

Welcome to Minneapolis Kids @ Lyndale

2016-17 School Year

Dear Families,

On behalf of the staff at Minneapolis Kids at Lyndale , 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

Lyndale Community School
312 W. 34th Street, 55408
Room 207

Site Coordinator

Angie Parker
Angela.Parker@mpls.k12.mn.us

Child Care Assistants

Cheryll Walker
Miles Cudworth
Shanteal Green

Phone Numbers

Site Main: 612-668-4004
Cell: 612-290-7354 (field trips)

Minneapolis Kids General Info

Main Office: 612-668-3890
Main Office 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 34th Street and buzz in at Door #1. Take the main stairs to the second level, take a right, and we are in room 207.
- Sign your child in & out each day at the Parent info station located right outside our main room door. Our staff try to greet each family at the beginning and end of the day, but if we are actively engaged with students 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. We know everyone's schedule is different but if your child likes to participate in the enrichment activities please note that these start at 4:00 and end at 4:45. Speaking of Enrichment...

Enrichment

Each month we will have a different theme to center our daily curriculum activities around. This year our themes are Disney Movies. We will take a theme from each movie and learn about that theme through art, physical activities, science, social studies, and much more! On the last day of each month we will watch the movie together. Parents and families are welcome to join for our movie days! Movies will be shown at 4:00pm.

Monthly News

A monthly email will be sent out to all families the last Friday of each month containing our upcoming calendar, newsletter, and any program updates and reminders. A monthly calendar and daily schedule are also posted on our Parent Board, located just outside our Main Room Door.

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!



Homework Time

Children can work on their homework at any point during our program, and it is encouraged during quiet reading time. Staff are available to assist children with homework during this time.

Tracking System

When you enter the program you will see our tracking system. Each child has a row on our main magnet boards, and name magnet, and a magnet marker. They must put their marker magnet on the room column 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, Winter Break, Spring Break & Summer

Minneapolis Kids offers care on days when school is not in session. Pre-registration is required for all non-school days, and drop in care is not provided. Registration for the first half of the school year (October-winter break) is now open! Please contact the main office for more information on registration. *Reminder* a two weeks notice is required to cancel care for a non-school day.

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.

Lyndale Daily Schedule

Before School

6:30– Main Room Free Choice
7:00– Outside/Gym Options Open
8:10– Clean Up/Get Ready for School
8:15– Breakfast Option
8:25– Off to School!

After School

3:00– Children Check in for Attendance
Head Down for Snack
3:15– Outside/Gym
4:00– Afternoon Meeting
4:10– Daily Activity + Options
4:45– D.E.A.R.
5:15– Main Room Free Choice
5:45— 5:45 Box
6:00– Program Closes



Site Hours

Before School: 6:30-8:30

After School: 3:00-6:00

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. Children are not allowed to touch the sign in/out iPad, adults only please!

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. The school main office and nurse do not communicate with us when a child goes home early or is not attending school.

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, books, 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 themselves
- * 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 the 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