

Lake Harriet Upper

New Family Guide 2015– 2016

Minneapolis Kids
Minneapolis Community Education



HTTP://MPLSKIDS.MPLS.K12.MN.US

4912 VINCENT AVE SOUTH 55410

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The Basics

Welcome! Thank you for choosing Lake Harriet Upper Mpls Kids for before and/or after school care. We look forward to being a part of your extended family and friends network.

Enter Door #7 on Washburn Ave— use the doors with a green sign. This is the “walker” entrance.

Or Enter Door #13 on Vincent Ave—During the school day this is the main entrance and the “bus” entrance. Buses arrive about 9:25 in the morning and about 4:10 in the afternoon. These doors are locked after 8:30. If you arrive after this time, push the buzzer on the right side of the doors and wait for the school secretary to buzz you in. The doors are unlocked after school.

Parking—Please do not park on the school side of the street on either Washburn or Vincent 8am—5pm. The police patrol the area and you will be ticketed if you park on the **school** side.

Cafeteria—We are a semi-portable site based out of the cafeteria. What this means is that we are able to leave a few furniture pieces set up in place on the stage. Then we roll our carts around at the start of each session and set up spaces to play and create in the cafeteria in addition to the stage area. At the end of each session we pull it all back in for storage. In the evening the cafeteria is used for adult community ed classes and other community activities.

Phone—We have limited access to our office phone when our program is in session. The best way to reach us is our site cell **612-919-2004**. Program this number into your phone for easy access. We call from this number if your child doesn't arrive as scheduled in the afternoon.

Grades—Our group is comprised of kids from Lake Harriet Upper in grades 4—7.

Sign In/Out—All kids **MUST** be signed in and/or out by an adult. For safety reasons, please do not drop your child off at the sidewalk unless you have signed and returned a Walk.Scooter.Bike Club permission slip and follow the procedure.

Registration, Scheduling, Billing—The Main Office handles all of this. Please email mpls.kids@mpls.k12.mn.us or call 612-668-3890.

Website— <http://mplskids.mpls.k12.mn.us/lhu> . Find our current newsletter and non school day information here. The Parent Handbook is found here <http://mplskids.mpls.k12.mn.us/parent> .

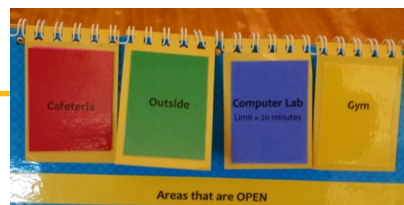
Facebook—Search for “Minneapolis Kids School Age Care”. The Main Office releases info to the page including program notices.

Site Questions or Concerns—Please call or email Anita who will be happy to talk with you.

Daily Schedule

Morning

- 6:30—7:15 Cafeteria, Homework
- 7:15—9:10 Cafe, Gym, Homework
- 7:45—8:25 Computer Lab
(20 minute limit in the lab)
- 8:30—9:10 Outside
- 9:05 Cafeteria clean up
- 9:10 Empty & stack basket
- 9:15 Free Breakfast
- 9:25 1st Bell 9:35 2nd Bell
- 9:40 School Begins



Afternoon

- 4:10 Check In & Wash Hands
Snack & Chatting or Homework
- 4:25—5:30 Cafeteria, Homework
- 4:25—5:25 Outside
- 4:50—5:10 Computer Lab
- 5:30 Cafeteria “5:30 Box”
- 6:00 Closed

Subject to change with kids' interests and space availability.

Kids Welcome:

- Before School 6:30-9:30 am
- After School 4:10-6:00 pm
- Non School Day at LHL
6:30 am—6:00 pm

Our Morning Team

- Anita Adams
- Angelique Montout
- Carl George
- Beau Breems
- John Sandbo

Our Afternoon Team

- Anita Adams
- Terry Kern
- Beau Breems

Parent Advisory Rep

Rhonda Geere (Jonas' mom)



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Our Staff

Our staff is what makes our site shine! We pride ourselves on the positive relationships we have with “our” kids and their families. We hope you feel welcome here.

Morning

Angelique Montout is a Mpls Kids veteran of 14 years. She is with us in the mornings and at Hale Mpls Kids in the afternoon. She has a degree in Library Science from St. Cloud State. Her 7th grader and 9th grader keep her busy from dawn to dusk and she loves every minute. Her other passion is her weekly community service work with her church.

