

# Welcome to Minneapolis Kids @ Burroughs!

## 2016-17 School Year

Dear Families,

On behalf of the staff at Minneapolis Kids at Burroughs, 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

Minneapolis Kids Burroughs,  
1601 W 50th St  
Office in room 138  
(612) 668-3300

Site Coordinator– Katherine  
Staff– Rick, Dan, Dave, Lizzy,  
Parveen, Sara, Viri, Abdi

Email:  
katherine.enge@mpls.k12.mn.us

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

### 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 in the parking lot and enter Door #1. You come into the building for sign in & sign out.
- Sign your child in & out each day at the Minneapolis Kids front desk right inside the building. Usually someone will be there to greet you and call your child down.
- Our program is accredited through the Minnesota Afterschool Accreditation Program (MAAP) and is **choice based**. Each day your child will have the opportunity for art, imaginative play, reading, large muscle movement and enrichment activities.

### Spaces We Use

Minneapolis Kids uses many spaces in the school building. We start before and after school in the **lunchroom** then open up different spaces as the day goes on. The spaces we use are: the **Auditorium**, the **Bridges**, the **Gym** and the **Playground**. Kids can use the lockers near our front desk to store their belongings while they are check into Minneapolis Kids. Our office is located in room 138.

### Enrichment and Activities

You can see on the daily schedule that your child will have the opportunity to participate in a special activity each time they are at Minneapolis Kids. We do lots of art projects, STEM activities, gym games and cooking projects. There is a quiet space for homework each day. We often partner with Mr. Hill to do Active Solutions in the gym or out in the field. On Friday afternoons we show a movie in the Auditorium.

### Monthly News

You will receive email correspondence filling you in on the happenings of the month. Be sure to check out the monthly newsletter for details on upcoming non-school day plans and to check out all the fun stuff that we have been up to! If you aren't receiving emails from Katherine, let us know and we can get you added to the distribution list.

### Remember to Contact Us!

Please let us know if your child will not be attending Minneapolis Kids. We make sure every child is accounted for afterschool and will be in contact with you if they do not check in. You can email or call to let us know about absences or changes in pick up.

### Homework Time

Homework can be done before and after school. We designate the lunchroom as a quiet space for homework after snack everyday with staff always available to assist kids that need help.

### Tracking System

The Magnet boards by the front desk are our tracking system. Kids have a name magnet that travels with them as they move from space to space and a colored dot that shows where they are located. Encourage your child to keep track of their magnet and move their dot so we can easily locate them at pick up.

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

Minneapolis Kids is open and provides care on non-school days at designated locations. Parents must register in advance. Burroughs is open on non-school days, and we go on field trips, bring in special visitors and do awesome projects! Check the newsletters and emails from Katherine for more information.

### 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.

## Minneapolis Kids @Burroughs Daily Schedule

### Before School

6:30– Lunchroom Opens  
7:00- Gym Opens  
7:15– Bridges Open  
7:30– Auditorium Opens  
7:45– Playground Opens  
8:00– Gym Closes  
8:50– Clean Up  
9:00– School Starts!

### After School

3:25– Check In and Snack  
3:45– Playground Opens  
3:45-4:15– Quiet Homework time in Lunchroom  
4:05– Auditorium Opens  
4:15-Bridges Open  
4:20-Lunchroom Project begins  
4:30-Gym Opens  
5:45– Spaces Clean Up  
6:00– Minneapolis Kids Closes



### Site Hours

Before School: 6:30-9:30

After School: 3:25-6:00

# 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 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](http://mplskids.k12.mn.us) Signed parent permission is needed for sun screen 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](http://mplskids.mpls.k12.mn.us/uploads/mpls_kids_parent_hanbookupdated.pdf)