



Minneapolis Kids
Minneapolis Community Education

Welcome to Kenny Minneapolis Kids 2015-2016

Kenny Minneapolis Kids Staff

Site Coordinator: Susan Joy Broman (interim)

Child Care Assistants: Lavonya Brown, Kristin Wells, Madhu Singla, Stephanie Dunn, Kathy Arafin, Phoebe Hallet, Emily Payne, David Lee, Emilie Liepa, Shane Morin (please check the parent board for more staff information)

Contact Information

Susan Joy Broman: susan.broman@mpls.k12.mn.us

Site phone: 612-668-3344

Sign Out

You will need to use the iPad to sign out your child. Please go into system and update your authorized pick-ups. If there is an emergency and no one on the authorized pick up list can pick up your child, please call the site cell phone to add that person for the day. Having a complete list of authorized pick-ups is very helpful!

Please bring your ID with you when picking up your child. If we do not recognize a parent (or an authorized pick up), we will ask for an ID before we release the child. This is a safety matter for all children in the program. Please be patient with us as we learn which parent belongs to which child:)

Entering the Building

When dropping off or picking up your child from Minneapolis Kids, please buzz in at Door #6

Outside Time

Please send outdoor clothes with your child each day. During the winter, all children will need boots, snow-pants, winter jacket, hat and gloves/mittens. Write your child's name in all of their winter clothing. We play outside every day, as long as the temperature is above zero degrees. If a child does not have the proper clothing, they will need to wear ours.

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. Please call Minneapolis Kids at 612-668-3344 or email Susan Joy Broman at susan.broman@mpls.k12.mn.us if your child will be absent

Registration / Billing

All registration and billing questions go to the Mpls. Kids Main office at 612 668-3890. This includes all changes to your child's schedule, to register or changing non-school day enrollment

Daily Schedule

2:20	Kindergarten Pick up and check in
2:20-2:40	1 st -5 th graders arrival and check in
2:30-3:00	Snack in "home base" and 4pm option sign up
3:00-3:40	Outside time
3:40-4:00	Meeting and Dismissal to 4pm Options
4:00-5:00	Options
5:00-5:30	Blue Bear and Purple Panda Open for Board Games and Quiet Reading
5:30-6:00	Purple Panda Group Games and/or quiet activities

Late Pick Up Policy

All children must be picked up by closing time at 6:00pm. If you know you will be late, please make arrangements for someone else to pick up your child before closing and inform staff at the site. Repeated late pick ups will result in termination of service. Staff is required to remain with children until they are picked up. Unless the staff has been notified by you, at 6:00pm they will begin calling emergency contacts listed on the enrollment form.

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

Welcome to Minneapolis Kids at Kenny!

—Minneapolis Kids Staff

