

Welcome to Minneapolis Kids @ Kenny 2016-17 School Year

Dear Families,

On behalf of the staff at Minneapolis Kids at Kenny, we are happy to welcome you to the 2016-17 school year! I am excited to kick off another great year here at Kenny Minneapolis Kids! With the start of the 2016 - 2017 school year comes a lot of welcome and exciting changes and additions to the Kenny Program. Starting out fresh this year with a great team of staff has allowed us to make some important improvements to our program that I can't wait to share.

Contact Info.

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Site Hours
Before School: 6:30-8:00
After School: 2:30-6:00

Coordinator Hours:
10:00 to 6:00

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.

Enrichment & Curriculum

It is our goal to provide a time each day that children can participate in a special option that promotes learning and personal growth. This year we will be introducing themes of the week, all centered around our over-reaching theme of National Geographic! This is a fun way to focus our curriculum and get children interested in learning in the after-school environment. We will be using National Geographic to learn about nature, animals, history, other cultures, outer space, and weather patterns. Each week at least two activities will be offered that follow the theme of the week. On top of themed activities we will be starting documentary days! Every other Friday children will have the option to watch a documentary from National Geographic and then join in a discussion about what they learned. In each Newsletter I will provide the name of the two documentaries that will be shown for the month so that parents may pre-screen them if wanted. Please note that there will always be other fun options for children who would not like to participate.

Monthly News & Communication

It is my goal to continue to improve communication as we enter the 2016 - 2017 school year. At the beginning of each month I will be sending out a newsletter that will inform families of changes in the program, upcoming events, and fun activities we will be working on. Beyond this monthly newsletter I will also send out updates throughout each month with anything that may be helpful for families to know. I encourage everyone to reach out to me through phone or e-mail with any questions or concerns. It is very important for us to be on the same page in ensuring that the children at Kenny are successful in our program. I am always open to discuss all things concerning your child and the Kenny MPLS Kids Program!

Parent Involvement

We strive to provide opportunities for parents to be involved in the program. We would love to have parents share their talents and interests. Of course, if you ever have a suggestion for the program feel free to email or call me any time! We love to introduce new and exciting learning opportunities to the program. If you have an interest or a hobby you are willing to come teach the children about, please reach out to me for information on volunteering!



What's New for Kenny MPLS Kids?

Here are some things to look for in the first month of school:

- ◆ New Room - We will be using the third section of the cafeteria as a first grade room to help keep smaller groups and promote engagement.
- ◆ New Staff - We are excited to welcome Ibsitue Kadir and Jenna Shepard to our Kenny team!
- ◆ New Themes - This year we will be centering our curriculum around National Geographic.
- ◆ New Tracking System - We will be introducing a tracking system that more closely follows the previous magnet system.

I believe that the best way to ensure we have a successful year is to strive for great communication between families and staff.

To help kick this off I have scheduled an open house on **Friday, August 26th from 2:00 - 4:00 p.m.** This is during "Meet Your Teacher" here at Kenny for convenience.

During the open house, families will have the opportunity to see our spaces, meet our staff, and get a jump on signing permissions slips.

Kenny Staff

Here is the breakdown of the staff that will be in each room at the start of the year:

Purple Panda - Keanna & Jenna

Atomic Ants - Phoebe & Ibsitue

Blue Bear - Madhu, Tor, & Joyce

Clever Cats - Brian & Kathy

We are very excited to be bringing back many familiar faces and to be welcoming two new staff to the team! For families who are not yet aware, Alisa Footes, our past CCW, has been promoted into the coordinator position at Armatage, and will be joining us on non-school days. This means the whole team is back in one way or another! Both Jenna and Ibsitue, our new staff, come to Kenny with experience working with MPLS Kids over the summer and we are very happy to have them on our permanent Kenny team. I am also happy to announce that Keanna Murphy will be stepping into the role of CCW. Her CCA position will be filled in the coming weeks.



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.

Please remember to bring your I.D. and remind family and friends that will be picking up to do the same. In the interest of safety we will always ask for an I.D. if we do not recognize a pick-up.

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 vomiting or diarrhea in the past 24 hours
- * 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 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. 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 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