

Welcome for Parents Newsletter

Kenny Minneapolis Kids- September 2015



Welcome to Kenny Minneapolis Kids

I am very excited to start the school year here at Kenny Minneapolis Kids.

Please Read all the information in this newsletter, the procedures outlined here are very important to the safety and security of the program.

Thank you!

Kaytee Warren

Site Coordinator

Room Locations :

Before school: Room 122
(The Purple Panda Room)

After School:
2:30pm Check-in rooms,
K-Cafeteria Middle Section
(The Blue Bear Room)
1st-M, Room 105
(The Yellow Yak Room)
T-F, Media Center
2nd-Room 122
(The Purple Panda Room)
3rd- M&T, Art Room 123
(The Silver Seahorse Room)
W, computer lab 111
TH&F, Music Room 141
(The Red Rabbit Room)
4th-5th- Cafeteria left section
(The Crazy Cats Room)

(Children will be in their grade groupings for snack and outdoor option until 3:45pm. Then they split into Younger group (K-1st) & Older group (2nd-5th) for Activity Options time.

Entering the Building: When dropping off or picking up your child from MPLS Kids please buzz in at door #6 in the parking lot.

Sign In/Out: Please remember to sign your child in (before school) and out (afterschool) on the iPad outside room 122. Please wait until you see the "Thank you" message to ensure that the sign-in/out was completed.

All New Families will need to fill out these forms for their child:

- Behavior Contract
- Photo/Media Release
- Permission slip for walking field trips, face paint, sunscreen etc.

(Forms are attached to this email or can be picked up at the desk in rm 122)

*Returning families will have the option of updating and initialing their old forms from last year. Please see staff in rm 122 ASAP for this option.



Kids Welcome:

Before School 6:30-9:00

After School 2:30-6:00

New Late Pick-up Policy

All children must be picked up by 6pm and families must leave the building by then. We appreciate your prompt pick up as our staffs' day also ends at 6pm and have family and obligations to attend to immediately after work. If you know you will be late, please make arrangements for someone else to pick up your child before 6pm and please tell Mpls Kids staff as well.

We recommend that you arrange an emergency pick-up person that is near the school, such as another parent, in case there are unforeseen circumstances such as traffic or weather.

A late fee of \$1 per minute will be assessed for picking up a child after 6pm. On the third incident a \$25 fee will be charged. After the fifth incident service will be terminated. Thank you for respecting our time by picking up your child before 6:00 pm.

Minneapolis Kids
Minneapolis Community Education

MPLSKIDS.MPLS.K12.MN.US

5720 EMERSON AVE SOUTH, 55419



Katherine.warren@mpls.k12.mn.us
Rm121 :612-668-3344
Site Cell: TBD (Field Trips only)
Main Office: 612-668-3890
Main Office Fax: 612-668-3895



Important Information

Afternoon Attendance Policy:

Please be sure to let staff know if your child will be absent for the day. We have to be very strict about finding every child upon arrival each day so that no one goes home on a bus to an empty home. If your child does not arrive on a day that they are signed up for the program, we will search the building and call you until we know the location and safety of the child. This takes a lot of staff time away from the other children, so please help us avoid this by calling or emailing **before Noon** to let us know of an absence from the afternoon program. #612-668-3344

katherine.warren@mpls.k12.mn.us

Belongings: Cubbies and lockers will be labeled for each child, some children may have to share a space with another student.

Finding your child at Pick-up time: We will continue to use the magnet board tracking system. Children will be responsible for placing a magnet next to their name marking the location where they are during the afternoon. This year the boards for grades 3rd-5th will be located by their lockers in the hallway by the cafeteria. The boards for grades K-2nd will be located by their cubbies in the hallway by room 122. Parents can locate their children by checking these magnetic boards when they arrive, and walking to the location indicated.

We appreciate your cooperation in picking up your children from their location. We are trying to avoid calling for students over the walkie-talkies so staff can focus on the children and the activities they are running. If your child's magnet is missing or otherwise compromised, please don't hesitate to ask for clarification about their location.

Licenses for Fun: Along with their magnet each child will be responsible to carry a License for fun with them to each location throughout the day. These licenses help staff keep track of the students. Please make sure your child returns their license to the magnet board when they leave each day.

Early Drop-off: Mpls Kids Opens at 6:30am. Students will not be admitted into the building until 6:30am. When teachers arrive early, they are there to set-up and prepare for the day and are unable to look after children.

Allergies and Medication: We require a written consent form signed by parent/guardian and physician in order to administer any medications. This includes prescribed and over-the-counter medications. Medicine must be in the original container with the original label. Please talk to your site coordinator if you need a consent form.

And Don't Forget...

Pick-up Policy: You are welcome to have family or friends pick-up your child, but please be sure to alert the Mpls Kids staff ahead of time with the alternative pick-up person's name and the date of pick-up. With our IPAD sign-out system you will also need to go into your *That's Community Ed* Account and add their name to your authorized Pickup list.

*Please remind them to bring their ID, as we will always ID any new pick-ups.

katherine.warren@mpls.k12.mn.us



Schedule Changes & Billing: If you need to make changes to your child's schedule or have a question about billing, please direct your inquiries to the Mpls Kids Central Office

@ 612-668-3890

Mplskids@mpls.k12.mn.us

To Enroll for Non School Days: Minneapolis Kids Kenny is open on Non School days. Enrollment for Non School days is separate from school days; enrollment opens on Monday August 17th for the first half of the school year. Be aware that space on release days is limited do to staffing.

Send Appropriate Clothing:

There will be many opportunities for the children to go outside. Make sure to send appropriate clothing and shoes every day. Flip flops are not allowed on the playground equipment so please send tennis shoes or other good play shoes every day. This is also required in the gym.



Keep Toys at Home: We allow children to bring one toy from home only on designated days. We ask that you do not allow children to bring toys from home on any other day.

Our Mission: To provide high quality school age child care for families. We offer a safe, nurturing, educational and recreational experience where children are encouraged to pursue interests and develop friendships, independence, and confidence.