

# Welcome to Minneapolis Kids @ Marcy Open School

## 2016-17 School Year

Dear Families,

On behalf of the staff at Minneapolis Kids at Marcy Open School, 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.

### Site Coordinator

**Teresa Abagi**

612-668-1024

teaba001@mpls.k12.mn.us

### Assistants

Selina Warren

Chris Pomrey

Dannielle Zimmerman

Yeng Vue

Jamie Randal

Alicia Roberts

Site Cell phone (field trips only): 612-250-2592

MPLS Kids 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 the 4th Ave side of the building and enter into door #1. Then, come upstairs to room #216.
- Sign your child in & out each day at the Parent Information Station located right inside our room door. Our staff will greet each family at the beginning and end of the day, but if we are actively supervising other children please be sure to make contact with us. We want to greet every child as they enter or leave the program.
- Our program is choice based. 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, and we will try to offer the activity at least twice during each component.

### 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, language, yoga and more!!! As the year goes on children will have opportunities to plan and lead some of these activities!

### 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. You can reach Teresa Abagi, your Marcy Minneapolis Kids Site Coordinator, via email teaba001@mpls.k12.mn.us.

### 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 during quiet reading time. There will be staff available to help children that need assistance.

## Tracking System

We use a magnet system, when the kids enter the room, they move their magnet to their destination such as to the playground, gym, or the computer lab etc. Always check the magnet chart to see where your child is located if there is no one in the main rooms.

## Non-School Days, Winter Break, Spring Break & Summer

Minneapolis Kids is open and provides care on non-school days at designated locations. Parents must register in advance. Non-school days hours are 6:30am–6:00pm. Enrollment for non-school day care during the first half of the 2016-17 school year is now open at [www.minneapolis.thatscommunityed.com](http://www.minneapolis.thatscommunityed.com)

## 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 lunch and beverage from home. We do not allow or encourage kids to share their food due to the possibility of reactions due to food allergies. Please remind your child that sharing food from home is not allowed at Marcy Minneapolis Kids. If you want to celebrate a birthday etc stickers, erasers, small trinkets or fresh fruits are examples of acceptable items to bring for celebrations.

### Marcy Minneapolis Kids Daily Schedule

#### Before School

**6:30**– Minneapolis Kids open room  
216  
**7:30**– Enrichment Activity  
**8:00**–Playground/Gym/Computer Lab  
**8:20**–Breakfast Option  
**8:30**– Marcy Open Kids leave for  
school  
**8:35**– Enrichment Activity  
**9:00**– Playground/Library  
**9:40**– Last Bus

#### After School

**2:00** Site Open  
**3:00**– Marcy kids arrive  
Playground/Room choice  
**3:30**– Snack  
**4:00**– Enrichment Activity  
**4:30**–Homework/Reading  
**5:00**–Gym/Playground/ Com-  
puter Lab  
**5:30** –Winding  
down room # 117  
**6:00**–Minneapolis Kids  
CLOSED



## 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.

Site phone: 612-668-1024

## 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](http://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](http://mplskids.mpls.k12.mn.us/uploads/mpls_kids_parent_hanbookupdated.pdf)