



# Welcome to Ramsey Minneapolis Kids

## 2015-2016

### **Ramsey Minneapolis Kids Staff**

Site Coordinator: Frank Williamson

Child Care Assistants: Kathleen Blue, Breisha Carpenter, Jodell Hayes, Tiffany Jasper and Sarah Swett

### **Contact Information**

Frank Williamson: [frank.williamson@mpls.k12.mn.us](mailto:frank.williamson@mpls.k12.mn.us)

Site office phone: 612-668-4033 (At Desk: 7:00-11:00am and 2:00-6:00pm)

Site cell phone: TBD

### **Sign Out**

You will need to use the iPad to sign out your child. Please go into system and update your authorized pickups.

If there is an emergency and no one on the authorized pick up list can pick up your child, please call the office phone to add that person for the day. Having a complete list of authorized pick-ups is very helpful!

Please bring your ID with you when picking up your child. In the event we do not recognize a parent (or an authorized pick up), we will ask for an ID before we release the child. This is a safety matter for all children in the program.

Please be patient with us as we learn which parent belongs to which child.

### **Outside Time**

Please send outdoor clothes with your child each day. During the winter, all children will need boots, snow pants, winter jacket, hat and gloves/mittens. Write your child's name in all of their winter clothing. We play outside every day, as long as the temperature is above zero degrees. If a child does not have the proper clothing, they will need to wear ours if available or have to stay indoors.

### **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. Please call Ramsey Minneapolis Kids at 612-668-4033 or email Frank Williamson at [frank.williamson@mpls.k12.mn.us](mailto:frank.williamson@mpls.k12.mn.us) if your child will be absent.

## **Snack time**

Minneapolis Kids provides a nutritious after-school snack. At Ramsey, we have two snack times that correlate to our staggered bus arrivals. Early release schools will eat snack at 2:30. Late release schools will eat snack at 4:15. Students are allowed one daily snack a piece.

## **Pick Up**

All children must be picked up by closing time at 6:00pm. If you know you will be late, please make arrangements for someone else to pick up your child before closing and inform staff at the site. Repeated late pickups will result in termination of service. Staff is required to remain with children until they are picked up. Unless the staff has been notified by you, at 6:00pm they will begin calling emergency contacts listed on the enrollment form.

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

Welcome to Minneapolis Kids at Ramsey! We are excited to see your child grow, learn new skills, make new friends have fun and create lasting memories! Please don't hesitate to call or email me if you have any questions or concerns.

Here is to a great year!

Thank you,

**Frank Williamson** | [frank.williamson@mpls.k12.mn.us](mailto:frank.williamson@mpls.k12.mn.us)

Minneapolis Kids Site Coordinator | Ramsey Middle School

Minneapolis Community Education | Minneapolis Public Schools

p: 612.668.4033 | c: TBD

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



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Minneapolis Kids  
Minneapolis Community Education