



**Minneapolis Kids**  
Minneapolis Community Education

## Welcome to *Armatage* Minneapolis Kids 2015-2016

### **Armatage Minneapolis Kids Staff**

Site Coordinator: Hayden Hammel

Child Care Assistants: Lamar Warren, Caitlin Fellows, Timothy Purtle, Merja Dembovsky, Mary Strand, Karen Kirchgasser, Jordan Reason, Ryan Williams

### **Contact Information**

Hayden Hammel: [Hayden.Hammel@mpls.k12.mn.us](mailto:Hayden.Hammel@mpls.k12.mn.us)

Site Office Phone: (612) 668-3199 (best between 10am-1:30pm)

Site Cell Phone: (612) 290-8873 (best between 10am-1:30pm)

### **Sign Out**

You will need to use the iPad to sign out your child. Please go into system and update your authorized pick-ups. If there is an emergency and no one on the authorized pick up list can pick up your child, please call the site cell phone to add that person for the day. Having a complete list of authorized pick-ups is very helpful!

Please bring your ID with you when picking up your child. If we do not recognize a parent (or an authorized pick up), we will ask for an ID before we release the child. This is a safety matter for all children in the pro-gram. Please be patient with us as we learn which parent belongs to which child.

### **Outside Time**

Please send outdoor clothes with your child each day. During the winter, all children will need boots, snow-pants, winter jacket, hat and gloves/mittens. Write your child's name in all of their

winter clothing. We play outside every day, as long as the temperature is above zero degrees. If a child does not have the proper clothing, they will need to wear ours.

## **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. Please call Minneapolis Kids at 612-668-3599 or email Anna Beckler at [an-na.beckler@mpls.k12.mn.us](mailto:an-na.beckler@mpls.k12.mn.us) if your child will be absent.

## **Snack time**

At Minneapolis Kids, we will provide a daily, nutritious snack. This snack will be served daily by staff and served between 2pm-3pm. Our staff will assist the children in helping them clean up their snack and any opening of items. Specifically, our youngest children will eat first followed by the older groups. They will have the option to not eat snack, but it will be offered to any students who wants. Students also can place snack they do not want on a "Share Table." Lastly, snack will be offered and asked to not be eaten outside of the lunch room.



## **Daily Schedule**

2:00pm-3:00pm – Check-In/Snack/Outside

3:00-4:00pm – Group Breakout

4:00pm-5:00pm – Recreation Options

5:00pm-6:00pm – Free Play/ Pick-Up

## **Late Pick Up Policy**

All children must be picked up by closing time at 6:00pm. If you know you will be late, please make arrangements for someone else to pick up your child before closing and inform staff at the site. Repeated late pick-ups will result in termination of service. Staff is required to remain with children until they are picked up. Unless the staff has been notified by you, at 6:00pm they will begin calling emergency contacts listed on the enrollment form.

**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

Welcome to Armatage-Minneapolis Kids! We are beyond excited about what this year can bring. We will do everything we can to provide a safe, yet structured program while at the site. Please let me know whenever you may have any questions, concerns, or anything else!

Thanks 😊

Hayden Hammel

