

Welcome to Minneapolis Kids @ Webster

2016-17 School Year

Dear Families,

On behalf of the staff at Minneapolis Kids at Webster, 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. Please Read this packet thoroughly, the information outlined here will give you an idea of what the program is like on a daily basis and the policies and procedures described are very important to the safety and security of the program.

Minneapolis Kids provides childcare for children in grades PK-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.

Who We Are

Webster Minneapolis Kids

Location:

Webster School
425 5th Street NE
Minneapolis , MN 55413
Room # 121, lower level

Contact:

Room Phone: 612-668-1222
Orlee.Smull@mpls.k12.mn.us
Mpls Kids Main Office:
612-668-3890
Main Office Fax: 612-668-3895

Staff:

Orlee Smull- Site Coordinator
Orlee.Smull@mpls.k12.mn.us
Kris Tigue- Childcare Assistant

*Please join us at the Webster
Open House on Thursday
August 25th from 4pm-6pm.
Mpls Kids staff will be there in
room 121 to meet you and
answer questions!*

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 in the lot on 5th Street and use the front door. There will either be a buzzer system or a walkie-talkie system to let you in the building. Room 121 on the lower level is our main classroom (The students call it the Green Gorilla room).
- Sign your child in & out on the iPad each day at the Parent info station located right inside our room door. Our staff try to greet each family at the beginning and end of the day, but if we are distracted please be sure to make contact with a us. We want to be sure to see every child as they enter or leave the program. Always make sure to have your ID with you when you pick-up.
- Our program is choice based and each day 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 but if your child likes to participate in the enrichment activities please note that these start at 3:40pm and end promptly at 5pm. Speaking of Enrichment...

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 and more!!! As the year goes on children will get chances 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, service learning projects, walking field trips, onsite visitors, social skills we are focusing on and upcoming non -school day information.

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. Visiting the program and bringing something to share with the kids is a great way for parents to get involved; this could be something as simple as sharing about what you do for work to a more complicated project that you would like to do with the kids. Another way to get involved is to be a part of the Minneapolis Kids Parent Advisory Council (PAC). This group meets periodically throughout the school year to advice the program management on ways to improve the program. Of course, if you ever have a suggestion for the program feel free to email or call me any time!

Homework Time

Homework can be done anytime before school and anytime except during snack /meeting time afterschool. A designated quiet time is offered from 5:00-5:30pm for those students that need a strictly quiet environment to concentrate. There will be staff available to help children that need assistance.

Tracking System

When you enter the program you will see our tracking system. Each child has a space on our tracking board, a name magnet license, and a round location magnet. They must slide their location magnet to the space that corresponds with the room they are going to and they must bring their name magnet license with them to place on the attendance board in that room. You can locate your child by checking the magnetic tracking board and walking to the location indicated. We appreciate your cooperation in picking up your children from their location. We try to avoid calling for students over the walkie-talkies so staff can focus on the children and activities. If your child's magnet is missing or unclear, please don't hesitate to ask for clarification from staff.

Non School Days, Winter Break, Spring Break & Summer

Minneapolis Kids is open and provides care on non-school days at designated locations. Marcy Minneapolis Kids will be the designated location for Webster families on non-school days. Parents must register in advance. Contact the Minneapolis Kids main office for information.

Meals/ Snacks

Minneapolis Kids provides a nutritious after-school snack. If you choose to supplement with food from home, make sure your child knows if they have any foods with nuts as we do have students with allergies in the program. The school lunch program is not in operation on non-school days; children must bring a bag lunch and beverage from home.

Webster Daily Schedule

Before School

6:30– Quiet Room Activities
7:00– Daily Activity & Room Play
7:45– Clean-up & Leave for Breakfast

Pre-K After AM High 5

11:05– Lunch then Circle Time
12:00– Free Play
12:30– Small Group Enrichment
1:00– Outside Play
1:30– Story Time and Rest Time
2:20– Closing time

After School

2:35– Children Check in for Attendance
2:45– Snack & Room Options
3:20– Group Meeting Time
3:40– Playground & Enrichment
4:20– Enrichment, Room Options & Gym
5:00– Story Time/ Quiet Time
5:30– Legos & 5:30 Games
-OR- Clean-up Helpers
6:00– Program Closes

Site Hours

Before School: 6:30-8:05

Pre-K: 11:05-2:35

After School: 2:35-6:00



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.

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 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