

Welcome to Minneapolis Kids @ Dowling

2018-19 School Year

Accredited through the Minnesota Afterschool Accreditation Program

Dear Families,

On behalf of the staff at Minneapolis Kids at Dowling, we are happy to welcome you to the 2018-19 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

Dowling Mpls. Kids
3900 W River Pkwy
Mpls. MN 55406

Site office #: 612-668-4430

Site cell #: 612-290-4026

Site Coordinator

Adriana Gordon

Adriana.gordon@mpls.k12.mn.us

Main Office: 612-668-4410

Main Office Fax: 612-668-4420

Child Care Assistants

Kiera Ziegler

Rajni Singh

Gale Leflore

Dominique Mays

Lori Tetzman

Kim Wolking

Benjamin Robinson

Staff photos will be posted

near the sign in/out area to

get to know our wonderful

team!

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 Dowling parking lot and walk to the portables around the back of the school. PLEASE do not park in the handicap parking spaces unless you have a parking permit.
- Sign your child in & out each day at the Parent info station located right inside our room door. Our staff try to greet each family at the beginning and end of the day, but if we are distracted please be sure to make contact with a us. We want to be sure to see every child as they enter or leave the program.
- Our program is choice based and each day your child will have the opportunity for art, imaginative play, reading, large muscle movement and special enrichment activities.
- We value youth choice in every aspect of our program. Each week, students will also have the opportunity to suggest their own ideas for clubs and activities!

Enrichment

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. These Enrichment activities will include arts, crafts, cooking, physical activity, math, science, and more!!!

Monthly News

You will receive email correspondence filling you in on the happenings of the month. This will include daily activities, monthly themes, special projects, social skills we are focusing on and upcoming non –school day information. A calendar and news letter will also be posted in the parent information station.

Parent Involvement

We strive to provide opportunities for parents to be involved in the program. We would love to have parents share their talents and interests. Of course, if you ever have a suggestion for the program feel free to email or call me any time!



Community Education

SCHOOL AGE CARE

Minneapolis Kids

Homework Time

Homework can be done during quiet reading time or during option time. There will be staff available to help children that need assistance.

Tracking System

When you enter the program you will see our tracking system. Each child has a space on the magnetic board and a magnet. Students will move their magnet to the “here” side of the board as they arrive at snack. During free choice/activity time, they must bring their name magnet with them to place on the attendance board in the room or space they choose.

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

Minneapolis Kids is open and provides care on non-school days at Dowling. Parents must register in advance through our online system.

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.

Dowling's Daily Schedule

Before School

6:30-7:15: Arrival, Quiet Free Choice
7:30: Outside option opens
8:15: Hiawatha students to busses
8:25: Dismiss Dowling students

After School

2:30: Free choice inside
3:05: Seward & Dowling Snack
3:15: Outside Free Play
3:30: Hiawatha/Howe Snack
3:50: Group Meeting Time
4:15: Choice Activities
5:00: Quiet Reading & Homework
5:30: Quiet Free Choice (5:30 box)
5:50: Final clean up
6:00: Goodbye!



Site Hours

Before School: 6:30-8:30

After School: 2:30-6:00



Minneapolis Kids Policies & Procedures

Check In & Out

All kids must be pre-registered through the Main Office. In the interest of safety, Mpls Kids will not accept legal responsibility for a child unless an authorized adult signs him/her in. An authorized person must also sign out the child at the end of the day. Only adults may use the iPad. Please let us know if someone new will be picking up your child and remember an ID will be needed.

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 vomited 2 or more times in the past 24 hours
- * If he/she has diarrhea, an increased number of stools compared to normal or has stools that are loose, and he/she needs to use the bathroom frequently.
- * 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. Signed parent permission is needed for sun screen and insect repellent.

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 well-being we expect children to:

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

We follow the Mpls Public School's discipline policy. Parents will be notified with ongoing difficulties and to gain their support in helping their child be successful.

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

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 late fee of \$1 a minute along with 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 late fee of \$1 a minute along with 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.