

Welcome to Minneapolis Kids at Justice Page 2018-19 School Year

Accredited through the Minnesota Afterschool Accreditation Program

Dear Families,

On behalf of the staff at Minneapolis Kids at Justice Page, 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 part of the Community Education Department of Minneapolis Public Schools.

Who We Are:
• Site Coordinator
• Liz Coon
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Assistants
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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

- Our site is located on the first floor of Justice Page Middle School. We have 2 classrooms specifically dedicated to our program. One is designed for 3rd-6th grade and the other for K-2nd grade. We also have use of the cafeteria, gym and playground which are also on the first floor.

- Each day as the children arrive we have a designated staff waiting for each bus to arrive. Attendance is taken as the children get off the bus and enter the school where another staff is waiting to greet them.
- For pick-up you can park on 49th Street and buzz door #5
- Sign your child in & out each day at the Parent info station located inside in our Mpls Kids hallway. 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 projects.

Enrichment

- 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 Student Council (3-6th graders). As the year goes on children will get chances to plan and lead some of these activities!

Monthly News

- You will receive email correspondence filling you in on the happenings of the month. This will include a monthly calendar with our activities and a newsletter highlighting previous projects and up-coming non-school day information and announcements



Homework Time

Homework can be done before and afterschool during quiet reading 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 aka “the pencil board.” Each child has a space on our pocket chart and a magnet. They will put the color pencil that corresponds to the room they want to go to and bring their name magnet to the teacher in the option they have chosen.

Non School Days, Winter Break, Spring Break & Summer

JP Minneapolis Kids is open and provides care on non-school days at our Burroughs Elementary location. Parents must register in advance.

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.

Justice Page Daily Schedule

Before School

6:30– Younger kids’ room open

7:30– Older Kids’ Room Open

8:40– Younger kids clean-up

8:45– Younger kids out to bus

9:30– JP Kids dismissed

After School

2:00-2:35– Early arrival check-in

2:00-2:45– Snack in cafeteria

Arrival-3:15– Quiet reading/homework or outside option

3:30– Meeting

3:45—Options and late arrivals

4:00— Late arrival snack and Options

6:00—Program closes



Site Hours

Before School: 6:30-9:30

After School: 2:00-6:00



Community Education

SCHOOL AGE CARE

Minneapolis Kids

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. 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 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 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.