Carl George also spends his mornings with us and his afternoons with Hale Mpls Kids. He has been with Mpls Kids for 6 years. He has a History/Political Science degree from UW-Madison. He is kept busy coaching and supporting the Team World Vision runners for the 2015 TC Marathon. He also loves learning and is studying ancient Greek this semester.

John Sandbo worked with us last spring and rejoins our team. He is an SEA at LHU during the day and has been with MPS since 1992. Music is his passion. He has been playing drums in many local bands since the “dawn of time” including LHCS’s own staff band, The Team Players. He’s also taught drum lessons for over 20 years. “I love working with the great kids at LHU Mpls Kids!”

Morning & Afternoon

Anita Adams began her career with Mpls Kids as a site coordinator when our site opened in 2008. She has a degree in Social Work from the College of St. Scholastica in Duluth. Her interests include her nephews and nieces’ activities, books, movies, scrapbooking, and DIY projects at the cabin. “I enjoy connecting with our wonderful MK families and love working with such a motivating staff.”

Beau Breems is new to our site this year. He spent the summer with us at Lake Harriet Lower and just prior to that was at Marcy Mpls Kids. He is a published author and illustrator with a degree in graphic arts. “I love to draw and write, and I take any chance I get to help kids be creative.”

Afternoon

Terry Kern has been with us in the afternoons since we opened. During the day she is an AE at Southwest High School. “After a day with teenagers at Southwest, your kids are a breath of fresh air!” Terry has been with MPS since 1998 working with kids who are deaf/hard-of-hearing. “My three boys went through the MPS system and I have one deaf son and one who is high-functioning autistic, so I am also very familiar with special ed. I keep a sharp eye out because I know what kids are capable of, and I am sure the kids wish I wasn’t such a “Hawk Mom”. I’m not as big a push-over as they want me to be. ☺ Your children are all funny, bright and a really nice way to end my work day.”

Accreditation

We were accredited for the first time in 2012 by the MN Afterschool Accreditation Project.



This is a rigorous voluntary process that promotes program improvement and recognition of quality.

This designation shows that we meet or exceed state standards in five foundations areas: Administration, Wellness, Activities, Relationships, and Environment.

A formal year-long review is done every three years and we submit yearly reports during the off years to ensure we maintain the standards. We are finishing up our formal review this school year and look forward to a final validator visit this winter.

Throughout this process, we are strongly encouraged to implement our kids’ opinions and suggestions as best we can as we make improvements to our site. Many of our refinements were based on their ideas.

We encourage your participation in the process too and welcome all ideas and suggestions. Watch the monthly newsletter and the Family Table for updates.

Parent Advisory Rep

Thank you to Rhonda Geere (Jonas’ mom) for volunteering to be our parent representative on the Parent Advisory Council!



The Council meets 5 times a year to support and guide the continuous development and improvement of the entire Minneapolis Kids program. Each site has a representative on the Council.

Please call or email Rhonda with any suggestions or concerns to bring to the Council. You are also welcome to talk with Anita.



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Kid Check In / Tracking

Morning—After entering the school, the child finds his basket (already set out) while the parent signs in the child. After placing his belongings in the basket, the child goes to the cafeteria and checks in on the tracking board. He decides what room he would like to go to and by then the parent is done and they say their good-byes.

If he is staying in the cafeteria, he places the red “dot” next to his name and gives the license name magnet to the staff person. When he wants to go to another room, he asks a staff to go to that room who returns the license. He places the corresponding colored “dot” next to his name and the staff walkies the child to the new room. He gives his license to the staff in the new room. A pretty simple tracking system that the kids catch onto right away.

At the end of the morning, kids claim their licenses from the room staff and return them to the main tracking board. They gather their belongings, stack their baskets, and line up for free breakfast. Once through the breakfast line, they eat, visit with friends or gather near the back stairs to chat until the first bell rings, releasing them to school.

Afternoon—When the bell rings, the kids make their way to the atrium and check in with the staff waiting at the top of the cafeteria stairs. They drop their things in their baskets and head to the restroom to wash hands before going downstairs for snack.

