

# Welcome to Minneapolis Kids at Lake Harriet Upper for 2018—2019!

Dear Families,

Welcome to Lake Harriet Upper! Thank you for sharing your kiddos with us. We look forward to a positive partnership with you to help them achieve their highest potential while building relationships and having fun.

We offer care for youth in grades 3—6 before and after school at LHU while Lake Harriet Lower cares for kids in grades K—2. On non school days, we bring together both campuses and care for youth in grades K—6 at LHL. Our summer program is at LHU for those entering grades 1—7. We are district program in the Community Education Department of Minneapolis Public Schools.

## Who We Are

### Lake Harriet Upper

4912 Vincent Ave S  
Minneapolis, MN 55410

**Cell: 612-919-2004, call or text**

Office: 612-668-3327

### Our Wonderful Staff:

Angelique Montout—AM  
Beau Breems—AM & PM  
Carl George—AM  
John Sandbo—AM  
Miles Cudworth—AM & PM  
Paul Anderaos—AM & PM

### Site Coordinator:

Anita Adams—AM & PM  
[Anita.Adams@mpls.k12.mn.us](mailto:Anita.Adams@mpls.k12.mn.us)

**For scheduling and billing,**  
contact the Main Office at:  
612-668-3890 or  
[Mpls.Kids@mpls.k12.mn.us](mailto:Mpls.Kids@mpls.k12.mn.us)



## Our Mission

The program's 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.

## The Basics

- For pick-up and drop-off, please enter Door #13 on Vincent or #7 on Washburn.
- Sign your child in & out each day on the iPad located in the atrium. We also offer an optional walking program for kids who want to come in/go home on their own. A form must be signed and we have a protocol that we follow to ensure safety.
- We are based out of the cafeteria and atrium, located between doors #13 and #7.
- Our program is choice based and kids have the opportunity for art, imaginative play, reading, games, science and math, large muscle movement, outside time, homework and computer time.
- 3rd graders should **arrive by 9am** to catch the bus to Lower Campus. In the afternoon, teachers bring their classes to each bus and the 3rd graders scheduled to be with us are all on one bus. A staff person then meets the bus at LHU.

## Orientation

This is our informal orientation to the program. Due to varied family and staff schedules and limited availability, we don't host a formal on site orientation. If you have questions at any time, please talk with Anita and we'll get them answered.

## Communication

Anita sends a monthly email, plus an extra one if something can't wait until the next month. The list is generated from the Eleyo account system. Let her know if you want to be added/removed from the list. Printed copies are available on the iPad cart.

We share the Remind text option with LHL to make it easier for combined non school days and summer. Please text [@mplsk](https://www.remind.com) to **81010** to be added. You can unsubscribe at any time by texting [unsubscribe@mplsk](https://www.remind.com) to 81010.

## MAAP Accreditation

We are an accredited program through the MN Afterschool Accreditation Program which means our program has met or exceeded the school-age care standards in the following areas: administration, wellness, activities, relationships, and environment.

It is our re-accreditation year and we will need your help with completing surveys. Our Stakeholder Team will be comprised of parents, staff, kids, and other interested people who will be more involved with the process details. Let Anita know if you and/or your child want to be an active part of the team.

## Enrichment

Kids have the opportunity to participate in a daily activity when they are at Minneapolis Kids. A variety of activities are included throughout the year. Encourage them to let us know their interests and if they want to lead an activity.

## Homework Time

Homework may be done before and/or after school. Many quickly discover that 5—10 minutes of work done here creates more fun time at home. We have a homework contract available for those families who want a more structured time. This is an agreement between the parent/guardian and child. Staff remind the child to honor the contract, however we are not the “homework police”. If there is continued reluctance to follow the contract, we will all meet to figure out how to make it work better. Staff, older kids, and peers are available to help those that need it.

## Tracking System

When you enter the program you will see our tracking system which is used for the kids’ safety. Each person has a space on the board and a name magnet. Open rooms are indicated by the signs on the railing. Kids move to the room of their choice and bring their name magnet with them to give to staff in the room. When they would like to go to a different room, they ask a staff for their magnet and a staff will hand it to them. Then they go to the next room. At the end of the session, they return the magnet to the main board. We practice responsibility, so if they lose or willfully damage their magnet, then the cafeteria (with its many options) is the only room available until a new one is made.

## Non School Days & Summer

Minneapolis Kids is open and provides care on non school days at designated locations. Families must register in advance. The main office will send out notice of the opening registration date. Remember you need to give 2 weeks notice to cancel care. LHL younger kids (K—2) and LHU older kids (3—6) are combined at Lake Harriet Lower for all non school days. The activity calendar is on our website. The summer program is at LHU for kids entering grades 1—7.

