



Minneapolis Kids Jr. Parent Handbook

A Program of Minneapolis Community Education
Minneapolis Public Schools

1250 West Broadway Ave.

Minneapolis, MN 55411

Main Office: (612) 668-3890

Main Office Fax: (612) 668-3895

<http://mplskids.mpls.k12.mn.us/>



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Minneapolis Kids Jr. Mission:

The Mission of Minneapolis Kids Jr. is to offer a safe, nurturing, educational, and recreational experience for children entering kindergarten the following school year. All children will be encouraged to pursue interests and develop friendships, independence, and confidence.

Staff:

Minneapolis Kids Jr. staff are skilled professionals who respect and enjoy working with children. They are required to have a combination of professional training and job experience, which enables them to fully understand the developmental needs of children. Staff schedule a wide variety of well planned, carefully supervised activities which help prepare students for kindergarten.

Enrollment:

To ensure a smooth transition into the program, the following forms and payment(s) must be received prior to enrollment:

- Letter of Agreement (Submitted online at: <http://mplskids.mpls.k12.mn.us/>)
- Getting to Know Your Child (located in Parent Handbook)
- Copy of Immunization Record (Obtained from your child's physician)
- Permission Slip for Walking and Sunscreen (located in Parent Handbook)
- Media Release (located in Parent Handbook)

Enrollment in Minneapolis Kids Jr. does not ensure a child of enrollment in any school.

Children must be four by September 1st.

The parent is responsible for transporting children to and from Minneapolis Kids Jr.

A 30 day notice will be given if a site is closed due to low enrollment.

Program Fees and Billing:

Fees: Minneapolis Kids Jr. is a non-profit program supported by parent fees. Fees must be paid in advance of service and follow the payment schedule. If you have used Minneapolis Kids Jr. or Minneapolis Kids in the past, your account must be paid in full. Please notify the Account Clerk at (612) 668-3890 as well as your site of any changes in phone numbers, addresses or emergency information.

Bills: are based on a weekly rate and calculated on a monthly basis. Fees are to be prepaid bi-weekly or monthly. Payment can be made online or by check or money order, payable to "Minneapolis Kids" and mailed to:

Minneapolis Kids
1250 West Broadway Ave.
Minneapolis, MN 55411

If you require a receipt, include a self-addressed, stamped envelope with your payment.

Non-Sufficient Funds: If a check is returned for non-sufficient funds, a new check or money order must be submitted with a \$20.00 processing fee added. More than two NSF checks may require future payments to be made by money order or certified check and may result in termination of your child's spot in Minneapolis Kids Jr.

A delinquent account is grounds for termination from the program. The account will then be turned over to a collection agency. Clients with defaulted accounts incur all costs relative to collection, including legal fees.

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 or school closings due to inclement weather.

Late Pick-Up: A late charge of **\$1.00 per minute** is assessed when children are picked up after program hours. Three late pick-ups will result in termination from the program.

Days of Service:

Minneapolis Kids Jr. will offer programming from the Monday following Labor Day to the Thursday prior to Memorial Day.

Minneapolis Kids Jr. will be **CLOSED** on all Minneapolis Public Schools Non-School Days.

Unexpected School Closings:

- Minneapolis Kids Jr. is closed whenever Minneapolis Public Schools are closed due to inclement weather. Listen to local media for school closing announcements. You may also call our Weather Hotline at (612) 668-1129 for information about closings or check the Minneapolis Public School's website: <http://www.mpls.k12.mn.us/>.
- If Minneapolis Public Schools are canceled after children have already arrived, Minneapolis Kids Jr. programs shall remain open until all children are picked up. Please make every effort to pick up your child within one hour of hearing the announcement.
- If the start of the school day is delayed (i.e. two hours late), please call the Main Minneapolis Kids Office (612-668-3890) before you bring your child.
- Refunds will not be granted due to unexpected school closings or late starts.