At the tracking board, she decides where she wants to go after snack (Outside or Cafeteria) and moves a corresponding colored dot next to her name and places her name magnet on the small magnet board. After snack, kids and staff go to the opened spaces.

When the parent (or authorized adult) arrives, a staff calls your child to the cafeteria if she isn’t already there. You are also welcome to meet your child wherever she may be. After cleaning up, she asks a staff for her license and returns it to the main tracking board in the cafeteria. When she empties her basket, we ask that she place it on the cart, ready for tomorrow.

Baskets

Each child has a laundry basket with her name to store belongings. Baskets need to be emptied after each session. We encourage long-term storage in school lockers.



If your child attends only in the morning or afternoon, he may share the basket with someone who attends the opposite component. We code the baskets with their schedules to make it easier for us when we set them out. If your child’s schedule changes and the basket is not out in the morning, we may have missed adjusting it on the basket label. Let us know and we can fix it for next time.

Tag colors and their meaning:

Yellow = attends morning only **Purple** = attends afternoon only
Blue = attends morning & afternoon

There are 2 stacks on the cart. One side is for baskets with yellow only tags. The other side is for purple and blue tags. This way we are looking through only one stack of baskets for the afternoon.

To practice responsibility, we ask kids to stack their baskets on the cart at the end of each morning and afternoon. We are unable to keep the baskets in the hallway during the evening due to Community Ed adult classes and Park & Rec gym practices. We store the cart of baskets each morning and evening.



Activity of the Day

Our calendar lists our activity of the day. We strive to include a variety of activities based on kids’ interests. We also try to have the activity span over two days to give time to complete the project and to enable those with a variable schedule to participate. For the afternoon, many of the activities are set up to be self-directed due to our limited time and space.

Tracking System & Safety

Your child’s well-being is our #1 priority. We have a multi-layered safety system in place that we intentionally copied from Lower Campus and adapted to our space. This makes it easier for our new friends to adjust to the Upper Campus since they are familiar with the system.

The tracking system is comprised of the 2 main magnet boards on the Family Table, individual magnet licenses to carry from room to room, and room magnet boards. Safety is its number one purpose. If an emergency were to occur, staff know exactly who is in the room by having the individual licenses on the portable room magnet board and are able to quickly evacuate the room to meet up with the rest of the group in the safe zone. As added bonuses, it gives responsibility to the child along with choices and shows parents where their child is playing at pick up time.



Walk.Scooter.Bike Club



As a grades 4-8 school, many kids at LHU are practicing staying home alone and other transitional activities to middle school, including walking and biking to and from school. We are pleased to offer this option to our Mpls Kids families at LHU. If you're interested, there is a form to complete and a procedure in place to create a safety net for all.

How does it work? In the **morning**, call our cell phone 612-919-2004 to let us know your child is ready to leave. It is ok to leave a message. We will make a note and expect him within 15 minutes unless otherwise noted. When he arrives, he checks in with us and we sign him in on the iPad as your proxy for the morning. If he doesn't arrive, we will call you and together we can figure out where he may have taken a detour.

For the **afternoon**, you give us a time for her to leave and we make a note. When it's time to leave, we call you when she is ready to leave. We sign her out on the iPad as your proxy for the afternoon. If she doesn't arrive within a reasonable amount of time, call us and together we will figure out where she may have taken a detour.

It is important to follow the procedure for your child's safety. We are tracking quite a few kids and want to be sure everyone is arriving and departing safely. If you do not call us, we will not accept your child in the morning or release your child in the afternoon.

We are not advocating this for every child. We LOVE seeing our kids' families! We are simply leaving this decision to each family to determine what is best for their situation and their child.

Forms are available on the Family Table in the cafeteria. It can be returned to any staff person. A form must be signed and returned before using the system. Thank you!

Homework Aces



Some families prefer all homework is done at home. Some leave it up to their child when to do homework and many discover on their own the advantages

of working on it with us. Others prefer a promise that homework is done during MK time.

For those in the last group we offer a homework contract. Parent and child work together to decide on the amount of time (10-30 minutes) and days of the week and then both sign the contract.

