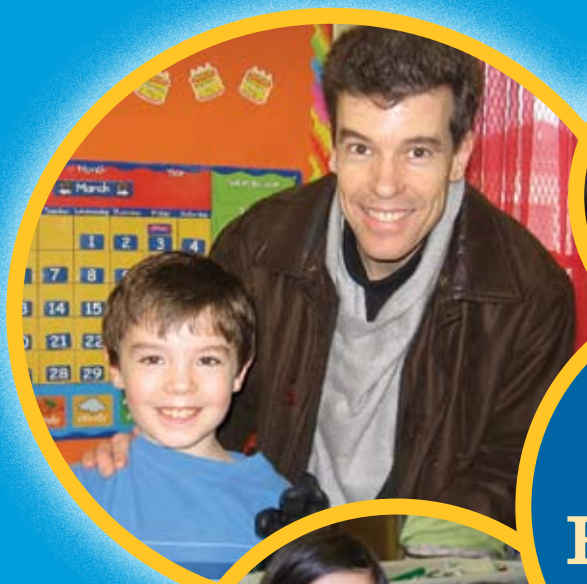


Minneapolis Kids



Parent
Handbook

Minneapolis Kids Parent Handbook Index

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Mission: The mission of Minneapolis Kids is to provide high quality child care services for parents during periods when students are not involved in regular school programs. The program offers a safe, nurturing, educational, and recreational experience where children are encouraged to pursue interests, develop friendships, independence, and confidence.

Orientation: Parents are urged to contact the site coordinator to set up a time for an individual orientation. Group orientation sessions are scheduled on a site-by-site basis. Parent visits are welcomed.

Staff: Minneapolis Kids 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 complement, without duplicating, school experiences.

Enrollment: Minneapolis Kids serves children ages 5-12 or High Five/Kindergarten through 6th Grade.

Children must be toilet trained.

To enroll, completed registration materials, plus the registration fee and 10 days tuition must be submitted prior to the child's starting date.

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

The parent is responsible for arranging transportation between the student's home school and the Minneapolis Kids location.

Minneapolis Kids sites or components may be closed due to low enrollment. In this event, parents will be given a two week notice.

Enrollment of Children with Special Needs:

When there is a request to enroll a child with special needs, a pre-enrollment consultation with parents and the program manager, program assistant or site coordinator will be done to determine how Minneapolis Kids can meet the special needs of the child. The program will work with the family and other resource persons to develop a plan for serving the child.

Program Fees: Minneapolis Kids is a non-profit program supported by parent fees. Fees must be paid in advance of service and follow the payment schedule.

Bills: are based on a daily rate and calculated on a monthly basis. They are to be prepaid bi-weekly or monthly. Payment should be made by check, money order or credit card, payable to “Minneapolis Kids”, Lehmann Center, 1006 West Lake Street, Minneapolis, MN 55408-2895. If you require a receipt, please include a self-addressed, stamped envelope with your payment.

If a check is returned for insufficient funds, a new check or money order must be submitted with a \$20 processing fee added. 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, vacation, or school closings due to inclement weather.

Financial assistance may be available to qualifying families through the following programs:

~ Jewish Vocational Services, 612-692-8920

~ Hennepin County Human Services, 612-348-5937

A delinquent account will result in termination from the program.
The account will be turned over for collections.

Definition of Components:

The **Before School** component runs from 6:30 am to the start of the school day. It is a relaxed, informal time, balancing self-directed and structured play along with socialization skills.

The **Kindergarten/High Five (AM or PM)** component is for kindergarten or High Five children. This component runs from the beginning of the regular school day until the beginning of afternoon kindergarten or the end of morning kindergarten until the end of the school day. Children may bring a bag lunch or purchase a school lunch. Lunch is not included in the fee.

Programming includes staff directed and child initiated activities, opportunities for physical exercise, lunch with peers, and rest time. Activities are designed to complement the school day and provide school readiness activities.

The **After School** component runs from the end of the school day until 6:00 p.m. This is a time for children to relax, have a snack and socialize. A variety of stimulating projects, enrichment activities and exercise are offered. Snack is included in the program fee.

On **School Release Days**, enrollment is optional and on a first-come, first-served basis. Field trips are often planned on release days. A signed permission slip is required for each trip. Children must be registered for the day at least two weeks in advance or a \$5.00 per day late fee will be assessed.

Minneapolis Public Schools does not provide bus transportation for students on school release days or winter, spring and summer breaks. Parents must provide a bag lunch and beverage, unless otherwise noted.

