

# Welcome to Minneapolis Kids @ Windom

## 2018-19 School Year

Dear Families,

On behalf of the staff at Minneapolis Kids at Windom, we are happy to welcome you to the 2018-19 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 Minneapolis Kids

**Location:** 5821 Wentworth Ave S. Minneapolis, MN 55419  
Door 10# (by the playground)

**Phone:** (612) 668-3391  
**Cellphone:** (612) 290-8670

**Staff:**  
Ana Alvarado—CCA  
Brenda Verduzco—CCA  
Bridget Mendoza-Smith—CCA  
Karen Hernandez - CCA  
Mario Onofre-Cuate

**Site Coordinator:**  
Martina Hipperdinger  
**Email:**  
martina.hipperdinger@mpls.k12.mn.us

**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., buzz in at Door #10 on the north side of the school
- Sign your child in & out each day at the Parent Ipad 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 schedule is different but if your child likes to participate in the enrichment activities please note that these start at 3:30 and end promptly at 4:30. 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, crafts, cooking, physical activity, math, science, 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

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 for the program feel free to email or call me any time!



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### Homework Time

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

### Tracking System

When you enter the program, you will see our tracking system. Each child has two magnets. They must put one of their magnets in the “My location is” board and they must bring their other name magnet with them to place on the attendance board in that room. At the end of the day they must put their two magnets on the “Home” board.

### Non School Days, Winter Break, Spring Break & Summer

Minneapolis Kids is open and provides care on non-school days at Windom between 6:30 AM and 6:00 PM. Parents must register in advance.

### 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/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 for 3rd, 4th and 4th graders / Snack for Kinder, 1st and 2nd graders.

3:15-3:45: Homework help and quiet reading/story time for Kinder, 1st and 2nd graders / Snack for 3rd, 4th and 5th graders.

3:45-4:00: Group Meeting.

4:00-4:30: 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.

\*Kindergarten-1st graders will go to our basement room

\*2nd-3rd graders will go to Room 104

\*4th-5th graders will go to Room 102



### Site Hours

After School: 1:45 --6:00

Non-School Days: 6:30—6:00



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## 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.

## 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 he/she has had an oral temperature of 100 degrees or higher in the past 24 hours.

\* If he/she has vomited 2 or more times in the past 24 hours

\* If he/she has diarrhea, an increased number of stools compared to normal or has 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. Signed parent permission is needed for sun screen and insect repellent.

## 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.

## 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 late fee of \$1 a minute along with 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 late fee of \$1 a minute along with 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\\_handbookupdated.pdf](http://mplskids.mpls.k12.mn.us/uploads/mpls_kids_parent_handbookupdated.pdf)



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