When a family turns in a contract they are asking us to provide space and time plus remind their child to pull out

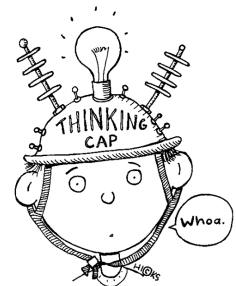
homework and get some work done.

We will do our best to encourage the child to honor the agreement, but we won't be the "homework police".

It is essential that parents and children talk about their expectations. If a child finishes early or doesn't have homework, s/he will still need to fulfill the contracted time with quiet reading unless a parent notes otherwise. The contract can be revised throughout the year, but only a parent can modify or cancel it.

Children without a contract are welcome to do their homework anytime.

You can find the contract on the Family Table.



Ideas—If your beloved son or daughter decides to talk with you about Mpls Kids, pass along his/her ideas or frustrations and we will see if we can make changes.

Some things are easy such as more hot glue guns for our avid crafters. Others are a bit unrealistic as in the favorite request of no computer limits. Yet all are considered and implemented as best we can.



Medication and Allergies

If your child needs medication (prescription or over-the-counter) during his/her time at Mpls Kids, **written instructions from a doctor or dentist are required** along with written permission from the parent to administer the medication. This also applies to Tylenol and ibuprofen often used for pain associated with new braces.

The form is available on our website or from staff.

Prescription and OTC medication must be in the original container and properly labeled with the child's name, date, amount and frequency of dosage.

Allergies—If your child has a life-threatening allergy, please be sure we have unexpired Epi-pens, Benadryl, and/or an asthma inhaler. We do NOT have access to any medications in the school nurse's office. Being a district program, we do receive a copy of the current Health Action Plan from the school nurse. We realize this medication is expensive and take precautions to store it properly while keeping it safely accessible in case of an emergency.

Peanuts, Tree Nuts—For those without allergies, please be aware that several of our kids have severe allergies, most typically peanuts and tree nuts. Please do not pack these items in lunches with the intention that leftovers be eaten during afternoon snack. If the kids with allergies have exposure to nuts, it may require use of an Epi-pen and an ambulance ride to the hospital. Thanks for thinking of others.



Behavior Guidelines

We expect everyone to:

- Keep body parts to themselves
- Follow directions and be respectful of those in charge
- Use “school appropriate” language
- Respect others and property

If this becomes a challenge, staff redirect children as needed. If poor behavior continues, Anita, the child and parent talk together to determine the best course to improve the child's actions. If it continues, we follow the path as outlined in the Parent Handbook.

Mpls Kids follows the MPS district discipline policies.

Not Feeling Well?

In general, please keep your child home if he/she is not feeling well.

MPS has a **24 hour exclusion rule:**

A child should not come to school (**and will be sent home**) if they have or have had:

- vomiting or diarrhea in the past 24 hours
- a fever of 100 degrees F orally or 99 degrees F axillary (under the armpit) or higher in the past 24 hours
- an undiagnosed skin rash
- untreated live head lice

Students should not return to school until 24 hours from the last episode of vomiting, diarrhea or until the fever has returned to normal (for 24 hours) WITHOUT the use of Tylenol.



Weather Closing

Minneapolis Kids is closed whenever Mpls Public Schools are closed due to inclement weather.

The district **considers** closing school when wind chill is at -35 or colder at 6:30 am, more than 6 inches of snow falls in 12 hours, or more than 8 inches of snow falls in 24 hours. They will try to tell families by 6 pm the day before the cancellation or by 5:30 am the day of the cancellation.

The district uses many methods to convey the info: phone call, text, website, Facebook, twitter, radio, TV. Keep an eye and ear open if there is concern about poor weather conditions.



AM Entry #7



Students are unable to enter the building without an adult escort before the first bell at 9:25. Many arrive early in excited anticipation of learning.

They like to gather in the Washburn #7 door entry to wait for the bell to ring, especially on colder days. They are directed to keep the marked area between the two green sign doors clear for our families to enter and exit. They are typically well behaved and follow staff directions.

Let us know if you encounter unruly behavior in the entry so we can address it. Thanks!



Free Breakfast

Our school participates in the federal free breakfast program. It is open for all students at 9:20. Our kids are first in line at 9:15.

We require all our kids to go through the breakfast line since there is no charge to families. Not hungry? The unwanted items are placed on the community Share Table which is available to others.

