



Minneapolis Kids
Minneapolis Community Education

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Minneapolis Kids @ Wenonah

2015-16 School Year

Welcome to the Wenonah Mpls. Kids program! We look forward to getting to know your family! Below you will find information to get to know us better; our staff team, what your child can expect each day, and important policies. Need more? Feel free to contact me or our Mpls. Kids main office with any questions, concerns, or suggestions.

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Mpls. Kids Main Office
612-668-3890

The Basics:

- For pick-up and Drop-off you can park on 23rd Ave and buzz in at Door #1
- We are located in room 122. With the murmur and all the coat racks you can't miss us as you enter the building!
- Sign your child in & out 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.
- 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 morning schedule is different but if your child likes to participate in the enrichment activities please note that these start at 7:30 and end promptly at 8:30. 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 Mpls. Kids. These Enrichment activities will include arts, crafts, cooking, physical activity, math, science, French , yoga 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, monthly themes, special projects, social skills we are focusing on and upcoming non-School Day information.

Parent Involvement

One of our goals for this year is to provide more opportunities for parents to be involved in the program. We would love to have parents share their talents and interests by leading an enrichment activity each month. (No pressure, I will email a sign up sheet and those interested can participate). We also want to show how much we appreciate our parents with monthly tokens of gratitude and we will host a fun orientation night this fall so families can interact outside of our normal programming time. Of course, if you ever have a suggestion for the program feel free to email or call me any time!

Kids Welcome:

Before School: 6:30-9:30
After School: 3:55-6:00



Welcome to Wenonah
Mpls. Kids

Homework Time

Homework can be done before and afterschool during quiet reading and journaling time. There will be staff available to help children that need assistance.

Magnet Tracking System

When you enter the program you will see our tracking system. Each child has a space on our pocket chart and a magnet. They must put the color of the stick that corresponds to the room they want to go to and they must bring their name magnet with them to place on the attendance board in that room.



Daily Schedule

Before School:

- 6:30– Main Room & Lunchroom Choice
- 7:30– Enrichment / Older Kids Room Open
- 8:15– Early Outside or Gym Option
- 8:30– Outside/Gym -OR- Main Room (Quiet Reading & Journaling)
- 9:10– Older Kids to Keewaydin Bus (bus arrives at @ 9:10)
- 9:20– Breakfast Option
- 9:30– Off to School!!!

After School:

- 3:55– Children Check in for Attendance
- 4:00– Outside/Gym -OR– Main Room (Quiet Reading & Journaling)
- 4:26– Older Kids Bus Arrives
- 4:30– Snack/ Lunchroom Choice Time
- 4:45– Enrichment Activity
- 5:30– Main Room (5:30 games) -OR– Group Activity
- 6:00– Program Closes

Our Staff



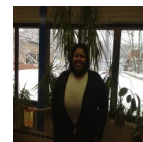
Lindsay Anderson-
Site Coordinator



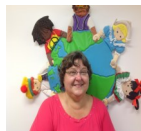
Jan Pajak-
CCA Before & After School



Yeng Vue-
CCA Before School



Shanteal Green-
CCA Before & After School



Mary O'Hara
CCA Before School

Mpls. Kids Policies

Sign In/Out:

Parents or authorized adults MUST sign children in and out on the iPad and make contact with a staff.

Absences:

It is very helpful to call or email the site if your child will not be coming to Mpls. Kids that day. This is especially important after school as we will be looking for your child if they are on our attendance and do not report to our program.

If you want to change your child's schedule you must let the main office know two weeks in advance so as to not be charged for days you cancel.

Toys From Home:

Please do not bring toys home to Mpls. Kids. Toys may be damaged or lost. It is best to keep them at home!

Release of Children:

If someone other than a legal guardian is picking up your Child please let the staff know. They will need to show a photo ID when signing children out.

Peanut Free:

We have a peanut free room. We ask that children do not bring peanut products into our room and if your child consumed a peanut product before school please be sure that they have washed their hands thoroughly

Schedule Change & 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. Schedule changes require a two week notice and are made by contacting the main office. Two weeks' notice is required when cancelling service. Full fees are due until the two week period is complete.

Find the Mpls. Kids Parent Handbook @:

http://mplskids.mpls.k12.mn.us/uploads/mpls_kids_parent_handbookupdated.pdf

Late Pick Up:

Late Pick Up Procedures All children must be picked up by closing time at 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 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 6:00 pm 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.



Our Mission: To provide high quality school age child care for families. We offer a safe, nurturing, educational and recreational experience where children are encouraged to pursue interests and develop friendships, independence, and confidence.