Family Involvement:

- Parents are welcome to visit or volunteer at any time.
- Parents are more than welcome to request a conference at any time. Conference times will depend on the site coordinator's schedule and availability.

Newsletters:

An activities calendar and newsletter are available for each site on the Minneapolis Kids School Age Care website at <http://mplskids.mpls.k12.mn.us/>. Information such as special events, field trips, announcements, as well as the daily schedule and activities will be posted for your convenience. Please bookmark the site page for easy reference.

Policy for Release of Children:

If a person other than the parent or designated person is picking up your child, Minneapolis Kids Jr. staff must be notified in writing.

In emergencies, a parent must call to inform Minneapolis Kids Jr. staff that another authorized person will pick up the child and give a description of the person. The person will be asked to show proof of identification.

Minneapolis Kids Jr. will not release a child to any person or persons without prior written permission from the parent/guardian. If an unauthorized person arrives to pick up a child, the parent/guardian will be contacted by phone for permission.

We cannot legally keep either parent from picking up his/her child from Minneapolis Kids Jr. without having a copy of the restraining order from the courts on file with the program.

Personal Belongings:

Clothing: Children's play is often messy. Dress your child in comfortable play clothes and shoes intended for running and climbing. Please send an extra set of clothes in case of accidents or spills. Label all clothing and belongings.

Toys: Occasionally days are designated when children may bring a toy from home. Please assist your child in selecting an appropriate toy. Minneapolis Kids Jr. will not be responsible for loss or damage to items.

Outdoor Activities:

Children will spend time outside everyday, weather permitting. Each child should be properly dressed for the weather, i.e. hats, mittens, and warm coats when it is cold and boots and snow pants for snowy weather. When the weather indicates, sunscreen that is supplied by each family will be applied with parent permission. Drinking water will be available at all times.

Field Trips:

Minneapolis Kids Jr. will inform families in advance of all field trips. Permission slips must be signed and returned prior to each trip. Transportation for field trips will be provided through District authorized transportation. Field trip costs are included in Minneapolis Kids Jr. fees.

Lunch and Snack:

Depending on site location, families may be responsible for providing a lunch from home or a snack to share with the class. If a home lunch is required, children should have a lunch WITH drink that is clearly labeled with their name. Refrigeration is not available for lunches. Please plan accordingly by sending an ice -pack if your child's lunch needs to remain cold.

If your child's site includes snack time rather than lunch, families will be responsible for providing a snack one to two times per month for the entire class. On your snack day, please bring enough of the SAME item (same color, size, flavor, etc.) to share with all children. Although sweets are popular with the kids, snacks should be as healthy as possible (carrots and dip, cereal bars, cheese sticks, etc.). All snacks should be peanut and tree nut free.

Minneapolis Kids Jr. also strongly recommends that each child bring a water bottle each day. Water bottles should be clearly labeled with the child's name.

Behavior Guidance:

It is the goal of the program to provide a structured, consistent environment that helps children develop into happy, responsible, and cooperative individuals. Minneapolis Kids Jr. uses positive, non-threatening guidance techniques to give children responsibility for their actions, both positive and negative. The goal is to guide children to develop respect for themselves and others. When issues arise, teachers will implement fair and logical consequences. Staff will seek parent input regarding ongoing concerns.

Special Needs:

Each child brings his/her own uniqueness to the program. All applications will be considered. If your child will receive services through Special Education, please contact the Minneapolis Kids Main Office at 612-668-3890, so that a plan can be developed to best serve your child's needs. Children whose limitations create a safety issue of unreasonable risk of harm to themselves, others or property may not be accommodated.

Health Records:

Immunization records must be signed by your child's physician and returned prior to your child's first day of Minneapolis Kids Jr. If a child's immunizations are not up-to-date at the time of enrollment, evidence of a plan to update them must be on file within 30 days or your Minneapolis Kids Jr. slot will be released.