With the participation of our kids, extra food is available on the Share Table as other kids enter the breakfast line. Those who want extra food may take items from the Share Table free of charge.

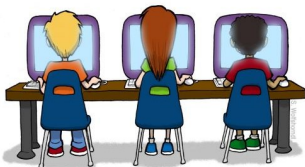
We consider the 5 minutes it takes our entire group to go through the line to be our daily act of kindness for others. Many don't eat breakfast at home, have

a late lunch, or are truly hungry in the morning. An extra free item may make for a much improved morning.

Lunch numbers are entered for federal funding purposes, but families are not charged unless a child opts to take more than what is allowed. S/he is told when there will be an extra charge. If the wanted item is on the Share Table, the child is encouraged to take that item rather than purchase a second item.

If you find breakfast charges on your child's lunch account that you do not approve, please let us know. We will help him/her refrain from getting extra items.

The biggest challenge for a few is remembering their lunch numbers because they always bring a "home lunch" and never use it. Help is available for reminders as needed.



Computer Lab / Electronics

For many, Room 6 is the favorite place in the school. It may be all you hear about at home, but rest assured we do set and enforce limits.

The American Academy of Pediatrics recommends a maximum of 2 hours of screen time a day. The MN Afterschool Accreditation Project requires 20 minutes or less of screen time during out of school time programs. Many of our kids feel 12 hours of screen time a day is best. It is a challenge to follow the expert guidelines while considering the interests of the kids, but we defer to the experts. ☺

Hours—The computer lab is typically open 7:45—8:25 am and 4:50—5:10 pm. We may alter it for unusual conditions.

Limits—Kids are allowed 20 minutes per morning and/or afternoon. They are not allowed to play games or view websites with weapons, shooting, sexual imagery, or other inappropriate content. Many sites are blocked by the district for bandwidth use. Snapchat, Facebook, Twitter and other social media sites are not allowed.

Email—Kids may view their school email accounts. 4th

graders will be introduced to this via their classrooms sometime in the fall. Gmail and other email accounts are not allowed during our computer time. School accounts can be monitored for misuse if necessary.

Expectations—Quiet indoor voices are expected. Kids must follow staff directions. If a staff person finds a site in use questionable, the child must leave the site without complaint. A 5 minute warning is given near the end and all must log off when directed. If someone chooses not to log off as directed, he will not be allowed in the lab for his next scheduled day. Chairs must be pushed in and headphones placed next to the screens when leaving the lab.

Cell Phones—We understand many kids have cell phones, however we do not allow phones to be used during Mpls Kids time. If your child needs to call you, s/he is able to use our phone to call you. We try to limit this for your benefit.

Electronic Devices—Kids may NOT bring their own devices to Mpls Kids. We are not responsible for damage or loss of any kind. Please encourage your child to keep them at home. Plus it's tempting to share games you approve of yet may or may not be approved by the friend's parent.

Gym and the Challenges of a Grade 4—8 School



This is the biggest change from Lower Campus and often very frustrating for our “gym kids”. Due to boys and girls middle school sports, we are at the mercy

of their practice and game schedules. We don’t have use of the gym when the teams require it.

er self-judgment. Team rules are established at the beginning of the activity and all are expected to follow what the group has decided. Good sportsmanship, cooperation, and helping others learn the game are strongly encouraged.

Morning Vote—It can be a challenge to have a quieter person’s ideas heard in the gym setting and to diversify the games played. We began a voting process last spring that has been working well for us. Kids write their game suggestions on the white board. At designated times in the morning, the group votes for 1 game from the listed suggestions. The chosen game is played for 15-20 minutes. Then the group comes back together to vote for the next game. We limit games played to 3 times per week to allow a greater breadth of games played and to include more kids’ suggestions.

Those who are in the gym during the vote must stay to play the chosen game. We had issues with kids leaving the gym when their game wasn’t picked resulting in not enough players for the chosen game plus bad feelings for all involved. We feel this new method encourages good sportsmanship and allows players to practice the give/take needed in developing friendships.

Middle School Sports Games—We encourage those interested to attend the home games after school. Many like to cheer for their friends on the team along with seeing the game. We expect kids to stay in their space (no wandering around), positive cheering and no negative comments regarding either team or the refs. Negative behavior will result in having to leave the game.

