
2. Leave a message at any number you call, but do not stop trying different numbers until you actually talk to the School Community Director or OST Coordinator.
3. Not showing up for work, not contacting the OST Coordinator or School Community Director in person, (or showing up for work late) puts students at risk, and is therefore grounds for dismissal per ESDS personnel policies.

Other Absences

Staff members need to take planned/unplanned leave must schedule the day off in advance with their supervisor.

HIA Professional Conduct

Enemy Swim Day School Out-of-School-Time Program expectations from Child-Care Staff

Program employees conducting themselves in a professional manner is one of the most important ways to create a respectful community.

- Child-care staff will be identified by a name badge that should be worn at all times.
- Each staff member should project an image of neatness and cleanliness while working (see dress code).
- The use of profanity is strictly forbidden. Flagrant usage may result in dismissal.
- The use of tobacco products is strictly forbidden. Possession or use of drugs may result in immediate dismissal. Child-care staff must submit to pre-employment and random drug testing. Non-negative test results may be grounds for dismissal from employment.
- Time away from work, other than that caused by an accident, illness, or emergency, must be cleared through the OST Coordinator or School Community Director. Staff are required to abide by the child care staff attendance policy.
- Please keep purses, billfolds, and other valuable in a safe location. It is recommended that personal vehicles be kept locked at all times.
- Occasional visits to staff members by family, friends (school-age or older), etc. are permitted. Please inform the OST Coordinator or School Community Director concerning the date and time of visit. Staff member is expected to fulfill all job responsibilities during this time. We discourage personal phone calls during work.

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An Out-of-School Time Program human resources file will be maintained for each child-care staff member, with access limited to the Superintendent, Business Manager, School Community Director, OST Coordinator, and the individual employee. The HR Business Assistant will be responsible for OST HR file maintenance. Contents of the OST HR file may include but are not limited to:

1. ESDS Application including start date of employment
2. 3 letters of reference or noted contacts made by HR (non-relative references)
3. DSS: Central Registry Child Abuse/Neglect Screening results
4. Signed statement of responsibility to report Child Abuse and Neglect
5. Signed and dated orientation training and acknowledging awareness of ESDS OST Policies
6. DCI/ and FBI Fingerprint Results
7. Sex Offender Registry Checked
8. First Aid/CPR/AED Certification
9. Employee Evaluations
10. Employment Contract
11. Copy of Highest Educational Degree
12. Annual Training Documentation
13. Job Posting
14. Interview Notes
15. Job Description
16. Emergency Contact Form
17. Disciplinary Actions
18. Termination Summary
19. Health Certificate

All personnel records will be considered confidential as per the Privacy Act. They will not be open for inspection by unauthorized personnel. Ordinary employee information available to the public will be limited to the name of employee, the assignment, and the dates of employment.

HIAA Dress Code

See Enemy Swim Day School policy GBRAA

DAILY AFTER SCHOOL PROGRAM STAFF MEETING

Daily all Out-of-School-Time Program staff will meet to discuss the day's schedule, pertinent information and pertinent student information (behavior, medical, etc.)

HID Staff Training and Professional Development

It is the goal of Enemy Swim Day School Out-of-School-Time Program to provide its employees with continuous training in the areas of child care. Training is required for each staff member and volunteer who works directly with children and is included in the staff to child ratio. All staff will be required to complete the orientation training required through the Department of Social Services within 90 days after employment. The following topic areas are required for orientation training: 1. Prevention and control of infectious diseases. 2. Prevention of sudden infant death syndrome and use of safe sleep practices. 3. Administration of medications. 4. Prevention and response to emergencies due to food and allergic reactions. 5. Building and physical premises safety. 6. Prevention of shaken baby syndrome and abusive head trauma. 7. Emergency preparedness and response planning. 8. Handling and storage of hazardous

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materials and disposal of bio contaminants. 9. Child development. 10. For providers that offer transportation, appropriate precautions in transporting children. 11. Reporting child abuse and neglect. 12. First aid. 13. CPR certification. Documented training hours are required each year. Staff must have training in all topic areas within the first 2 years of employment in the following areas: Child Growth and Development, Learning Environments, Communication and Developing Relationships, Program Management and Regulation, Detecting and Reporting of Child Abuse and Neglect, Identification and Prevention of Communicable Diseases, Behavior Management and Guidance, Cultural Diversity, Food Handling Techniques, Communication and Relationships, Basic First Aid, Age Appropriate Planning, Professionalism, Partnerships with Parents, Program Health and Safety, and Inclusion of Children.

The following is a list of training opportunities that are scheduled throughout the year.

- DSS South Dakota Child Care Provider Orientation Training is required within 90 days after employment. The DSS Level II Health and Safety Training is required within 5 years of employment.
- CPR/First Aid certification is required.
- Annual Pre-service for all employees prior to the beginning of each school year. Employees will, as a condition of employment at the School, be required to participate in the Pre-Service Workshop each year.
- Pre-employment orientation and training
- On-site training
- Annual school-age care conference
- Use of library/resource materials
- Handouts and information sheets
- Manuals
- Visits and guidance from the administrative staff
- Webinar classes
- Employee attendance at community workshops and seminars

After the first two years of an individual's employment at the center, the center will provide training in the subject areas most needed for professional development of staff and effective center operation. Instruction provided to members or volunteers while performing their jobs may not be used to meet the requirements of this policy.

Group Leaders receive at least 18 hours of training annually. Senior Group Leaders receive at least 21 hours of training annually. Site Directors receive at least 24 hours of training annually. Program Administrators receive at least 30 hours of training annually.

CPR/AED and first-aid training certification is required prior to independently supervising children.

HIF Substitute Policy

All substitutes need to meet the same hiring practices as any other Enemy Swim Day School Out-of-School-Time Program staff. They must be approved by the Board and at which time will be put on the substitute list. Background-check required.

HIG Code of Ethics for the Out-of-School Time Professional

The OST Professional will:

- Demonstrate the highest standard of individual conduct, personal accountability, trustworthiness, integrity, fairness, consideration of the rights of others and the highest principles of good business practices and relationships.
- Understand that every individual is a unique and valuable asset to the OST community.
- Design environments and activities based on the knowledge of how children grow and learn.
- Develop programs that strive to build a strong community among children where play is maximized, children and youth are empowered, self-esteem and maturity is guided, and self-discipline is taught and encouraged.
- Provide opportunities that enhance individual uniqueness, positive choice, critical thinking, creativity, curiosity and a love of learning.
- Appreciate, support, encourage and respect close ties between the child and family.
- Recognize that understanding that children achieved their full potential when supported in the context of family, culture, community and society.
- Base all relationships with children and families on trust, respect and acceptance.
- Communicate openly and clearly with the OST community, staff, children and youth, families, hosts, employees and other professionals.
- Uphold basic principles of trust, honesty, integrity and respect in all professional and business practices.
- Serve as an advocate for children, their families and their teachers in the local community and society.
- Recognize how personal values, opinions and biases can affect professional judgment.
- Be committed to their own learning and professional development.
- Respect colleagues in OST and support them in maintaining the Code of Ethics.
- Respect and protect the confidentiality of the child, families, colleagues, program and partner organizations and agencies.
- Honor the ideals and principles of the Code of Ethics.

HIH Volunteers

All volunteers will comply with Enemy Swim Day School policy GBDA.