Absence/Illness:

Inform staff as soon as possible if your child will be absent from Minneapolis Kids Jr. If a child becomes ill while at Minneapolis Kids Jr., the child will rest in a separate quiet area until a family member or emergency back-up person can be contacted to pick up the child. Remember that children play in close contact with each other and colds and flu are easily passed between them. The following symptoms indicate the need to remain at home:

- Fever of 100° or more (child may return 24 hours after fever subsides without the aid of fever-reducing medication)
- Undiagnosed rash
- Severe cold or sore throat
- Inflamed or mattering eyes
- Unexplained lethargy
- Live head lice
- Vomiting/diarrhea (child may return 24 hours after last episode)

If your child develops a communicable condition, i.e. lice, scabies, chicken pox, strep throat, ringworm, pink eye, please notify us within 24 hours so that we may inform other parents. Notices will be posted in the parent area and/or emailed home. Affected children will not be identified by name.

Dispensing Medication:

If medication is prescribed for a child which must be taken during Minneapolis Kids Jr. hours, written directions by a physician or dentist must be provided to Minneapolis Kids Jr. staff, along with written permission from the parent to administer the medication. Forms are available at site locations or on the Minneapolis Kids website.

Medication must be in the original container, properly labeled with the child's name, date, and the amount and frequency of dosage. This procedure is also applicable to "over the counter" medication including, but not limited to, cough syrup and Tylenol.

Signed parent permission is needed to apply sunscreen.

Accidents and Emergencies:

We make every effort to maintain a safe environment for all children. Staff are trained in CPR, First Aid and general emergencies (i.e. fire, tornado).

In the event of a medical emergency or accident, Minneapolis Kids Jr. staff will administer first aid. When necessary, 911 will be called, and the child will be transferred by ambulance to a medical facility. Staff will immediately make every effort to notify the parent or persons on the emergency

card. The parent or guardian is responsible for all medical charges.

A Family Information Guide must be completed and signed when registering for Minneapolis Kids Jr. Please keep this information current.

Insurance:

Medical insurance coverage for Minneapolis Kids Jr. children is the responsibility of the family.

Parent Grievance Procedure:

If a parent has a concern about the Minneapolis Kids Jr. program the following process has been established to ensure the concern is addressed:

- Discuss the concern with the staff/site coordinator at the Minneapolis Kids Jr. location.
- If the concern is not resolved within one week, contact the Program Manager and submit a written description of the concern.
- If the concern remains unresolved, submit a copy of the concern to the Director of Community Education.

Abusive behavior and/or verbal threats by parents toward program staff, children, or other parents will be cause for immediate termination from the program.

Child Abuse or Neglect:

State law requires Minneapolis Kids Jr. staff to report any suspected cases of child abuse or neglect to the proper authorities.

Parking Lot Safety:

Children often walk through the parking lot. Please drive with caution in parking lots and park only in designated spaces. Please avoid leaving unattended children in parked cars.

Hours of Operation:

10:00 AM-1:00 PM – Lake Harriet Lower 4030 Chowen Avenue South, Enter Door #3

Main Minneapolis Kids Office: 7:00 AM-5:30 PM

Main Minneapolis Kids Office Phone: (612) 668-3890

Main Minneapolis Kids Office Fax: (612) 668-3895

Procedures for When a Child is Not Picked Up After Program Hours:

All children must be picked up at the end of the program time. If you know you will be late, please make arrangements for someone else to pick up your child and inform Minneapolis Kids Jr. staff. The parent will be charged \$1.00 per minute he/she is late.. The person picking up the child will be asked

to sign out on the computer, verifying the time of pick-up. The late fee will be added to your bill from the main office.

Our staff is required to remain with the children until they are picked up. Unless you have contacted the staff, they will begin calling names on the emergency card 5 minutes after the program ended. If the parent/guardian or emergency contact cannot be reached, the staff person will call 911.

Please keep your child's emergency information current.

After the third late incident, services will be terminated.

Dismissal:

Failure to comply with the terms of the Minneapolis Kids Jr. Parent Handbook may result in termination of your child's care.

~January 2015