



**Minneapolis Kids**  
Minneapolis Community Education



## **Welcome to Minneapolis Kids – Jefferson!**

I am so excited to have you joining us here at Jefferson for the 2015-16 school year! As a new member to our program, here are a few important things to know:

### **Jefferson Minneapolis Kids Staff**

Site Coordinator: Ann Gay

Child Care Assistants: Brian Hitchcock

### **Location & Contact Information**

Jefferson Community School

1200 W. 26<sup>th</sup> Street

Minneapolis, MN 55405

Site Phone Number: 612-668-2727

Site Cell Phone: TBD (we will contact parents with number once we receive phone)

Ann Gay: [ann.gay@mpls.k12.mn.us](mailto:ann.gay@mpls.k12.mn.us)

### **Communication**

If you are interested in staying up to date with what we are up to here at Jefferson, be sure to check out our monthly newsletter posted on our website: [mplskids.mpls.k12.mn.us/Jefferson](http://mplskids.mpls.k12.mn.us/Jefferson). Also, we will have important information posted at the Parent Pick-up Station along with our daily schedule.

### **Absences**

If your child is not going to be in attendance for Minneapolis Kids, it is your responsibility as the parent to contact Minneapolis Kids. Please call the site or email Ann at [ann.gay@mpls.k12.mn.us](mailto:ann.gay@mpls.k12.mn.us) if your child will be absent. If there are any schedule changes for your child please contact the site as well as the main office.

### **Snack Time**

Minneapolis Kids does provide a nutritious snack during our program. If you wish to provide your own snack in addition or in place of the provided snack you are welcome to do so. Please be considerate as we do have children with peanut allergies. We have two different snack periods depending on when your child arrives to Minneapolis Kids.

## **Outdoor Time**

Please keep in mind that we do spend a portion of each day outdoors (weather permitting) and children should be equipped with proper outdoor attire (boots, jackets, hats, gloves etc.) Please make sure that all items are labeled with your child's name.

## **Pick up & Sign Out**

Before leaving with your child, you will need to sign out on the ipad located at the parent pick-up station. You must be listed as an authorized pick-up on your child's account to sign out. Please make sure your authorized pick up list is current. If we do not recognize a parent or authorized pick-up, a photo ID will be required before releasing the child.

## **Late Pick-up Policy**

All children must be picked by closing time at 6pm. If you are going to be late, please make alternate arrangements for pick up and contact the site to inform staff of person picking up your child. Repeated late pick-ups will result in termination of service. Unless notified, staff will begin calling emergency contacts for child if not picked up by 6pm. Late pick-up fees are as follows:

1. Following the first incident, a late fee of \$1 per minute will be charged for picking up a child after 6pm.
2. Following the second incident, a late fee of \$1 per minute will be charged for picking up a child after 6pm.
3. After the third late pick-up, a fine of \$25 will be charged. Parent will be notified that future late pick-ups could result in termination.
4. After the fourth late pick-up, a fine of \$25 will be charged. Parent will be notified that future late pick-ups could result in termination.
5. Service will be terminated after the fifth late pick-up.

Please feel free to contact me if you have any questions or concerns regarding any part of our program. We are so glad you are joining us as we have lots of fun activities and excellent learning opportunities coming up this year!

Thanks so much and I look forward to seeing you soon!

## **Ann Gay**

Jefferson Site Coordinator  
Minneapolis Kids