



Minneapolis Kids
Minneapolis Community Education

New MPLS Kids Parent Welcome Letter

¡Hola a todos! I hope that you all enjoyed a fun and relaxing summer! This letter is for new families to provide some clarity on how your child spends their after-school day in our care. There is nothing more important to us than their safety and well-being. We want them to have an unforgettable enriching experience with us this year—learning social skills, building friendships and developing confidence in their abilities. Thank you for sharing your children with us!

Here are some important notes to know about our program:

*Contact our main office if you have any questions regarding billing or for any scheduling changes. A two-week notice is required to drop any days without charge, and we do not give refunds for when a child is absent. You can reach the MPLS Kids main office at 612-668-3890 or mplskids@mpls.k12.mn.us.

***Please notify us if you know that your child will not attend on a scheduled day.** We do not have access to the school's attendance system, so we do not know if they have been out sick or picked up during the school day. We will contact you if your child does not arrive as expected. You can email Devin or call the room at 612-668-3391.

*Our program closes promptly at 6:00pm. Please be considerate of staff time. A late charge of \$1.00/minute applies for each minute that the child is in the school building after 6:00pm. The third late pickup will result in a fine of \$25. Services will be terminated after the fifth late pickup. Please make alternate arrangements if you cannot be here by the 6:00 closing time.

*Non-school days are certain days that MPLS Kids provides care when school is not in session. Please refer to your contract or our website for the list of release days and our plans. On these days we often go on field trips or have special activities on-site. Some examples include going to nature centers, plays, museums, etc. Please talk to Devin if you have any questions.

*Please speak personally to Devin if your child has a health condition you are aware of, especially one that could result in an emergency. We do not allow children to carry or be administered medications without authorization, so if they require medication during MPLS Kids time, please check in with Devin for proper documentation.

*We require a photo ID from any pick-up that we do not recognize. The person picking up your child must be a parent or on their authorized pick-up list. We appreciate your patience as our staff

learn new faces and names! If you would like to add someone to the authorized pick-up list, please talk to Devin.

*No toys from home please.

* We provide an afternoon snack daily. Be sure to talk to Devin if there if your child has any dietary restrictions.

*Be sure to send an extra set of clothing if your child may need it. We may not always have extra clothing to lend them, and this will prevent us from having to interrupt you at work if your child needs to change.

*Send your child with comfortable, weather-appropriate clothing. This is especially important in winter-time, when we have a “winter dress code” in order for the kids to play outside!

*Be sure to check your child out on our sign-out computer every time you pick him/her up.

*When you pick your child up each day please encourage him/her to clean up before leaving. It is each child’s responsibility to put back what they use.

Medication

*If you child has medication (prescribed or over the counter) that must be taken during MPLS Kids hours, a physician or dentist must provide written permission from the parent to administer the medication. Talk to Devin for the necessary form.

Discipline Policy

*Minneapolis Kids follows the MPLS Public School Discipline Policy. Please review the MPLS Kids Behavior Contract with your child. Children will be expected to respect themselves, the other children, and the MPLS Kids staff. Inappropriate behavior will not be accepted and will be dealt with on an individual basis. After the first serious behavior incident, both parents and child will be asked to review the behavior contract. If inappropriate behavior continues, a conference with the parent will need to be scheduled. If any child continually needs one-on-one behavior redirection or threatens the safety of others, they will be subject to suspension of the program.

Daily Schedule

**Kindergarten-2nd graders will go to our basement Room 001*

**3rd-5th graders will go to room 102/104- there will be a sign marking which room is for MPLS Kids*

1:45-2:10: Attendance and stations (puzzles/flashcards/small group games)

2:15-2:45: Outside play (gym if rain/extreme cold)

2:45-3:15: Homework help and quiet reading/story time

3:15-3:40: Snack

3:40-4:30: Club Time or Daily Project/Activity

4:30-5:30: Choice time (choices include outside, reading, homework, artwork, or indoor free play)

5:30-6:00: 5:30 Box and clean-up