



## Minneapolis Kids

Minneapolis Community Education

### Welcome to Minneapolis Kids at Burroughs!

**Staff-** Katherine Enge (Site Coordinator), Brady, Dave, Des, Parveen, Rick, Shellee, Dan, Sara, Viri, Abdi and Kelly.

#### Contact Information-

Katherine.enge@mpls.k12.mn.us

612.668.3300- Burroughs Minneapolis Kids

612.668.3890- Minneapolis Kids Main Office (schedule and billing questions)

#### Check In/ Out

Kids need to be checked in and out of Minneapolis Kids at our front desk on the iPads. You can add authorized pick-ups online at [minneapolis.thatscommunityed.com](http://minneapolis.thatscommunityed.com). Let us know if someone other than a usual pick-up will be picking up, we will check their ID to make sure it is okay to release the child to them.

#### Absences

Tell us if your child will not be attending Minneapolis Kids. You can email Katherine, call our office or send a note.

#### Magnet Tracking System

Kids are responsible to move their magnet to match which space they are in. They need to bring their name plate magnet to the area they are choosing to play in.

#### What to wear

Make sure you send appropriate clothing each day. All kids spend time each day outside unless the weather is 0 or exceedingly hot. Kids will need a winter jacket, boots, hats, mittens/gloves and snow pants during the winter time. Label everything!



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PUBLIC SCHOOLS  
Urban Education. Global Citizens.

## Homework Time

Homework can be done in the lunchroom right after snack- 3:45-4:15. There will always be a staff available to help children that need assistance.

## MAPP Accreditation

We follow the Minnesota Afterschool Accreditation Program to ensure a safe, well rounded experience for your child. More information can be found online [here](#).

## 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 based on the following structure:**

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

Thanks!!  
Katherine