

# Welcome to Minneapolis Kids @ Northrop

## 2018-19 School Year

Dear Families,

On behalf of the staff at Minneapolis Kids at Northrop, we are happy to welcome you to the 2018-19 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential.

Minneapolis Kids provides childcare for children in grades K-6 before and after school and on school release days. During the summer we offer child care to children entering 1st grade through 7th grade. We are sponsored by the Community Education Department of Minneapolis Public Schools.

**Northrop Mpls. Kids**  
**4315 31st Ave. S.**  
**Mpls. MN 55406**

Site office #: 612-668-4538  
Site cell #: 612-290-4029

### Site Coordinator

Debbie Mohn  
Deborah.Mohn@mpls.k12.mn.us

Main Office: 612-668-3890  
Main Office Fax: 612-668-3895

### Child Care Assistants

We are currently in the process of determining staffing for the program. When this process is finished, information will be sent out to families regarding the summer staff team. Staff biographies and photos will be posted near the sign in/out area if you would like to learn more about our team!

### Our Mission

The program mission is to provide high quality school-age care for families. We offer a safe, nurturing, educational and recreational experience where children are encouraged to pursue interests, develop friendships, independence, and confidence.

### The Basics

- For pick-up and Drop-off you can park on 32nd Ave and come in the lunchroom door.
- Sign your child in & out each day at the Parent info station located right inside our room door. Our staff try to greet each family at the beginning and end of the day, but if we are distracted please be sure to make contact with a us. We want to be sure to see every child as they enter or leave the program.
- Our program is choice based and each day your child will have the opportunity for art, imaginative play, reading, large muscle movement and special enrichment activities. We know everyone's schedule is different but if your child likes to participate in the enrichment activities please note that these start at 7:30 and end promptly at 8:30. Speaking of Enrichment...

### Enrichment

You can see on the daily schedule that your child will have the opportunity to participate in a special activity each time they are at Minneapolis Kids. These Enrichment activities will include arts, crafts, cooking, physical activity, math, science, and more!!! As the year goes on children will get chances to plan and lead some of these activities!

### Monthly News

You will receive email correspondence filling you in on the happenings of the month. This will include daily activities, monthly themes, special projects, social skills we are focusing on and upcoming non -school day information. A calendar and news letter will also be posted in the parent information station.

### Parent Involvement

We strive to provide opportunities for parents to be involved in the program. We would love to have parents share their talents and interests. Of course, if you ever have a suggestion for the program feel free to email or call me any time!

### Accreditation

Our program is accredited through the Minnesota Afterschool Accreditation Program (MAAP). There are several standards that we strive to meet everyday with a continuous improvement mind set. This year, we will be focusing on quality improvements as we go through reaccreditation with MAAP. I will be asking for your support and assistance as we go through this process.



### Homework Time

Homework can be done before and afterschool during options time. There will be staff available to help children that need assistance.

### Tracking System

When you enter the program you will see our tracking system. Each child has a space on our pocket chart and a magnet. They must put the color of the stick that corresponds to the room they want to go to and they must bring their name magnet with them to place on the attendance board in that room.

### Non-School Days, Winter Break, Spring Break & Summer

Minneapolis Kids is open and provides care on non-school days at Wenonah (5625 23rd Ave. S.). Parents must register in advance through our online system.

### Meals/ Snacks

Minneapolis Kids provides a nutritious after-school snack. The school lunch program is not in operation on non-school days; children must bring a bag lunch and beverage from home.

## Northrop's Daily Schedule

### Before School

6:30-7:15: Arrival, lunchroom Choices

7:15-8:15: Options, Projects, Outside

8:15- 9:00: Gym/Stage (room clean up)

8:45: Breakfast (optional)

9:00: Dismissal

### After School

3:30: Arrival from School  
Children Check in for Attendance

3:45-4:15: Outside

4:15-4:30: Snack

4:30-4:45: Quiet Reading

4:45-5:45: Options, gym, projects,  
homework etc.

