

Welcome to Minneapolis Kids @ Loring

2016-17 School Year

Dear Families,

On behalf of the staff at Minneapolis Kids at Loring, we are happy to welcome you to the 2016-17 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential.

Minneapolis Kids provides childcare for children in grades K-6 before and after school and on school release days. During the summer we offer child care to children entering 1st grade through 7th grade. We are sponsored by the Community Education Department of Minneapolis Public Schools.

Who We Are

Site Coordinator:

Susan Joy Broman

I am excited to join the Loring family. I am looking forward to get to know your child, you and the Loring community. I am excited to start the program and watch it grow together!

Susan.broman@mpls.k12.mn.us

Child Care Assistant:

Erin Washington

This is Erin's first year with Mpls kids and she lives in the Loring neighborhood. She will be working both in the morning and the afternoon.

Mpls. Kids numbers:

Mpls kids at Loring number:

612 668-2078

Main Office of Mpls. Kids:

612-668-3890

Main Office Mpls. Kids

Fax: 612-668-3895

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.

The Basics

- For pick-up and drop-off you can park on 45th at door 9 next to the playground. Please ring the bell or call our site Phone number at 612 668-2078. Mpls Kids is located in the warming room (the first room on the left as you enter door #9) Children must be signed in each morning for the before school program and signed out in the evening for the afterschool program.
- Sign your child in & out each day at the Parent info station located right outside of our room door. Our staff try to greet each family at the beginning and end of the day, but if we are actively engaged with children please be sure to make contact with us. We want to be sure to see every child as they enter or leave the program.
- Our program is choice based and each day your child will have the opportunity for art, imaginative play, reading, large muscle movement and special enrichment activities.

Enrichment You can see on the daily schedule that your child will have the opportunity to participate in a special activity each time they are at Minneapolis Kids. These Enrichment activities will include arts, crafts, cooking, physical activity, math, science, yoga and more!!! We will be starting a child planning council in the 2nd week of the school year and the children will be instrumental in making plans for activities for the month of October on, with the support and guidance of the staff.

Monthly News

You will receive email correspondence filling you in on the happenings of the month. This will include daily activities, monthly themes, special projects, social skills we are focusing on and upcoming non -school day information.

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!



Minneapolis Kids
Minneapolis Community Education



**MINNEAPOLIS
PUBLIC SCHOOLS**
Urban Education. Global Citizens.

Homework Time

Homework can be done before and afterschool at any time. 20 minutes of reading and journaling time is provided each afternoon. There will be staff available to help children that need assistance.

Tracking System (we will explain on your first day)

When you enter the program you will see our tracking system. Each child has a space on our pocket chart and a magnet. They must put the color of the stick that corresponds to the room they want to go to and they must bring their name magnet with them to place on the attendance board in that room.

Non School Days

Look for the calendar posted near the door to our room. Minneapolis Kids is open and provides care on non-school days at designated locations. Parents must register in advance.

Meals/ Snacks

Minneapolis Kids provides a nutritious after-school snack. The school lunch program is not in operation on non-school days; children must bring a bag lunch and beverage from home.

Loring Mpls Kids Daily Schedule

Before School

6:30– room choices open

7:45– outside or gym open and room choice

8:30— Off breakfast and class

After School

3:10– Children Check in for Attendance (Come to warming room)

3:10—3:30 Outside

3:30– Quiet Reading & Journaling

3:50 - Snack

4:00– Enrichment Activity or Room choices

4:45– gym and room choices

6:00- Program Closes

Spaces Mpls kids may use during our program:

Teacher lounge

Gym

Warming room

Room 205

Lunchroom

Music room

Computer lab

Please check with the staff for the use of the tracking system for where your child is located.

Changes to the schedule will be made as the needs of the children, families and program change.

Meet the Loring Mpls. Kids Staff.

Please find time to meet and greet our staff.

Susan Joy Broman - Site Coordinator

Erin Washington— Child Care Assistant



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.

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 vomited 2 or more times in the past 24 hours
* If he/she has diarrhea, an increased number of stools compared to normal or has stools that are loose, and he/she needs to use the bathroom frequently.
* 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