

Welcome to Minneapolis Kids @ Lake Harriet Upper!

Who We Are

Lake Harriet Upper
4912 Vincent Ave S.

Open for Kids

6:30—9:25 am

9:25 1st bell 9:40 last bell

4:10—6 pm

Use Door #7 or #13
Located in Cafeteria

612-919-2004

Best # to reach us during
our time with kids.

Site Coordinator

Anita Adams

anita.adams@mpls.k12.mn.us

612-668-3327 Office

Morning Crew

Beau Breems, Carl George
Angelique Montout
John Sandbo, Anita

Afternoon Crew

Terry Kern, Beau, Anita

Scheduling & Billing

612-668-3890 Jackie or Dawn

mpls.kids@mpls.k12.mn.us

Mpls Kids Website

mplskids.mpls.k12.mn.us

Dear Families,

Thank you for choosing us to be a part of your friends and family network. We are excited to see our returning families and look forward to getting to know our new families. We hope this will be a year filled with friendship, learning, and fun! There is a ton of info here and hopefully most questions will be answered. However, if you have questions at any time during the year, please ask a staff person and we will do our best to find the answers. Here's to a great year!

The Basics

- **Enter Door #7 on Washburn Ave** (“walker” entrance) **or Door #13 on Vincent Ave** (“bus” entrance/main door). Do not park on the school side of the street 8am—5pm or the police may ticket you. If you find Door #13 locked after 8:30am, please push the buzzer on the right side of the doors and the school secretary will buzz you in.
- **Cafeteria**—We are a semi-portable site based out of the cafeteria. We are able to leave a few furniture pieces set up in place on the stage. We roll our carts around at the start of each session and set up spaces to play and create. At the end of each session we pull it all back in. During the evening, the space is used for adult community ed classes and activities.
- **Sign In/Out**—This is in the atrium before school and in the cafeteria after school. All kids **MUST** be signed in and/or out by an adult. Be sure your authorized list is updated in your account. 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.
- **Phone**—We have limited access to our office phone when we have kids with us. Our site cell phone is the best way to reach us at **612-919-2004**. We call from this number if your child doesn't arrive as scheduled in the afternoon.
- **Grades**—Our group is comprised of kids in grades 4—6. We are trying a volunteer program, “VolunTeens”, for those in grades 7—8 who have been part of our LHU program in the past and want to lend a leadership role to our group.
- **After school**—When the bell rings, kids make their way to the atrium and check in with staff waiting at the top of the cafeteria stairs. They drop their things in their baskets and wash hands before going down the stairs for snack.
- **Allergy?** Please get in touch with Anita regarding your child's needs and getting meds to us to keep on site.
- **Baskets**—Each youth has a laundry basket to temporarily store belongings. Baskets need to be emptied after each session and stacked on the cart. We encourage long-term storage in school lockers.
- **Family Involvement**—We encourage your involvement whether it be sharing your talents and interests or offering suggestions. We are in **need of a LHU rep** for the Mpls Kids Parent Advisory Council. PAC meets 4—5 times a year (5:30—7:30pm) to support and guide the entire Minneapolis Kids program. Please talk with Anita if you're interested.
- **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. Please feel free to contact Anita with any questions or concerns. Thanks!



Communication

Anita sends a monthly **email** with the latest news through School Messenger (same system the school uses). Addresses are obtained from ThatsCommunityEd. Please be sure your account is updated, along with your phone numbers and emergency contact info. Let Anita know if you want to add someone or be removed from the email list. **Remind Text** has proved popular at LHL, so we are going to use it too. Text “@lhu2” to 81010 and you’ll be added to the group list. You can opt out at any time by replying “unsubscribe @lhu2”. This will be used as needed, including Non School Day at LHL reminders. **Paper notices** will be posted near the sign in/out iPad, along with any relevant info families may be interested in. Of course, our **website** has our monthly newsletter, NSD calendar, and main office info.

Tracking System

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 the transition to Upper Campus a bit easier for our new friends. The tracking system is comprised of the main magnet boards on the Family Table, individual magnets to carry from room to room, and room magnet boards. Safety is its number one purpose. In an emergency, staff know exactly who is in the room by having the name magnets 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 bonus, it gives responsibility to the youth along with choices.

Homework Time

Homework may be done before and after school. Help is available from staff and other youth as needed. For families who would like a firmer commitment during Mpls Kids time, we offer a homework contract that is agreed upon and signed by parent and youth. We encourage youth to honor the signed contract, however we are not the “homework police”. If there is reluctance to honor the contract, Anita will help youth and parent work out a solution. It is essential that parents and youth talk about their expectations. If a youth 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 anytime, but only a parent can modify or cancel it. You can find the contract on the iPad cart.