Schedule Change and Withdrawal: 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.

Minneapolis Kids main office must be notified in writing at least two weeks in advance of any schedule change.

Two weeks written notice must be submitted to the main office for cancellation of service from the program. If two weeks advance notice is not given, the full fee is due until the two week period is satisfied.

School Release Days, Winter, Spring and Summer Breaks: Minneapolis Kids is open and provides care on school release days at designated locations. Attendance for these days is optional. Parents fill out a separate school release day agreement for care during those times. Registrations must be received two weeks in advance or a \$5.00 per day late registration fee will be assessed. If parents contract for their child to attend on these days and do not provide a two week cancellation notice, they are responsible for the fee even if their child does not attend.

Holidays and Non-Service Days: Fees are not charged when Minneapolis Kids is closed for legal holidays. In addition, Minneapolis Kids is closed for one or two weeks during the summer for staff development and site preparation.

Minneapolis Kids is also closed the following days: Labor Day, Thanksgiving and the Friday following, Christmas Eve Day and Christmas Day, New Year's Eve Day and New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, and the Fourth of July.

Snow Days: Minneapolis Kids 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.

If the weather worsens during the school day and necessitates early dismissal, all Minneapolis Kids children who normally take the bus home after school will take the bus home when school is dismissed. Those children who normally attend Minneapolis Kids after school will come to Minneapolis Kids. Please plan to pick your child up within one hour of hearing the announcement.

Parents must pick up their child/children as soon as possible. If parents cannot be reached, individuals listed on the emergency card will be contacted to pick up the child.

No refund of fees is made for school closing due to inclement weather.

Sign In /Out Policy and Reporting Absences:

In the interest of safety, Minneapolis Kids will not accept legal responsibility for a child unless a parent or authorized person signs the child in and out with name or initials and makes contact with a staff person.

It is the parents 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 emergency card will be called.

Policy for 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 writing. In emergencies, a parent must call to inform the Minneapolis Kids 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 will not release a child to any person or persons without prior written permission from the parent or 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 without having a copy of the restraining order from the courts. If there is a restraining order, a copy must be on file with the program.

Meals and Snacks: Minneapolis Kids will serve nutritious, after-school snacks. Kindergartners may bring their own bag lunch or purchase a school lunch. The school lunch program is not in operation on release days, therefore all children must bring a bag lunch and beverage from home.

Eligible families may apply for free or subsidized breakfast and lunch through your child's school office.

Milk and lunch money is paid separately from fees for Minneapolis Kids. Make milk and lunch checks payable to the "School Lunch Program".

Children's 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. A "lost and found" is available. Unclaimed items are periodically donated to charity.

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

All items and belongings should be labeled with the child's name.

Outdoor Play: Children will spend some 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. Children may be excused from outdoor activities only with a doctor's authorization.

Field Trips: A SIGNED PERMISSION SLIP IS REQUIRED IN ORDER FOR ANY CHILD TO ATTEND A MINNEAPOLIS KIDS FIELD TRIP. Please take notice of these special trips, discuss them with your child, and inform staff promptly if you have any concern about the trip.

All children enrolled are expected to accompany the group on the field trip. We cannot provide alternate care on location. Arrangements can sometimes be made at our other locations if convenient to the family and the program.

Children will be transported on field trips only by school district approved bus companies.

Parent Information, Communication and Participation: Activities will be posted on a parent information board. Periodic newsletters and flyers will be distributed to parents about field trips, special activities, etc.

Parent conferences are available on request. Please make an appointment with the site coordinator so adequate staffing is maintained.

Parental involvement in Minneapolis Kids is valuable to the continuing success of the program. Parents are encouraged to share their time and talent, accompany children on field trips, and visit the program. We welcome and invite your suggestions and participation in events and activities. Parents are encouraged to support program accreditation by completing school year and summer evaluations. Volunteers are needed to serve on the accreditation team.

The Minneapolis Kids Advisory Council is made up of a representative from each location and community members. The Council acts as an advisory and support group to Minneapolis Kids staff to meet the goals of the program. Meeting dates will be posted. Child care is provided.

Parent Grievance Procedure: Parents are encouraged to give input regarding the operation of the Minneapolis Kids program. If a parent has a concern about the program, the following process has been established to ensure the concern is addressed:

- ~ Discuss the concern with the site coordinator at the Minneapolis Kids location.
- ~ If the concern is not resolved within one week, contact the Program Manager and submit a written description of the concern. Every effort will be made to resolve the issue within five working days.
- ~ If the concern still 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.

