



**Minneapolis Kids**  
Minneapolis Community Education

### **Minneapolis Kids Site Coordinator Expectations**

Site Coordinators are responsible for ensuring their staff are informed of and comply with Minneapolis Kids processes and procedures. As Minneapolis Public School Employees, all staff must abide by the MPS Employee Handbook. The following information should be reviewed by all:

#### **Site Leadership**

- Site Coordinators must have team meetings once a month. **Coordinators must inform the Program Manager and Program Specialist prior to monthly staff meetings.** Coordinators must provide the Program Manager **and Program Specialist** with documentation of the meeting and alert if any issues arise.
- In the event of potential staff disciplinary actions, Site Coordinators are required to provide documentation and inform the Program Manager and the Program Specialist.
- Support your school environments by aligning with norms and cultures.
- Site Coordinators should maintain on-site files for each staff member.
- Site Coordinators receive separation forms from exiting staff and forward to Program Specialist.
- Site Coordinators are expected to provide an on-site orientation for incoming staff following the “new-staff orientation checklist”, along with Mandated Reporting, and Concussion training modules.
- **Covering Staff Absence steps:**
  - **Site Coordinator assesses student to staff ratio.**
  - **Site Coordinator steps into ratio.**
  - **Site Coordinator contacts Program Specialist in a timely manner, if the prior steps are not sufficient and another staff is needed on-site.**



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### **Time Approval/Vacation/Sick**

- Time approval and payroll notes are due on the Monday after payday by noon.
- Site Coordinators must maintain an accurate sign-in and sign-out process for CCA/CCWs.
- **Overtime and Compensatory Time:** For Site Coordinators is granted only with the pre-approval of the Program Manager, with the exception of late parents. **All hours worked beyond 40 hours in a week, will be compensated at the rate of 1.5 times the employee's hourly rate. 2013-2015 ESP contract highlights all Comp Time balances will be paid out at the end of each fiscal year.**
- Changes in CCA/CCW staff assignments must be approved by the Program Specialist.
- Site Coordinators will be held accountable for approving CCA/CCW hours as scheduled and as allowed under contract guidelines.
- Site Coordinators must call or email the Program Manager if sick time is needed.
- Vacation request forms must be submitted to the Program Manager and Program Specialist no later than 48 hours in advance.
- Notify the Program Manager and Program Specialist of changes to your regular work schedule (hours switching, leaving early, and arriving late).
- **Schedule Adjustment timelines: Site Coordinator needs to notify the Program Manager and Program Specialist of any schedule adjustment prior to the schedule change.**
- Notify the Program Manager and Program Specialist when not present at site during scheduled shift.

### **Customer Service**

- Positive customer service is a key foundation of quality school age care. Site Coordinators must model for staff and provide support for staff where needed.
- Site Coordinators must maintain open communication between school administration and other building personnel.

### **Site Coordinator Meetings**

- Site Coordinators are expected to attend and participate in the All Site Coordinator Meetings held once a month.
- **Monthly Site Check-in – All sites will conduct a monthly site check-in with the Program Specialist or Program Manager. The goal of these meetings is to provide uninterrupted time to discuss topics relevant to the site. Times will be determined in conjunction with your Program Specialist.**



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### **Behavior/Accident-Incident Reports**

- Accident reports need to be faxed or scanned to the main office within 24 hours. Copies of the report should remain in the student's file and sent home with family.
- Site Coordinators are expected to follow the behavior reporting procedures found on the Mpls Kids staff website.
- All suspensions must be approved by the Program Manager and Program Specialist.

### **Monthly Materials**

- Monthly newsletters and calendars are due to the Program Specialist on the 20th of each month.
- Daily Schedule and Parent Welcome should be sent to the Program Specialist by September 20th.
- Site Coordinators should review website information quarterly and assure all information listed is current.

### **Branding/Signage**

- Staff must adhere to District, Community Education, and Minneapolis Kids branding standards, including phone and email signatures.
- All sites must have the appropriate signage indicating Minneapolis Kids space/areas. This signage should also include the Minneapolis Community Education logo.

### **Accreditation**

- Sites must adhere to the standards provided through the Minnesota School Age Care Alliance (MNSACA) Accreditation process.

### **Professional Development**

- All staff need to fulfill the professional development requirements in accordance to contract language.



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### **Safety and Security**

- The safety of our students is of the utmost importance for Minneapolis Kids.
- At least quarterly, review the incident/accident protocol. **All staff should understand that they are to contact their Site Coordinators immediately when situations occur (lost child, transportation issue, accident and any incident) Site Coordinators should immediately contact the Program Manager by phone or email. The Program Manager will notify the Community Education Executive Director.**
- Site Coordinators should follow and keep current their site Emergency Management Plan.
- Site Coordinators should follow through with completing the required drills throughout the year.
- Site Coordinators should review the inclement weather/school closing protocol beginning in October.
- All district staff are required to wear name badges.

### **That's communityed/Attendance**

- All sites are expected to be using the sign in/out system.
- Attendance reports should be faxed or scanned to the main office every Monday for the previous week.

### **Budget/Purchase Cards**

- Site Coordinators are responsible for the Site Budget and any other budgets assigned by the Program Manager.
- Each Site will meet with the Program Manager quarterly to review the budget.
- Site Coordinators are responsible for viewing and approving the purchase card log no later than the **30th** of each month.
- Site Coordinators are responsible for entering the receipts, comments, and correct codes into the Bremer online system.
- In case of a lost or stolen card, contact the Program Manager immediately.



### Non-School Days

- Site Coordinators should meet with their Non-School Day teams to create and complete the staffing patterns. The staffing patterns should be sent to your Program Specialist 1 week before the Non-School Day dates.
- Site Coordinators must send in field trip bus requests to Natalie two weeks before the scheduled field trip.
- Non-School Day calendar is due to your Program Specialist by September 20th.
- Site Coordinators are expected to carry site cell phones on field trips.
- **Site Coordinator shifts on Non-School Days are as follows:**
  - 3 Site Coordinators: 8:00-4:00, 9:00-5:00, 10:00-6:00
  - 2 Site Coordinators: 8:00-4:00, 10:00-6:00
  - 1 Site Coordinator: 10:00-6:00
- **If the site is scheduled to have 3 Site Coordinators, but one is on vacation or out, the Site Coordinators will follow the 2 Site Coordinator hours.**

### Late Pick-up

- Minneapolis Kids late pick-up policy is as follows:
  - 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.
- Site Coordinators should notify the main office, as well as their Program Specialist when staying late due to a parent.

### Mileage

- **Site Coordinators should fill out the mileage form, sign the form, and send to Natalie within 60 days of the trip. The signature cannot be an electronic signature.**



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Minneapolis Community Education

### **Parent Advisory Council (PAC)**

- Site Coordinators are expected to recruit one Advisory Council member from their site each year.
- Communicate regularly with your PAC representative about the events, activities, and other important information about your site.
- Site Coordinators are always welcome to attend any PAC meetings, and are encouraged to attend at least one.

### **CPO Process**

- Assuring that our community partners complete the Community Partners Online website is key to providing our students with a safe experience. Site Coordinators should be familiar with the CPO process and accessing the website. No community partner should begin programming at a site without first completing the CPO, even if they will only be onsite one time.



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