Fall: volleyball. Winter: basketball. Spring: baseball and softball.

Most teams practice after school so we rarely have use of the gym unless we are between sports seasons. Then we may have use of it for a week or two. At the beginning of each season, morning and afternoon practices are common. However they typically don’t start morning practice until 8am, so we have use of the gym prior to then.

To counter this loss, we encourage games on the black top. We also offer activities in the atrium like hula hooping and jump roping, 3 on 3 floor hockey in the hallway. In the afternoons with no need for all the tables for breakfast, we are able to convert half the cafeteria for small group play and limited ball games.

Tennis shoes with non-marking soles are required to play in the gym. We don’t allow boots (black scuff marks are difficult to remove) or flip flops (safety issue).

Inclusive—We strive to be inclusive in all gym activities and expect those choosing to be in the gym to participate in the activity. Sitting on the sidelines and observing is not allowed to discourage criticism of player abilities and play-

Outside Time



We are advocates of outdoor time. Many studies have shown the benefits of spending time outside. Plus being based at the school, kids need a break from the school interior. That said, we also want to honor kids’ choices for the short time they are with us.

Hours—We typically open outside in the morning 8:30—9:10 am and in the afternoon 4:25—5:30 pm. This may vary depending upon kids’ interests, weather conditions, staff availability.

Equipment—In addition to our great playground, we have basketballs, playground balls, soccer balls, tennis balls for wall ball, and footballs available for kid use. Let us know if there is something we are missing that your child desires.

Snow Gear—When the temperature dips and the snow starts flying, please encourage your child to wear a warm coat, boots, hat, **waterproof** mittens, and snow pants. It works well to put it all in a reusable bag to tote to/from lockers. It will all be needed for school recess time too. *Note: The little stretchy gloves work great going to/from the car, but are NOT a good thing to wear while playing in the snow. Hands get cold very fast! We don’t want anyone to get frostbite.*



Shovels — A favorite activity of the kids is digging and moving snow around the blacktop to create snow forts. Hopefully we have a snowy winter to make good use of our shovels. Maybe the interest in shoveling will extend to your sidewalk at home . . . ☺



After School— Not With Us as Scheduled?

If your child **will NOT be attending after school** as scheduled, please give us a **call at 612-919-2004** or send an **email** to Anita by 3pm.

The school does NOT let us know if your child is absent during the school day. We must find every child who does not show up as scheduled after school and it will save us a phone call to you. Thanks!

Morning Families—no need to call since they are not coming from school and you know where they are.

Closing Time & New Late Policy



We love spending time with your kids and we hope they have as much fun as we do!

However all **kids must be checked out by an adult by 6pm**. Our staff is also off the clock at 6pm and want to attend their evening activities. We really appreciate the extra effort families take to honor closing time.

There is **new late policy** in effect. Late fees will be charged for pick ups after 6:00 pm according to the sign out time:

Incident #1— \$1 per minute

Incident #2—\$1 per minute

Incident #3—a fine of \$25

Incident #4—a fine of \$25

Incident #5—service will be terminated

Late meetings, weather and traffic are all part of a working parent's life, so **make a plan now** for when you may be late. Any adult you designate may pick up your child. When the inevitable happens, give that person a call as soon as possible and then call us on our cell phone 612-919-2004 with the change. Thank you!

Community Ed After School Classes

Community Ed offers classes after school for all LHU students. Classes typically run 4:10—5:10 pm, except Chess which ends at 5pm. Some classes are one afternoon and others extend over 4—6 weeks. This is a great opportunity to try something new or continue with a favorite activity. We encourage kids to register for one or more classes, based on their interests.

Classes fill fast and are first come, first served. Complete the registration and return the form and check to your child's teacher. For faster service, drop it off with us & we will give it to Gary in Community Ed who shares an office with Anita. Note the registration deadline. A class will be cancelled if not enough enroll.

Now for the exciting part! We have a unique partnership with LH Community Ed after school classes. If your child registers for a class and **is scheduled for Mpls Kids LHU during the afternoon(s) of the class, we will pay for the class plus make sure**

s/he gets to and from the class.

You must complete the registration form and note "Mpls Kids" on the form.



