

# Welcome to Minneapolis Kids @ Wenonah

## 2018-19 School Year

Dear Families,

On behalf of the staff at Minneapolis Kids at Wenonah, 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 part of the Community Education Department of Minneapolis Public Schools.

### 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 23rd Ave and buzz in at Door #1. Alternatively you can park on 56th street and buzz in at door (look up number).
- Sign your child in & out each day at the Parent info station located right inside our room door. This area contains all manner of information form families, including reminders of what is occurring in the coming week. 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

Our daily schedule allows allots space for special enrichment. At Wenonah these are usually simply referred to as 'projects'. At the beginning of the year these will be staff planned and driven projects ranging from arts and crafts to science experiments to outdoor and gym games. However our goal is to involve students more and more as the year progresses. Our plan is to first have student designed clubs: they give us ideas and the staff execute on them however near years end we would like to try to have fully student driven projects.

### Monthly News

You will receive email correspondence, containing a newsletter, every month to fill you in on the goings on at Minneapolis kids in the upcoming month. Sadly we won't have one for September as the time table for summer to fall transition is simply too short.

### 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, Nigel, any time!

### Accreditation

Our program is working towards being accredited through the Minnesota Afterschool Accreditation Program (MAAP). There are several standards that we strive to meet everyday with a continuous improvement mind set. We will be focusing on quality improvements as we go through accreditation with MAAP. I will be asking for your support and assistance as we go through this process. We hope to have a validator from MAAP observe our program in November.

### Wenonah Mpls Kids is...

Wenonah Elementary  
5625 23rd ave S, Mpls, MN, 55417

Phone: 612-668-5060  
Cell: 612-290-4038  
Email:  
Nigel.Anbacht@mpls.k12.mn.us

Nigel Anbacht: Site Coordinator  
Jalaya Bouye: CCA, full day  
Vincent Holm: CCA, full day  
Yeng Vue: CCA, Mornings  
Jan Pajak: CCA, full day  
Passion Lambert-Ellis: CCA, full day

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



### Homework Time

Homework or reading is always an option in the main room, as we attempt to keep the space dedicated to calmer activities. In the afternoon between 5:00 and 5:30 the main room becomes a dedicated quiet space for reading and homework.

### Tracking System

When you enter the program you will see our tracking system. Each child has a labeled space on our magnet boards in the hallway, containing a magnet with their name and a colored dot. The magnet with their name (referred to as their magnet) goes with them to the option they choose, while the dot is moved to represent what location they are in.

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

Minneapolis Kids is open and provides care on non-school days at Wenonah for both the Northrop and Wenonah sites. Parents must register in advance (2 weeks is standard)

### 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.

## Daily Schedule

### Before School

6:30– Main Room & Lunchroom Choice  
 7:30– Project Opens  
 8:15– Outside or Gym Option  
     Computer lab (Friday only)  
     Lounge Opens (older kid space)  
 9:10– Older Kids to Bus  
     (bus arrives at @ 9:10)  
 9:20– Breakfast Option  
 9:30– Off to School!

### After School

3:55– Children Check in for Attendance  
 4:00– Outside/Gym --OR-- Main room  
     (Reading/Homework)  
 4:26– Older Kids Bus Arrives  
 4:30– Snack/ Lunchroom Choice Time  
 4:45– Project Opens/Other options  
 5:00 – Main Room Quiet Reading/HW  
 5:30– Main Room (5:30 games)  
     --OR-- Group Activity  
 6:00– Program Closes



### Site Hours

Before School: 6:30-9:30

After School: 3:55-6:00



Community Education

SCHOOL AGE CARE

Minneapolis Kids

# Minneapolis Kids Policies & Procedures

## Sign In/Out

Parents or an authorized person must sign the child in and out and make contact with a staff person. Parents will identify those authorized to pick-up upon registration and may update this entry at any time.

## 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 weather.

## 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.

Minneapolis Kids Parent Handbook  
[http://mplskids.mpls.k12.mn.us/uploads/mpls\\_kids\\_parent\\_handbookupdated.pdf](http://mplskids.mpls.k12.mn.us/uploads/mpls_kids_parent_handbookupdated.pdf)

