

# Welcome to Minneapolis Kids @ Field School

## 2018-19 School Year

Accredited through the Minnesota Afterschool Accreditation Program

Dear Field Families,

On behalf of the staff at Minneapolis Kids at Field School, 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 entering 1st grade through 7th grade. We are part of the Community Education Department of Minneapolis Public Schools.

### Who We Are

Minneapolis Kids at Field School  
4645 4th Ave South  
Minneapolis, MN 55419

School Office: 612-668-3640  
Mpls Kids Office: 612-668-3666  
Mpls Kids Cell: 612-290-4044

Program Coordinator:  
Meera Kannan  
meera.kannan@mpls.k12.mn.us

Staff:  
Karen  
Diondre

Minneapolis Kids:  
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

- Minneapolis Kids at Field School offers an afterschool childcare program for 5th and 6th grade students. Because we have older students and are located in a middle school, each student is expected to know which days they are attending the program. At the end of the day, after getting their backpacks together, they should go to the Commons and check in with a Minneapolis Kids staff member.
- For pick-up please park either on 4th Avenue South or in the parking lot, and enter through Door #6. This door is the only door that is unlocked and it is monitored by Minneapolis Kids staff.
- Sign your child out each day at the table located right inside Door #6. Our staff try to greet each family at the end of the day, but if we are distracted please be sure to make contact with one of us. We want to be sure to see every child as they 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 know everyone's schedule is different but if your child likes to participate in the enrichment activities please note that these start at 3:30 and end promptly at 4:30.

### Enrichment: Clubs!

At Minneapolis Kids at Field, our enrichment activities are "Daily Clubs." The Clubs are designed to be student-led and student-inspired. We have been brainstorming with the kids about what types of Clubs they would like to participate in, and using their ideas, in the next couple of weeks, the kids will help decide what sorts of activities each club does. They will include arts, crafts, cooking, science, books, theatre, yoga, and more!

### Monthly News

Twice a month you will receive email correspondence about what we have been working on and about what's coming up. This will include daily activities, monthly themes, special projects, social skills we are focusing on and upcoming non-school day information.

### Parent Involvement: Come join us!

Perhaps you would like to share with us what you do in your career? Or maybe you have a cool hobby that would be fun for us to learn about? Do you have a special talent or interest? If you would like to help with a particular club idea or would like to tell us about your career, hobbies, or interests, we'd love to have you! Please reach out to me and we can set something up. Of course, if you ever have a suggestion for the program feel free to email or call me any time!

### Homework Time

During Minneapolis Kids at Field School, children are encouraged to complete their homework as soon as possible. Many choose to come in and complete their homework first. Others prefer to wait until after the computer lab during quiet time. No matter when they choose to do their homework, staff will be available to help them as needed. If completing their homework during Minneapolis Kids is a priority for your family, please let staff know, but most importantly, inform your child of this expectation.

### Tracking System

At Field, we use a magnet tracking system. Each child has a space on our board and a name magnet. They must place the magnet that corresponds to the room they want to go to and they must bring their name magnet with them to place on the attendance board in that room.

### 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 to attend Minneapolis Kids on non-school days. Students at Field School attend Minneapolis Kids at Hale Elementary on non-school days. The staff from Minneapolis Kids at Field will be at Hale on non-school days and will know which Field students to expect. On non-school days, special activities, including field trips, are planned to keep the kids engaged and interested.

### Meals/ Snacks

Minneapolis Kids provides a nutritious after-school snack. If your child has specific nutritional needs, we recommend that they pack a snack as the provided snack may not meet their needs. The school lunch program is not in operation on non-school days; children must bring a bag lunch and beverage from home.

### Accreditation

Our program is accredited through the Minnesota Afterschool Accreditation Program (MAAP). There are several standards that we strive to meet everyday with a continuous improvement mind set. This year, we will be focusing on quality improvements as we go through reaccreditation with MAAP. I will be asking for your support and assistance as we go through this process.

## Minneapolis Kids Field School Daily Schedule

### After School

- 2:35– Children Check-in for Attendance
- 2:40– Main Room/Outside or Gym
- 3:00– Homework (Study Buddies!)
- 3:15– Snack
- 3:30– Daily Club
- 4:15– Computer Lab
- 4:35– Outside/Gym Option
- 5:15– Clean Up/Quiet Activities
- 6:00– Program Closes

### Site Hours

After School: 2:35-6:00



# 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 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](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. Parents 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)