

Welcome to Minneapolis Kids @ Windom

2016-17 School Year

Dear Families,

On behalf of the staff at Minneapolis Kids at Windom, 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

Windom Spanish Dual
Immersion Minneapolis Kids

5821 Wentworth Ave.
Minneapolis, MN 55419

Door #10 on north side of
Windom

Site Coordinator:

Will Henningson
William.henningson@mpls.k12.mn.us

Windom Room Phone:
612-668-3391

Windom Site Cell Phone:
612-290-8670

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 in the parking lot on Wentworth Ave., and buzz in at Door #10 on the north side of the school.
- Sign your child out each day at the Parent iPad in the Mpls Kids main room. Our staff try to greet every family at pick-up time— please connect with a staff member to ensure that we see each child leaving the program at the end of their day.
- 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 that everyone's schedule is different but if your child likes to participate in the enrichment activities please note that these start around 3:30pm and end around at 4:30pm.

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, crafts, cooking, physical activity, math, science, 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, themes, special projects, social skills we are focusing on and upcoming non -school day information.

Parent Involvement

We strive to provide opportunities for parents to be involved in the program. We would love to have parents share their talents and interests. Of course, if you ever have a suggestion or comment for the program feel free to email or call any time!

Homework Time

Homework can be done afterschool during quiet reading time. Between 2:45-3:15, it is quiet time for students to work on homework or enjoy quiet reading. Staff are available to help children with homework and read with them.

Tracking System

Each child has a space on our pocket chart and a magnetic license. They must put the color of the popsicle stick that corresponds to the area they want to go to and they must bring their license with them to place on the white board in that room. Kids should put their license back in the blue hanging pocket chart when they go home each day. Licenses should not be brought home, and we teach responsibility when it comes to taking care of one's license!

Non School Days, Winter Break, Spring Break & Summer

Minneapolis Kids is open and provides care on non-school days at designated locations. Parents must register in advance and space can be limited. Windom will go to Kenny for all non-school days, and the calendar will be posted in our room and online on our website.

Meals/ Snacks

Minneapolis Kids provides a nutritious after-school snack. The school lunch program is not in operation on non-school days; children must bring a bag lunch and beverage from home.

Windom Daily Schedule

After School

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

*Kindergarten-2nd graders will go to our
basement room

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

*3rd-5th graders will go to Room 102

2:45-3:15: Homework help and quiet read-
ing/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



Site Hours

After School: 2:00pm-6:00pm

Non-school days: 6:30am-6:00pm

Minneapolis Kids Policies & Procedures

Sign In/Out

Parents 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. **A photo ID is required from any pick-up that the staff does not recognize.**

Absences

It is the parent's responsibility to notify Minneapolis Kids when his/her child will not attend on a scheduled 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 he/she has had an oral temperature of 100 degrees or higher in the past 24 hours.
- * If he/she has vomiting or diarrhea in the past 24 hours
- * 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, book 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 become 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 hands, feet and objects to yourself
- * Follow directions and respect people in charge
- * 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 Minneapolis Kids program space by closing time at 6:00 p.m. (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 is 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