5:45: Lunchroom pick up and dismissal

6:00: Program Closes



### Site Hours

Before School: 6:30-9:00

After School: 3:30-6:00



# Minneapolis Kids Policies & Procedures

## Check In & Out

All kids must be pre-registered through the Main Office. In the interest of safety, Mpls Kids will not accept legal responsibility for a child unless an authorized adult signs him/her in. An authorized person must also sign out the child at the end of the day. Only adults may use the iPad. Please let us know if someone new will be picking up your child and remember an ID will be needed.

## Absences

It is the parent's responsibility to notify Minneapolis Kids when his/her child will not be in attendance, even for one day. If a child does not arrive after school and the program has not been notified, staff will start looking for the child. Parents and others listed on the child's emergency card will be called.

## Release of Children

If a person other than the parent or designated person is picking up the child, Minneapolis Kids staff must be notified. In emergencies, a parent must call to inform the Minneapolis Kids staff that another authorized person will pick up the child. The person will be asked to show photo identification.

## Illness

Children who are ill will not be able to participate in the program. When must a student stay home?

- \* If he/she has had an oral temperature of 100 degrees or higher in the past 24 hours.
- \* If he/she has vomited 2 or more times in the past 24 hours
- \* If he/she has diarrhea, an increased number of stools compared to normal or has stools that are loose, and he/she needs to use the bathroom frequently.
- \* If he/she has any rash for which the cause is unknown.
- \* If he/she has an illness (severe wheeze, severe cough, etc.) that prevents him/her from participating in routine activities.

## Medication

As school district personnel, Minneapolis Kids can only give medication with the written order of a health care provider that is licensed to prescribe and written consent of a parent/guardian. Signed parent permission is needed for sun screen and insect repellent.

## Allergies

Does your child have allergies or special dietary concerns? Please communicate with the Site Coordinator to ensure we take the necessary steps to keep your child away from allergens.

## Behavior

For everyone's well-being we expect children to:

- ⇒ Keep hands, feet and objects to yourself
- ⇒ Follow directions and respect the people in charge
- ⇒ Use appropriate language
- ⇒ Respect other people and property

We follow the Mpls Public School's discipline policy. Parents will be notified with ongoing difficulties and to gain their support in helping their child be successful.

## Billing

Bills are generated electronically and will be forwarded upon completion of registration. Contract terms are available on website. Parents are expected to pay their contracted fee whether or not their child is in attendance. There will be no refunds for absence due to illness, vacation, or school closings due to inclement

## Schedule Changes & Withdrawals

A schedule change is defined as: adding or subtracting one or more components, or changing the number of days/weeks for the school year or extended period of time. Minneapolis Kids does not swap days or credit for incidental days missed. Schedule changes require a two week notice and are made by contacting the main office. Two weeks notice is required when cancelling service.

## Late Pick Up

All children must be out of the Minneapolis Kids program space by closing time at 6:00 p.m. (according to the site clock). If you know you will be late, please make arrangements for someone to pick up your child before closing and inform staff at the site. Staff is required to remain with children until a guardian arrives. Unless otherwise informed, at 6:00 pm staff will begin calling emergency contacts listed on the enrollment form. Repeated late pickups will result in termination of service. Late fees will be charged according to the following schedule:

1. Following the first incident a late fee of \$1 a minute will be assessed for picking a child up after 6:00 pm.
2. Following the second incident, a late fee of \$1 a minute will be assessed for picking a child up after 6:00 pm.
3. After the third late pick-up a late fee of \$1 a minute along with a fine of \$25 will be assessed. Parent will be notified that future late pick-ups could result in termination of service.
4. After the fourth late pick-up, a late fee of \$1 a minute along with a fine of \$25 will be assessed. Parent will be notified that future late pick-ups could result in termination of service.
5. Service will be terminated after the fifth late pick-up.