The first session begins mid-October and there are also winter and spring sessions. Watch your child's backpack (and our Family Table) for the flyer and registration form. You can also find the class info on the LHCS website under "Community Ed".

On the afternoon of the class, kids check in with us as usual, drop their belongings in their baskets, and go to the class. We also do a quick check to make sure everyone got to the right place. After the class the kids return to us in the cafeteria.

This unique partnership may change at any time. Your child must be scheduled with us at LHU during the class time for Mpls Kids to cover the cost. If you discontinue care on that day, you will be charged for the class.

Afternoon Snack



We offer a nutritious afternoon snack daily. This is provided by the district Nutrition Center and it is peanut-free. The menu is predetermined and we have little control over it . . . or so we thought!

Many kids expressed frustration with the offerings and last spring we opened a suggestion box for snack ideas. They had many! We gathered them all together and submitted them to the Nutrition Center for consideration for this year's menu. Good news! They added several of our ideas: cubed cheddar cheese, goldfish crackers, go-gurt, tortilla chips and salsa, and popcorn. It's great that they heard our kids and responded!

We also offer extra fruit/vegetables in addition to the snack of the day for those that are hungry. This has been popular with our kids in the past and have no doubt it will continue to be a popular choice.

Your child is welcome to bring a snack from home or eat leftovers from his/her lunch box if that is preferred. We ask that you please don't send anything with nuts in it to keep all our kids safe.



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Schedule Changes

Safety is our number one priority. In order to provide accurate schedules to our site locations, any schedule changes made after August 7 will go into effect October 1. For safety reasons, no changes will be made during the month of September. Changes made after October 1 will require a two week notice.

Schedule Changes, Adding Days, and Withdrawals

A schedule change is defined as: adding or subtracting one or more components (before school, after school), 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. **All communication regarding schedule changes, adding days, and withdrawals are done through the main office.**

Minneapolis Kids main office must be notified in writing at least two weeks in advance of any schedule change.

Schedule Changes

Schedule changes will be accommodated on a space available basis. There is no charge for the first change to your child's schedule. Subsequent changes will be assessed a \$20 change fee per child.

Add-a-Day

Currently enrolled children have the option of attending on days for which they are not currently enrolled. Care is available on a space available basis, and requests must be received at least 48 hours in advance. A drop-in fee of \$5 will be added to the daily rate.

Withdrawals

Two week written notice must be submitted to the main office for cancellation of service from the program. If two weeks advance notice is not given, the full fee is due until the two week period is satisfied.

Non School Day

NSD care may be cancelled with a two-week notice. If two weeks advance notice is not given, the full amount will be due. Non-School Day addition requests need to be made 48 hours in advance and will be accommodated on a space available basis. There will be no schedule change fee for cancelling or adding Non-School Day Care.

If you need to make a change to your enrollment, please email the main office mpls.kids@mpls.k12.mn.us or call 612-668-3890.

Non School Days at LOWER Campus

We relocate to **LOWER** Campus for all non school days and join the younger kids due to staffing constraints. Enter Door #3 on Drew Avenue. Dress for the weather. We go outside to play every day. Send a lunch with beverage every day. Make it disposable for field trip days to make it easier for your child to fully enjoy the remainder of the field trip.

Registration opens in September for October—December days. For January—April days, registration opens in mid-November. The Main Office announces the exact dates. Please go to our website if you need non school day care and register online.

Completing the registration does NOT guarantee your child is scheduled to attend. After processing your registration, the Main Office emails you confirmation that your child is set to attend or to let you know if s/he is on a wait list. Please contact the main office with registration, scheduling or billing questions. Make a note on your calendar of the 2 week cancellation date and notify the main office if your plans change and you do not need care as registered.

Our **calendar of activities** is posted on our website in mid-September. We are open 6:30 am—6:00 pm with on site programming and field trips typically between the hours of 10:00 am—3:30 pm.

All Minneapolis Kids sites are **closed**: September 7, November 26 & 27, December 24 & 25, December 31 & January 1, January 18, February 15, May 30.

We started a volunteer leader program this past summer by request of the kids and will continue to expand and refine it during our non-school days. Those interested will be able to lead teams and activities with staff supervision. The younger kids really enjoy seeing the older ones in action and it provides a different perspective of on site activities as they practice their leadership skills.

