



2013 Penn Ave. S. Minneapolis, MN 55405

**The site phone number will be available shortly. Please contact Jenn via email Jennifer.Bratvold@mpls.k12.mn.us
Scheduling & Billing Questions: 612-668-3890 or mplskids@mpls.k12.mn.us 2 weeks notice required to cancel care

Welcome to Mpls Kids at Kenwood! We are excited to be here! Aura and the Kenwood team have been extremely supportive, helping us find spaces and set up our areas. Our main room is 118, the room right next to the office.

Some of you know a little bit about what to expect, previously being at Jefferson. For those of you that are new families, don't be afraid to ask email me with any questions/concerns you may have.

Please read the following letter carefully.

**I have spoken to all of the teachers and they have rosters of who is coming to us. They will dismiss their Mpls Kids' kids when they release their Rec Plus children. While the Mpls Kids staff will be in the hallway, we won't know their faces and they won't know ours so please remind them to go to room 118 after school.

All of this will be like clockwork within a week, it always is:)

Kenwood Staff

Coordinator: Jenn Bratvold, previously coordinator at Lake Harriet, Jefferson, and Marcy

Child Care Assistants:
Yonah Kamble, Maureen Meyer, Abdirashed

Frequent Sub: Suzanne Blanchette

Communication: We always want you to be in the loop on what's happening here at Kenwood Minneapolis Kids. A few things we are doing are the monthly newsletter, parent table notices, REMIND texting, and our website. To receive messages via text, text the following link or grab a hand out when you come to pick up your kiddo.

<https://www.remind.com/join/kenwoodmp>

Allergies: While you have filled out paper work listing any allergies your child may have, please also email me regarding details. The school nurse does not share information or medications with us and vice versa. Your child's safety is our number one concern. The more we know, the better environment we can provide.



Hours: We are open from 2:00—6:00 pm. All children must be picked by 6pm and families must leave the building by then. We appreciate your prompt pick up as our staff's work day also ends at 6pm. If you know you will be late, please make arrangements for someone else to pick up your child before 6pm and please tell Mpls Kids staff as well.

If you are late, we prefer to keep the matter between adults and not involve the children. On your next invoice, you will see a late charge of \$1 per minute after 6:00 according to the iPad sign out time. The 3rd and 4th late episodes will result in a \$25 late fee each. At the 5th incident, service may be terminated. Thank you for respecting our time by making arrangements or picking up your child before 6pm.

Arrival: Our main room is 114 near the gym. All families should enter Door #3 on Drew Avenue. A staff member will be inside near the door to greet you and answer any questions you may have. Please check your child in on the iPad upon arrival at the sign in/out table. An adult MUST do this. Children are not allowed to touch the iPads.

Breakfast: Free breakfast will be served at 9:10 each morning in the cafeteria. This is available to all school children. An afternoon snack for those scheduled to be with us that afternoon will be served daily.

After School Attendance: Please know we look for your child on their scheduled days after school. If we haven't heard from you and your child doesn't arrive as scheduled, we are required to call every number we have to locate the missing child. Depending upon the number of missing children that afternoon, this can be a long process to find every child in a reasonable amount of time.



Anytime your child/ren are scheduled to be with us and will NOT attend on a given afternoon requires a phone call or email from you. Until our phone # is determined call 612-668-3890 or email me at Jennifer.Bratvold@mpls.k12.mn.us. If you haven't received an email response, odds are I haven't seen it. Please help us by letting us know the change in advance and allow us 24 hours to respond. Thank you!

MAAP Accreditation: Over the next year we will be prepping our site to go through the accreditation process. We will take input from you and standards from MNSaca to ensure we are providing the highest quality program possible. Stay tuned for more information!

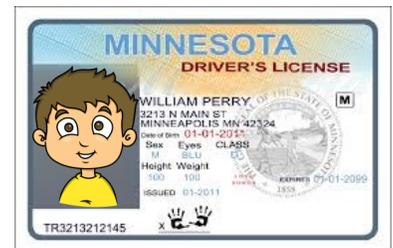
Screen Time: To the dismay of many children who would prefer to be in front of the computer screen all day long, we adhere to the MAAP accreditation standard that limits a child's total screen time to 20 minutes per day. We generally will only use the computer lab if the weather is being uncooperative.



Toys From Home: Toys and items of value (including electronics of all types) should remain at home. They can be damaged or lost. Mpls Kids does not assume responsibility for any items brought from home.

Tracking: Our number one job at Kenwood is your child's safety and we take it very seriously with a splash of FUN! The tracking system has many purposes. It gives ownership to the child along with choices, tells parents where the child is upon arrival (most of the time), and it tells staff exactly who is in the room if an emergency were to occur.

When children join our program we explain that this is their license to carry with them and if they lose their license, they are restricted to 118 or outdoors until a new one is reissued. We compare it to adults being unable to drive if we don't have our license. 118 has many options to choose from, but this is the only room where we write down names. To travel to the other rooms they need a physical license. Our ideal goal is to have the colored magnets as you enter the building match up with the licenses in the rooms. Staff are instructed to put an additional magnet over the license when a child temporarily leaves the room. That way in an emergency we know to get that child from the bathroom, etc. The boards are easily removable from their spaces in case of emergency. We hope to not have an emergency in the near future yet we know we will be ready!



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 Mpls Kids, along with written permission from the parent to administer the medication.

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 cough syrup and Tylenol.



Behavior: We expect children to keep body parts to themselves, follow directions and be respectful of those in charge, use "school appropriate" language, and respect others and property.

We follow the Minneapolis Public School's discipline policy. Parents will be notified when there are ongoing difficulties to help problem solve.

Pick up: If someone other than a parent/guardian will be picking up your child/ren, we request you let us know by phone or email. Even if they are listed as an approved emergency contact. Please note we will ask for ID if we do not know them.

Belongings: Your child will have a basket or locker in the main Minneapolis Kids hallway to store their belongings. Please make sure they bring all needed items to us, and take them with them when they leave every day. Label all belongings clearly.

Non School Days: There is a separate registration process for non school days. Watch for notices from the Main Office regarding registration dates for October—December and January—April. Please send a lunch plus beverage on all days. We go outside every day, so weather-appropriate gear will make your child's time outside more comfortable. You can see our activity calendar on our website and ask us for a printed copy for posting at home. Be sure to sign the year-long permission slip and any waivers for specific field trips.

Please don't hesitate to email, call, text, or simply stop in with questions, concerns, treats, or chat! ANYTHING! We are looking forward to a great year!