We are closed for the following holidays: Labor Day, Thanksgiving Day & the Friday after, Christmas Eve & Day, New Year’s Eve & Day, Martin Luther King Jr Day, Presidents Day, Memorial Day, and Independence Day.

## Snacks / Meals

**Snack**—Minneapolis Kids provides a nutritious after school snack from the district’s Nutrition Center. Kids may bring in their own snack, however they cannot share with others.

**Breakfast**—All kids are required to go through the free breakfast line in the morning, yet they choose what to eat or not. They may place any breakfast items they don’t want on the Share Table for others to take as needed. After our kids go through the line, we open breakfast to the rest of the school and the Share Table items are available without charge for them too. It is our community service act of the day for those who may need more to eat without having to pay extra. Lunch numbers are entered for accounting purposes and the account isn’t charged unless they take extras. Let Anita know if you have questions or discover unwanted charges are occurring.

**Non school days and summer**—The school breakfast and lunch program is not in operation. Kids should eat a hearty breakfast at home and bring a lunch and water bottle from home every day. An insulated lunchbox with an ice pack works well for the lunch. We provide an afternoon snack every day. Kids are also welcome to bring their own snack.

## Family Involvement

We strive to provide opportunities for families to be involved in the program. Please let us know how you would like to be involved. We also welcome suggestions and concerns. Please email/call/talk with Anita or talk with any of the staff.

## Our Daily Schedule

### Before School

6:30—7:30 Cafeteria

7:30—9:10 Cafeteria, Gym

7:45—8:25 Computer Lab (20 min limit)

8:30—9:10 Outside

9:00 Gr 3 to the bus

9:10 Gr 4+ get ready for class

9:15 Breakfast

9:25 First Bell—to class

9:35 2nd Bell, 9:40 Last Bell

### After School

4:10 Gr 4+ check in & snack

4:15 Gr 3 check in & snack

4:30 Cafeteria, Outside, Computer Lab

4:50 Cafeteria, Outside

5:30 Cafeteria

5:45 Quiet activities

6:00 Closed

*\*Times may change depending upon the kids’ interests and staff availability.*

## Our Hours

Before School: 6:30—9:30 am

After School: 4:10—6:00 pm



# 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 in their account at any time.

We have an optional Walk.Scooter.Bike program at LHU in which kids can come in and go home on their own. There is a permission slip to sign and a protocol to follow. See Anita or any staff for more info.

## Absences

It is the parent's responsibility to notify Minneapolis Kids when his/her child will not be in attendance after school, even for one day. The school does not notify us of absences.

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.

This is very important after school. Expect a text from us if your child doesn't arrive as scheduled.

**Please program our cell number 612-919-2004 into your phone** so you'll know it's us calling.

## 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 an emergency, 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 or miss the school day will not be able to participate in the program. When must a student stay home?

If s/he has:

- Oral temperature of 100° or higher in the past 24 hours
- Vomited 2 or more times in the past 24 hours
- Diarrhea, an increased number of stools compared to normal or stools that are loose, and needs to use the bathroom frequently
- Any unknown rash
- An illness (severe wheeze, severe cough, etc.) that prevents participation 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. This includes over the counter meds such as Tylenol often used with new braces.

Written parent permission is needed for applying sunscreen and insect repellent too.

## Allergies

Does your child have allergies or special dietary concerns? Please talk with Anita to ensure we take the necessary steps to keep your child away from allergens.

## 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 at 612-668-3890 or [mpls.kids@mpls.k12.mn.us](mailto:mpls.kids@mpls.k12.mn.us). 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 iPad 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 are required to remain with children until a guardian arrives. Unless otherwise informed, at 6pm staff will begin calling emergency contacts listed on the enrollment form. Repeated late pick-ups will result in termination of service.

**Late fees** will be charged for picking up a child after 6:00 pm according to the following schedule:

1. Following the first incident, a late fee of **\$1 a minute** will be assessed.
2. Following the second incident, a late fee of **\$1 a minute** will be assessed.
3. After the third late pick-up, a late fee of **\$1 a minute along with a fine of \$25** will be assessed. Parents will be notified that future late pick-ups could result in termination of service.
4. After the fourth late pick-up, a late fee of **\$1 a minute along with a fine of \$25** will be assessed. Parents 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\\_han\\_dbookupdated.pdf](http://mplskids.mpls.k12.mn.us/uploads/mpls_kids_parent_han_dbookupdated.pdf)