



MINNEAPOLIS
PUBLIC SCHOOLS
Urban Education. Global Citizens.

WELCOME TO MPLS KIDS AT WHITTIER!

2015 - 2016 School Year

Minneapolis Kids
Minneapolis Community Education

HTTP://.MPLSKIDS.MPLS.K12.MN.US



315 W. 26TH STREET, MINNEAPOLIS, MN 55404

Rachel Voit, Site Coordinator
Rachel.Voit@mpls.k12.mn.us
Site Phone: 612-668-4179
Site Cell Phone: 612-290-8674

Greetings!

We are excited to welcome you to MPLS Kids at Whittier International Elementary School! This letter is an introduction to our program. If, after reading over the information below, you have questions that remain unanswered, please feel free to contact Rachel Voit, the site coordinator for MPLS Kids at Whittier (contact information in the left side bar).

Before You Arrive

Location

Whittier International Elementary School is located at 315 W. 26th Street in Minneapolis. MPLS Kids' main room is 131. When dropping off or picking up your child from MPLS Kids, enter the school through the doors that are attached to the school's parking garage. Please walk with your student up to room 131 so you can check them in!

Whittier International Elementary School	
315 W 26th st. Minneapolis, MN 55404	MPLS Kids Main Office: 612.668.4180
Whittier's Main Office: 612.668.4170	Room 131: 612.668.4179

Communication

We want you to be in-the-know about what's happening here at MPLS Kids at Whittier! Our monthly newsletters, posted on our website, mplskids.mpls.k12.mn.us/whittier, provides a brief overview of our programming. It also includes important reminders and notices; take a look!

In our main room, you'll also be able to find a monthly activity calendar that details which projects our awesome staff will be leading with the students each day. There's always a lot to look forward to!

Allergies and Medications



If your child is prescribed a medication that needs to be administered during MPLS Kids programming time, please complete the Medication Consent Form for each medication, and return to MPLS Kids. This form can be found at the MPS Health Services website: health.mpls.k12.mn.us/commonly_used_forms. Medications that are brought to MPLS Kids must be current, correct and in the original container. The medication must also be labeled with the child's name, date, dosage and frequency of dosage. This also applies to "over the counter medications, such as ibuprofen. Please talk with Rachel when you bring in new medications. We want to be sure everybody stays safe at MPLS Kids!

Just as we want you to be informed regarding changes and adjustments in our programming, MPLS Kids at Whittier expects the same from you! **If your child will be absent from or tardy for the program for any reason, please notify the school, Rachel and the main office for MPLS Kids.** The school's main office is not responsible for communicating absences to MPLS Kids; in other words, even if you've called the school's main office to let them know your child will be absent due to sickness, MPLS Kids won't know of the absence until you contact us directly. Staying in contact with MPLS Kids regarding your child's attendance will help us ensure their safety and enjoyment in the program.



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When You Arrive: Welcome to 131!

Tracking System

Our first priority at MPLS Kids is your child's safety. MPLS Kids at Whittier uses a tracking system that not only communicates each child's location in our programming areas, but also supports students' sense of responsibility and autonomy. Each student in our program receives their own "driver's license", a magnet labeled with her/his name. This magnet, like a driver's license, travels wherever the students goes; if a child wants to go outside to play kickball, for example, she would take her magnet from the board in room 131, carry it outside, then place it on a magnetic board. These boards are monitored in each program area by a staff member. This system ensures that we all know who, exactly, is in which area. This system prepares us to respond to emergency situations swiftly and efficiently.



If a student loses her/his magnet, she/he will need to stay in room 131 for one programming period (that is, either for the duration of the morning or afternoon program, depending on which portion she/he is participating in). Staying in room 131 is both a reminder for the student of the importance of knowing where her magnet is at all times, and it provides the staff the time to make a replacement.

Kids Welcome:
Before School: 6:30-9:30 a.m.
After School: 4:00-6:00 p.m.
Release Days: 6:30 a.m.-6:00 p.m.

Homework

Students are welcome to work on homework at any time during MPLS Kids programming. We have intentionally-designed quiet zones in our main room, and we open alternate spaces, to ensure that kids have a place to go that is calm and conducive to academic learning. If you would like your child to work on homework while she/he is with MPLS Kids, please let Rachel know. We want to support all MPLS Kids' academic success!



Find us on Facebook www.facebook.com/MplsKids



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Returning Home

Afternoon Check In

Every afternoon, each child who is registered to attend MPLS Kids must be accounted for. When a child does not show up for MPLS Kids after school, we consider that child "missing" and follow a set of procedures to locate that child.

First, we check in with the school's main office to determine if the child has been picked up early or sent home sick. Next, we check in with the student's teacher to determine where the child was sent after school. Then, we double-check our schedules to be sure the student is not enrolled in another after school program. If, at this point, we have not found the student, we will call you to check in. Although we don't want to alarm you, we do want you to stay informed.



Late Pick Up Policy

In the afternoons, MPLS Kids closes promptly at 6:00 p.m. Please plan to pick up your child by closing time. If a child is still with us after closing, a fee of \$1.00 per minute after 6:00 p.m. will be charged to the account. These late charges are based off of the time at which you sign your child out of the program using the iPad application. After three late pick ups, you will receive a \$25.00 fee. After 5 late pick ups, your child's enrollment in MPLS Kids may be terminated. Thank you for being timely!



Once we have reached you or another individual from the child's emergency contact list, we will call Minneapolis Public School's department of transportation. If a child is wrongfully sent home on a bus, a MPLS Kids staff member will drive to the child's bus stop. As a staff, we cannot transport children in our personal vehicles, but we can and will stay with the child until an adult arrives or, if in walking distance from Whittier, return to the school.

Please continue to contact Rachel with any and all information regarding your child's attendance in addition to contacting Whittier's main office. Your call or e-mail will ensure that MPLS Kids know exactly where your kiddo needs to be. Moreover, it will help us make sure the child gets there safely!

Special Occasions

Release Days

On non-school days, MPLS Kids at Whittier is offered at our sister school, Lyndale Community School, located at 312 W 34th Street. If you would like to register your child for any or all release days, please do so online at minneapolis.thatscommunityed.com. Hard copies of any necessary permission slips will be given to you in person.