Walk.Scooter.Bike Club

As a grades 4—8 school, many kids at LHU are practicing staying home alone and other transitional activities, 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.

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 and sign her out on the iPad as your proxy for the afternoon. If she doesn’t arrive home 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 may not accept your child in the morning or release your child in the afternoon. We are not advocating this for every youth and 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 iPad cart. A form must be signed and returned before using the system. Thank you!

Morning Entry Door #7

Students not with Mpls Kids are unable to enter the building without an adult escort before the first bell at 9:25 and the escort must remain with the student the entire time. Many arrive early without an adult 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!

Meals and Snack

Before School LHU participates in the federal free **breakfast** program and all students may receive 1 full breakfast (entrée, fruit, and milk). For a simple act of kindness, we require all our kids to go through the breakfast line early at 9:15. Other students are allowed into the building for breakfast at 9:20. If a youth is not hungry, any (or all) unwanted items are placed on the community Share Table. With the few minutes it takes for our entire group to go through the line, extra food is available on the Share Table for anyone to freely take. Many students don't eat breakfast at home, have a late lunch, or are truly hungry in the morning. Our act of kindness may make for a much improved morning for many students.

Lunch numbers are entered for federal funding purposes and the biggest challenge for a few is remembering their number because they always bring a “home lunch” and never use the number. Reminder help is available as needed. The family is not charged unless a youth opts to take more than what is allowed after being told there will be an extra charge. The youth is also directed to the Share Table 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 and we will help provide your child with more direction.

After School We provide an after school **snack** from the district Nutrition Services which includes a fruit or vegetable. Kids are also welcome to bring their own, but we discourage items with peanuts or tree nuts for the safety of our friends with severe allergy concerns.

Screen Time & Electronics

Computer Lab—Many would like to be in Room 6 all the time, but youth have a 20 minute limit per accreditation standards. The lab is typically open 7:45—8:25 am and 4:50—5:10 pm. Kids 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. Kids may use their school email accounts, but other email accounts aren't allowed at this time. If a staff finds a site in use questionable, the person must leave the site without complaint or leave the lab. A 5 minute warning is given near the end of the time and youth must log off when directed. If they choose not to log off, they will miss their time in the lab on their next scheduled day.

Cell Phones—We understand many have cell phones, however we do not typically allow phones to be used during Mpls Kids time. If your child needs to call you, they are able to use our phone (612-919-2004) to call you. We try to limit this for your benefit. Phones may be kept in backpacks or we can store them.

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. To our knowledge, locks are not used on school lockers for those in grades 4 & 5, and locks are optional for those in grades 6+.

Non School Days including Winter Break & Spring Break and Summer

Mpls Kids is open and provides care on non school days at designated locations for those in grades K—6. Parents must register in advance. LHU joins our younger friends at LHL for all non school days. **Online registration opens August 22 at 12 noon for October—Winter Break.** Watch for an email from the main office for when **January—April** registration opens. Summer registration typically occurs in March and the main office will email you the exact date when it opens. Remember, completing the registration does NOT guarantee your child is scheduled to attend. After processing it, the main office emails you a confirmation that your child is set to attend. Please contact the main office with registration, scheduling or billing questions. There is a 2 week cancellation policy.

Our **calendar of activities** is posted on our website. We are open 6:30 am—6:00 pm with on site programming and field trips typically between 10 am—3:30 pm. We encourage older kids interested in leading activities (with staff supervision) to let Anita know. 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.

Activities

We try to offer a variety of activities based on our kids' interests. We welcome ideas and encourage those who want to lead an activity to let us know! The monthly calendar lists our planned activities and are typically offered over 2 days to allow those with varied schedules to participate and time to finish projects. Most calendar activities are staff/youth led in the mornings and self-directed in the afternoons. Self-directed options are also available to allow for varied interests.

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 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 or when school events are in need of the space. To counter this loss, we encourage games on the black top and offer activities in the atrium like hula hooping, jump roping, 3 on 3 floor hockey. In the afternoons, we are able to convert part of 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).

Participation—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 player 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 diversify games played and to have a quieter person's ideas heard in the gym setting. We've developed a voting process 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 2—3 times per week to allow a variety 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 in the past with kids leaving the gym when their game wasn't picked resulting in not enough players for the chosen game and bad feelings for all involved. We feel this method encourages good sportsmanship and allows players to practice the give/take needed in developing friendships.