Behavior Guidelines for Students: In order to promote a safe, stimulating environment for all children and staff, each site will have guidelines that include Minneapolis Kids behavior expectations. The Minneapolis Kids policies on discipline are consistent with the Minneapolis Public Schools Discipline Policy.

Please read and discuss the Behavior Contract included in the registration packet with your child. Sign and return it to your child's location.

Every effort will be made to plan for a successful experience for every child, however, when a child displays behaviors which jeopardize the safety of themselves and others, the staff will contact the child's parent or guardian, and request that the child be removed from the program for that day. An additional suspension may follow. Before the child returns, a family conference must take place to develop a plan for improving behavior.

The Minneapolis Kids program provides a quality experience for most children. However, it may not be the most appropriate child care experience for every child, or for the same child at different stages of his/her development. When it is determined that a child's needs cannot be met in Minneapolis Kids, or that a child poses a threat or danger to themselves, others, or property, care will be terminated.

Children who have been suspended from school may not attend Minneapolis Kids during the period of suspension.

Child Abuse and Neglect: State law requires Minneapolis Kids staff to report suspected cases of child abuse or neglect to the proper authorities.

Late Pick Up: All children must be picked up or sent home at closing time, which is 6:00 p.m. If you know you will be late, please make arrangements for someone else to pick up your child before closing and inform staff. The parent will be charged \$1.00 for every minute he/she is late. For example, between 6:00-6:15 the parent will owe \$15.00. The person picking up the child will be asked to sign a form verifying the pick up time with the school clock. The late fee will be added to your monthly bill.

Staff is required to remain with children until they are picked up. Unless the staff has been notified by you, they will begin calling contacts listed on the emergency card at 6:00 p.m. If the parent/guardian or emergency contact cannot be reached, staff will call 911.

Police will transport the child to:

St. Joseph's Home for Children
1121 E. 46th St.
Minneapolis, MN 55407
612-827-6241

A note will be posted on the pick-up door. The parent is responsible for picking up the child from St. Joseph's and for any late fees incurred.

Keep your child's emergency information current.

After the 3rd late incident, services will be terminated.

Update of Emergency Information:

All information on the emergency card must be kept current. It is the responsibility of parents to inform Minneapolis Kids of changes in the following information:

- ~ Parent(s)/guardian home address; home, work, cell, and pager numbers
- ~ Child's physician, address, and phone number
- ~ Persons authorized to pick up the child at the location
- ~ Persons to contact in a medical emergency if parent cannot be reached

Medical Emergency or Illness:

If you are going to be away from your place of work or school for the day, be sure to leave a phone number where you can be reached in the event that your child is involved in a medical emergency.

A child will not be admitted to Minneapolis Kids with any of the following symptoms:

- ~ Severe Cold
- ~ Undiagnosed Rash
- ~ Fever
- ~ Vomitting
- ~ Lice
- ~ Diarrhea
- ~ Sore Throat

Parents are expected to pay their contracted fee whether or not their child is in attendance.

Parents need to notify Minneapolis Kids staff of any contagious diseases (i.e. strep throat, head lice, chicken pox, etc.). When a contagious disease has been reported, a notice will be posted. A child should be free of fever for 24 hours before returning to the program. If a child is too sick to go outside, the child is too sick to attend Minneapolis Kids.

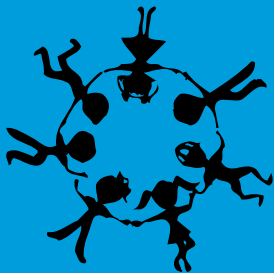
If a child becomes ill at Minneapolis Kids, whenever possible, the child will be isolated from other children. If school is in session, the school nurse or health aide will be consulted. Parents or emergency contacts will be notified to pick up the child as soon as possible.

In the event of a medical emergency or accident, Minneapolis Kids 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.

Insurance: Medical insurance coverage for children is the responsibility of the family.

Medication: If medication is prescribed for a child which must be taken during Minneapolis Kids hours, written instructions by a physician or dentist must be provided to Minneapolis Kids, along with written permission to administer the medication from the parent. Forms are available at Minneapolis Kids locations, and on the Minneapolis Kids website: commed.mpls.k12.mn.us/Minneapolis_Kids.

The medication must be in the original container, properly labeled with the child's name, date, amount and frequency of dosage. This procedure is also applicable to "over the counter" medication including, but not limited to, cough syrup and aspirin. Signed parent permission is needed for sun screen and insect repellent.



Minneapolis Kids

Minneapolis Public Schools

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September 2006