

2015—2016 Welcome to Lake Harriet Lower Minneapolis Kids!

4030 Chowen Avenue S. Enter Door #3 on Drew Avenue

LHL Phone: 612-668-3234 LHL Cell 612-290-4030 (field trip only)

Scheduling & Billing Questions: 612-668-3890 or mplskids@mpls.k12.mn.us 2 weeks notice required to cancel care

We send a warm **welcome** to all our new families and welcome back to our returning families. Lake Harriet Lower is a dual coordinator site and we want to introduce ourselves to all of our families.

Karen Kohagura has been a coordinator at LHL for the past 8 years and has also worked as a coordinator at several other locations in her 19 years with Minneapolis Kids. She loves what she does and is excited to work with your children. She has children of her own, Cole in 5th grade and Kate in 2nd grade, in the Edina school system.

This is **Jenn Bratvold's** second year as coordinator at LHL and she is very familiar with Lake Harriet. She was an assistant here a few years ago before being promoted to site coordinator at Marcy Minneapolis Kids and then at Jefferson Minneapolis Kids. She is the proud auntie of two and has a beloved dog, Perseus. She is thrilled to be back at LHL and get a start on the school year.

Lake Harriet Lower Staff

Coordinators: Jenn Bratvold & Karen Kohagura

Child Care Assistants:

AM: Linda Christopher Rayna Howard Cathrine Peterson

AM & PM: Jake Benson Jordan Block Mary Kate Calhoun
Brielle Christy Derek Jones Alex Kern
Jacob Rue

PM: Lolita Williamson AJ Nagle

Communication: We always want you to be in the loop on what's happening here at Lake Harriet Lower Minneapolis Kids. A few things we are doing are the monthly newsletter, parent table notices, REMIND texting, and our website. To receive messages via text, text @mplsk to (612)999-2887. You can opt out of messages at anytime by replying, 'unsubscribe@mplsk'.

We also have a white board in our entry way featuring riddles submitted by the kids, a weather indicator telling us what we need to wear, the project of the day and any other information that would be important for all to know. Most importantly, it tells you the name of the person who is there to greet you and answer any questions you may have.

Hours: We are open 6:30—9:30 am and 4:05—6:00 pm. All children must be picked by 6pm and families must leave the building by then. We appreciate the prompt pick up as our staff's work day also ends at 6pm. 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.

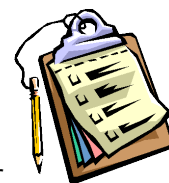


If you are late, we prefer to keep the matter between adults and not involve the children. On your next invoice, you will see a late charge of \$1 per minute after 6:00 according to the iPad sign out time. Three late episodes will result in an additional \$25 late fee. Any late occurrences after the 3rd episode may end in termination from the program. Thank you for respecting our time by picking up your child before 6pm.

Arrival: Our main room is 114 near the gym. All families should enter Door #3 on Drew Avenue. A staff member will be inside near the door to greet you and answer any questions you may have. Please check your child in on the iPad upon arrival at the sign in/out table. An adult **MUST** do this. Children are not allowed to touch the iPads.

Breakfast: Free breakfast will be served at 9:10 each morning in the cafeteria. This is available to all school children. An afternoon snack for those scheduled to be with us that afternoon will be served daily.

After School Attendance: Please know we look for your child on their scheduled days after school. If we haven't heard from you and your child doesn't arrive as scheduled, we are required to call every number we have to locate the missing child. Depending upon the number of missing children that afternoon, this can be a long process to find every child in a reasonable amount of time.



Anytime your child/ren are scheduled to be with us and will **NOT** attend on a given afternoon requires a phone call or email from you. You may leave a message at 612-668-3234 or email **BOTH** Jennifer.bratvold@mpls.k12.mn.us AND Karen.kohagura@mpls.k12.mn.us. If you haven't received a response from us, then odds are we haven't received it. Please help us by letting us know the change in advance and allow us 24 hours to respond. Thank you! In the morning they are safe with you, so we don't need notification.

MAAP Accreditation: We will be participating in the Minnesota Afterschool Accreditation Program this school year, which promotes program improvement and recognition of quality. The 5 foundation areas we will focus on throughout the process are: Administration, Wellness, Activities, Relationships, Environment.

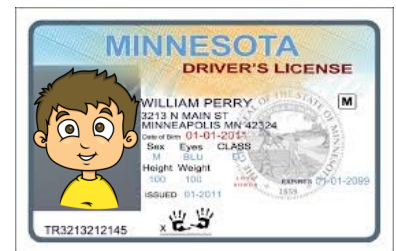
Screen Time: To the dismay of many children who would prefer to be in front of the computer screen all day long, we adhere to the MAAP accreditation standard that limits a child's total screen time to 20 minutes per day. This includes computer lab, hand held games, and other electronic gadgets we offer on site.



Toys From Home: Toys and items of value (including electronics of all types) should remain at home. They can be damaged or lost. Mpls Kids does not assume responsibility for any items brought from home.

Tracking: Our number one job at Lake Harriet Lower is your child's safety and we take it very seriously with a splash of FUN! The tracking system has many purposes. It gives ownership to the child along with choices, tells parents where the child is upon arrival (most of the time), and it tells staff exactly who is in the room if an emergency were to occur.

When children join our program we explain that this is their license to carry with them and if they lose their license, they are restricted to 114 until a new one is reissued. We compare it to adults being unable to drive if we don't have our license. 114 has many options to choose from, but this is the only room where we write down names. To travel to the other rooms they need a physical license. Our ideal goal is to have the colored magnets as you enter the building match up with the licenses in the rooms. Staff are instructed to put an additional magnet over the license when a child temporarily leaves the room. That way in an emergency we know to get that child from the bathroom, etc. The boards are easily removable from their spaces in case of emergency. We hope to not have an emergency in the near future yet we know we will be ready!



Medication: If medication is prescribed for a child which must be taken during Minneapolis Kids hours, written instructions by a physician or dentist MUST be provided to Mpls Kids, along with written permission from the parent to administer the medication.

Medication must be in the original container, properly labeled with the child's name, date, amount, and frequency of dosage. This procedure is also applicable to "over the counter" medication including cough syrup and Tylenol.



Behavior: We expect children to keep body parts to themselves, follow directions and be respectful of those in charge, use "school appropriate" language, and respect others and property.

We follow the Minneapolis Public School's discipline policy. Parents will be notified when there are ongoing difficulties to help problem solve.

Pick up: If someone other than a parent/guardian will be picking up your child/ren we request you let us know by phone or email. Even if they are listed as an approved emergency contact. Please note we will ask for ID if we do not know them.

Belongings: Your child will have a basket or locker to put their belongings in the main Minneapolis Kids hallway. Please make sure they bring all needed items to us, and take them with them when they leave every day.

Non-School Days: There is a separate registration process for non-school days. Watch for notices from the Main Office regarding registration dates for October—December and January—April. Lake Harriet Upper joins the younger kids at Lake Harriet Lower for all non-school days. Please send a lunch plus beverage on all days. We go outside every day, so weather-appropriate gear will make your child's time outside more comfortable. You can see our activity calendar on our website and ask us for a printed copy for posting at home. Be sure to sign the year-long permission slip and any waivers for specific field trips.

Please don't hesitate to email, call, text, or simply stop in with questions, concerns, treats, or chat! ANYTHING! We are looking forward to a great year!

Jennifer.Bratvold@mpls.k12.mn.us Karen.Kohagura@mpls.k12.mn.us