



**Minneapolis Kids**

Minneapolis Community Education

## Welcome to Bryn Mawr Minneapolis Kids

### **Bryn Mawr Staff:**

Vickie Hyatt- Site Coordinator

Aretha Branscomb and Claudia Bialke – Child Care Assistants

### **Where to find us:**

As you enter the parking lot continue around to the right to the back of the school, we are located at door 10.

Ring the silver buzzer located to the right of the door and a staff person will answer. (Push hard)

### **THINGS TO KNOW:**

**Sign out:** We will be using the iPad system. This system ties together the online enrollment, billing, and emergency information. With this system, only people on the contact list can sign your child in or out, it is important to keep this list updated (It is also a good idea to put anyone on the list that may pick up your child, it doesn't matter how many).

### **Late Fees:**

Our program closes at 6PM. If you know you will be late please try to make other arrangements or if an emergency comes up please call the site to inform the staff. Unless the staff is notified by 6 we will begin calling emergency contacts.

### **LATE FEE POLICY:**

For the first and second incident a fee of \$1 per minute will be charged.

After the third and fourth late pick up a fine of \$25 will be charged and parents will be notified that future late pick-ups could result in termination of service.

Service will be terminated after the fifth late pick up.

### **Snack:**

An afternoon snack is provided by the district nutrition center, there is a menu posted in the room. It is ok provide additional snack if your child needs it.



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## **Absences:**

If your child will not be at Mpls Kids please call or email the Site Coordinator to let us know. We often do not get messages from the school office ([Vickie.hyatt@mpls.k12.mn.us](mailto:Vickie.hyatt@mpls.k12.mn.us)).

## **Outside time:**

As a part of our programming we go outside daily so please have children dressed for the weather. Extra clothes can also be left in the locker.

## **Billing/Schedule changes:**

Please contact the main office 612-668-3890

### **OUR DAILY SCHEDULE**

1:45-2:15 Check-in/snack

2:20-2:50 Group outside time

(During inclement weather we have group time first then gym time)

2:50-3:30 Group Meeting

(Happenings of the day, news from children and staff group games, homework and quiet reading time)

3:30-5:30 Options of the Day

(May include projects, media center, gym, room options, more outside time)

5:30- 6:00 Quiet options /preparing to go home

Welcome to Bryn Mawr Mpls Kids my door is always open feel free to contact me any time with questions or concerns,

Vickie Hyatt