

Welcome to Minneapolis Kids at Whittier 2016-17 School Year

Dear Families,

On behalf of the staff at Minneapolis Kids at Whittier, 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.

Minneapolis Kids provides childcare for children in grades K-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

Whittier Minneapolis Kids
Room 172
315 W 26th St
Minneapolis, MN 55404

Site Coordinator
Hannah Frost
hannah.frost@mpls.k12.mn.us

Child Care Assistants
Shanteal Green
Miles Cudworth
Shellee Laudert
Martin White

Main Phone: 612-668-4004
Cell Phone: 612-290-8674

Minneapolis Kids General Info
Main Office: 612-668-3890
Main Office Fax: 612-668-3895

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 on 27th Ave and enter through door 6
- Sign your child in & out each day at the Parent info station located right outside 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 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 Minneapolis Kids. These Enrichment activities will include arts and crafts, physical activities, cooking, and more! As the year goes on children will get chances to plan and lead some of these activities!

Monthly News

You will receive emails 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. Our theme for the year is Service Learning and we will also have a monthly service project that we will be focusing on.

Family Involvement

We strive to provide opportunities for families to be involved in the program. We would love to have families share their talents and interests. Families are also always welcome to join programming when they arrive to pick up their child(ren). Additionally, we will be forming a stakeholder team this year consisting of parents, school staff, and program leaders. This team will help guide our program through the process of accreditation this year. Please contact me if you are interested in the stakeholder team or have any other suggestions!



Minneapolis Kids
Minneapolis Community Education



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Homework Time

Homework can be done before and afterschool during D.E.A.R (Drop Everything And Read) Time or options time if that is the child's choice. There will be staff available to help children that need assistance and a quiet space for those who request it.

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. Students are responsible for moving their magnets and sticks to the correct location, and parents are encouraged to remind them to put it back at the end of the day. If a magnet is left behind or found by a staff in the wrong location, it will be placed in the Yellow Light area. This is a warning to the child that they forgot to move their magnet. They may retrieve their magnet with no consequence. If the magnet is left behind multiple times, it will be in Red Light and the child will have a staff choose their options for them for that day. If a student loses their magnet, they are in Red Light for one day, after which the magnet will be replaced.

Non School Days, Winter Break, Spring Break & Summer

Minneapolis Kids is open and provides care on non-school days. Parents must register in advance. On these days, the Lyndale and Whittier Minneapolis Kids programs combine and meet at Lyndale Elementary room 207. Information about activities and schedules on release days will be available at a later date.

Meals/ Snacks

Minneapolis Kids dismisses children early enough for them to get school breakfast just before school. We recommend children eat before they arrive at Minneapolis Kids if they would like an earlier breakfast. In the afternoon, Minneapolis Kids provides a nutritious after-school snack. The school lunch program is generally not in operation on non-school days; children must bring a bag lunch and beverage from home.

Accreditation

This year, Whittier Minneapolis Kids will be applying for accreditation through MNSACA. This process will provide evidence and verification that we are a high quality program. We are in need of parent stakeholders to be involved in this process; stakeholders attend meetings with other stakeholders including school staff and program leaders, and they have a strong say in the direction of our program. If you are interested, please contact me via e-mail.

Whittier Minneapolis Kids Daily Schedule

Before School

6:30— Program Opens
7:30— Room Options Open
8:00— Optional Staff or Student-Led Activity
9:00 — D.E.A.R. Time
9:20— Breakfast/School Dismissal

After School

4:00— Program Opens— Outside Time
4:30— Snack
4:45— Room Options
5:30— Main Room for 5:30 Box/ Homework/ D.E.A.R. Time
6:00— Program Closes



Site Hours

Before School: 6:30-9:20

After School: 4:00-6:00

Sign In/Out

Families 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 they have an oral temperature of 100 degrees or higher in the past 24 hours.
- * If they have vomited 2 or more times in the past 24 hours
- * If they have diarrhea, an increased number of stools compared to normal or have 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, books, 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 be 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 bodies and objects to themselves
- * Follow directions and respect staff
- * 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 school building by closing time at 6:00 pm (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 are 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