

Welcome to Minneapolis Kids @ Armatage

2016-17 School Year

Dear Families,

On behalf of the staff at Minneapolis Kids at Armatage, we are happy to welcome you to the 2016-17 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.

Who We Are

Armatage
2501 W. 56th Street,
Minneapolis, MN 55410

Site Coordinator:

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Child Care Worker

Ciara Murphy

Child Care Assistants:

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Main Office: 612-668-3890

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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, please come through door 20, where a staff will greet you in the Cafeteria.
- Please sign your child out each day at the Parent Info Station located right inside the cafeteria. Our staff try to greet each family during pick-up, but if we are actively engaged with children be sure to make contact with us. We want to be sure to see every child as they enter or leave the program. Please be prepared to show your I.D. when picking up your child, until staff become more familiar with you.
- Our program is choice based and each day your child will have the opportunity for art, imaginative play, reading, physical activities and special enrichment activities. There are also ample opportunities for children to spend time doing more quiet activities.

Enrichment

As you can see on the daily schedule, each day your child will get to experience at least one enrichment activity. This year we will have an overarching theme titled "National Geographic." Each week staff will take their students on an adventure through different topics. We will start our journey by exploring life under sea. Since our program is a choice based, we will encourage the students to be involved in the different activities, but they will have options to participate in other activities as well. These activities will include, but are not limited to: art, exploring nature, researching, physical activity, science, literacy, etc. I am also excited to encourage students to organize their own clubs and activities as well. In addition, we will also be watching two pre-screened documentaries a month, and I will send out the titles of these documentaries ahead of time. If you have any questions please do not hesitate to contact me.

Monthly News

Each month you will receive an email talking about important information, themes for that month and upcoming activities. I will also inform you of the non school day options, off-days, etc.

Parent Involvement

We strive to provide opportunities for parents to be involved in the program. If you have any talents you want to share with our groups please do not hesitate to contact me. You could also be involved by donating recycled material. The kids can use it to make recycled art and sculptures.

Homework Time

As you can see in the daily schedule, students will have a set aside time to work on their homework. Students will have another time during the day to choose to do their homework, if they do not want to participate in other activities. During each time, staff will be available to assist students with their homework.

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 designated locations. On non-school days we will be going to Kenny Elementary School. Parents must register in advance, since space can sometimes fill up quickly.

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. If you have any questions about the snacks please let me know.

Armatage Daily Schedule

Prek-K

2:00- 2:30- Pick up/Check-in/snack

2:30 -3:00- Quiet Time (Reading/Resting)

3:00- 3:30- Outside/Free play

3:30- 4:30- Enrichment Activity

4:30- 5:30- Options

5:30- 6:00- Clean-up

1st-5th

2:00-2:45 – Check-in / Free Play/ Outside

2:45-3:00-3:15- Snack

3:00- 3:30 – Quiet Time/ Reading/ Home-work

3:30-4:30 – Enrichment Activity

4:30- 5:30- Options

5:30- 6:00 – Clean-up



Site Hours

After School: 2:00-6:00 p.m.

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 vomiting or diarrhea in the past 24 hours
- * 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. A copy of the medication consent form is available online at mplskids.k12.mn.us Signed parent permission is needed for sunscreen and insect repellent.

Toys From Home

Minneapolis Kids has a wide variety of developmentally appropriate games, toys, book and equipment for learning and recreation. Children are discouraged from bringing personal items from home, unless permission is given by site staff. Minneapolis Kids is not responsible for personal items that may become lost or broken.

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 safety we expect your child to:

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

We follow MPS discipline policy. Parent will be notified when there are ongoing difficulties to help problem-solve their child's behavior.

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 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 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_hanbookupdated.pdf