

Welcome to Minneapolis Kids @ Dowling 2016-17 School Year

Dear Families,

On behalf of the staff at Minneapolis Kids at Dowling, 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

Dowling Minneapolis Kids
3900 W. River Pkwy
Minneapolis, MN 55406

Site Coordinator: **Ann Gay**
Site Phone: 612-668-4430
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Site Staff:
Elle Lamere
Rajni Singh
Marge Newman
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Kim Wolking
Suad Salad
Inez Chapman

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 near the fence line and come to the main Minneapolis Kids Door in the portables.
- Sign your child in & out each day at the Parent Information Station located right inside our entrance door. Our staff will greet families at the beginning and end of the day, but if we are actively supervising the children please be sure to make contact with us. We want to be sure to greet every child as they enter or leave the program.
- Each child will be assigned a locker/cubby to store their personal belongings, please grab all of your child's items each day as our lost & found tends to accumulate quite quickly!
- Our program is choice based. Your child will have the opportunity for art, imaginative play, reading, large muscle movement and special enrichment activities. We know everyone's schedule is different but if your child likes to participate in the enrichment activities please note that these start at 4:00pm and end promptly at 5:00pm. Speaking of Enrichment...

Enrichment

You can see on the daily schedule that your child will have the opportunity to participate in a special activity when they are at Minneapolis Kids. These Enrichment activities will include arts, crafts, cooking, physical activity, math, science, engineering, leadership opportunities and more!!! We will be starting a Leadership Council this year for students to plan and lead activities every month. There will also be an opportunity for students to apply to serve as a "Junior Staff" if they are interested in taking on some additional responsibilities with assisting staff members with the set-up, facilitation, and clean-up of activities.

Monthly News

You will receive email correspondence filling you in on the happenings of each month. This will include daily activities, monthly themes, special projects, social skills that we are focusing on and summarizing upcoming non-school day information. Emailed copies of our monthly calendar of activities and parent newsletter will be sent out at the beginning of each month. We will also have copies posted at the Parent Information Station near the main entrance.

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 anytime!



Minneapolis Kids
Minneapolis Community Education



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PUBLIC SCHOOLS**
Urban Education. Global Citizens.

Homework Time

Homework can be done before and afterschool during free choice or quiet reading time. There will be staff available to help children that need assistance. Computers and other resources can be made available as needed.

Tracking System

When you enter the program you will see our tracking system. Each child has a space on the tracking board for their magnets. The colored magnet will go with them anywhere they go while at Minneapolis Kids. The small flat magnet will be moved to the space they are going to on the staff chart magnet board. We appreciate your assistance and encouragement for students to follow the tracking system!

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. Enrollment for non-school day care during the first half of the 2016-17 school year is now open at www.minneapolis.thatscommunityed.com

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 Daily Schedule

Before School

6:30– Quiet Games/Activities
7:30– Outside or Main Room Open
8:05– Folwell Bus Pick up
8:15– Hiawatha/Howe Bus Pick Up
8:30– Dowling Drop—Off

After School

2:20– Seward & Anderson Buses Arrive
2:45– Emerson Bus Arrives
2:50– Ann Sullivan Bus Arrives
3:00– Dowling Releases—Outside Time
3:20– Hiawatha/Howe Bus Arrives
3:35– Folwell Bus Arrives
3:40– Snack
4:00– Daily Enrichment Activities
5:00– Quiet Reading / Homework time
5:30– Free Choice
6:00– Program Closes



Site Hours

Before School: 6:30-8:30

After School: 2:15-6:00

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 information 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.

Site Phone: 612-668-4430

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. A copy of the medication consent form is available online at 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