Outside Time

We are advocates of outdoor time. Many studies have shown the benefits of spending time outside. Plus being at the school all day, 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, and staff availability.

Equipment—In addition to our great playground, we have balls of all types available for fall and spring play. When the snow arrives, we pull out our bin of shovels and the kids have a blast digging and moving snow from one end of the blacktop to the other. The plow clears the blacktop when there is measurable snowfall which results in a great base for snow forts. 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 wet and cold very fast! We don't want anyone to get frostbite.*

Accreditation

We have been accredited since 2012 by the MN Afterschool Accreditation Program. 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 completed our formal review last spring and are pleased we passed with flying colors. Thank you to our youth and their families for their participation!

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 1 afternoon and others extend over 4—6 weeks. This is a great opportunity to try something new or continue with a favorite activity. Classes fill fast and are first come, first served. Complete the registration online or return the form and check to your child’s teacher. For faster service, drop it off with us & we will give it to Steve 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 LHU 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. Do NOT register online. We encourage kids to register for 1 or more classes, based on their interests. 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.

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”. *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.*

Daily Schedule

Before School

6:30 Cafeteria
7:35—9:10 Cafeteria, Gym
+ Homework, Activity of the Day
7:45—8:25 Computer Lab (20 min limit)
8:30—9:10 Outside
9:10 Gather belongings
9:15 Breakfast
9:25 1st bell
9:35 2nd bell 9:40 last bell

After School

4:10 Check In & Snack, Homework
4:25—5:25 Cafeteria, Outside
+ Homework, Activity of the Day
4:50—5:10 Computer Lab (20 min limit)
5:30 Cafeteria
“5:30 Box”, reading, jump ropes,
hula hoops
6:00 Closed for the day

* Schedule subject to change due to youth interests, space and staff availability.

Our 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.

Minneapolis Kids provides care for children in grades K—6 before and after school and on non school days. During the summer we offer care for children entering grades 1—7. We are part of the Community Education Department with Minneapolis Public Schools.

Minneapolis Kids Policies & Procedures

Absent AFTER School?

If your child will **NOT** be attending **after** school as scheduled, please **call** us 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 us because you know where your child is and we aren't dealing with the end of the school day excitement.

Weather Closing

Mpls 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. Families will be notified by 6 pm the day before 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.

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 or Mpls Kids (**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 higher in the past 24 hours
- an undiagnosed skin rash
- an illness (severe wheeze, severe cough, etc.) that prevents participation in routine activities

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

Toys From Home

We have a variety of games, toys, books and equipment for learning and recreation. We are open to suggestions for new items. Youth are discouraged from bringing personal items from home, unless permission is given by site staff.

Mpls Kids is not responsible for personal items that may become lost or broken.

Allergies & Medication

Does your child have allergies or special dietary concerns? Please talk with Anita and give us your child's **unexpired** med (Epi-pen, Benadryl, asthma inhaler, etc.) to be stored on site. We do NOT have access to any meds in the school nurse's office, but we are able to get a copy of your child's Health Action Plan.

We can only give medication with the written order of a licensed health care provider and written consent of a parent or guardian. This includes OTC meds (i.e.: Tylenol, ibuprofen) commonly used with new braces. The medication consent form is available online at http://health.mpls.k12.mn.us/comonly_used_forms

Behavior

We expect everyone to:

- * Keep body parts to themselves
- * Follow directions and respect those in charge
- * Use "school appropriate" language
- * Respect others and property

Staff redirect kids as needed. If there are challenges, the parent or guardian will be notified to help problem-solve their child's behavior. Mpls Kids follows the MPS discipline policy.

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. Mpls Kids does not swap days or credit for incidental days missed. Schedule changes (including canceling service) require a 2 week notice and are made by contacting the main office.

Late Pick Up

All youth must be out of the Mpls Kids program space by closing time at 6pm (according to the iPad clock). 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 to pick up your child before 6pm and then call us on our cell phone 612-919-2004 with the change. Thank you!

Late fees will be added to your monthly bill as follows:

1. Incident 1— \$1 per minute after 6:00
2. Incident 2— \$1 per minute after 6:00
3. Incident 3— a fine of \$25 and parents/guardian will be notified that future late pick-ups may result in termination of service
4. Incident 4— a fine of \$25 and parents/guardian will be notified that future late pick-ups may result in termination of service
5. Incident 5—Service will be terminated

Minneapolis Kids Parent Handbook
http://mplskids.mpls.k12.mn.us/uploads/mpls_kids_parent_handbookupdated.pdf