

Minnehaha Academy
Preschool & Lower School
Extended Day Program
2021-2022

Fun & Friends Parent Handbook



**MINNEHAHA
ACADEMY**

4200 West River Parkway
Minneapolis, MN 55406

Office Phone: (612) 728-7745

Contact Information

Micayla Rollerson
Extended Day Director

(612) 728-7745 x 1

rollersonmicayla@minnehahaacademy.net

Micayla is available to address questions about students, staff, policies, billing, and program information regarding the Extended Day program.

Office Hours: M-Th 12-6p

Carman Coffman-Johnson
Summer Programs Director

(612) 728-7745 x 3

coffmanjohnsoncarman@minnehahaacademy.net

Contact Carman with questions regarding Summer Programs.

If you are unable to reach Micayla, please feel free to call the main office, and speak with our Front Desk Supervisor, KC.

(612) 721-3359

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The Fun & Friends Parent Handbook outlines what you can expect from the program, and what the program expects from you. Please read the handbook carefully, and keep it as a reference. We hope the handbook is helpful, and we welcome your comments at anytime throughout the year.

The Fun & Friends program is administered by Minnehaha Academy. All program staff are employed directly by Minnehaha Academy (aside from Specialty Class Teachers). The program is self-supporting, funded by fees charged to parents who contract for service.

We hope your family's experience with Fun & Friends will be positive and enriching.

**Welcome to Fun & Friends!**

## 2021 - 2022 Class Information

### **AM Fun & Friends**

7:00 am - 8:30 am

Students Kindergarten - 5th grade

Location: Room 014

### **Preschool**

*Mornings:*

8:00 am - 8:35 am

Location: 010

*Afternoons:*

3:10 pm - 6:00 pm

Location: Room 106

### **Kindergarten - 2nd Grade**

3:10 pm - 6:00 pm

Location: Room 050

### **3rd Grade - 5th Grade**

3:10 pm - 6:00 pm

Location: Room 014

*Note:* As the school year continues both staffing and locations are subject to change. Our programs are flexible and always working to provide the best experience possible for our students!

## **Policies and Information:**

(in alphabetical order)

### **Absences**

If your student is registered, and will be absent from Extended Day, please inform our office. If you are unable to speak with someone, please send a follow-up email. In addition, similar to if a student misses a day of school, there is not a refund of tuition; if a student misses a scheduled day of afterschool programming, there is not a refund.

### **Accidents**

In the event of an accident or injury, staff will follow these procedures:

**Minor Injury** - The program staff will attend to the student, and the parent(s)/guardian(s) will be informed upon pick up. An incident report may be filled out at the discretion of the ED Director.

**Serious Injury** - First Aid will be given to the student by the program staff and the parent(s)/guardian(s) will be called. In case of a head injury, the parent will be called for consultation about treatment and pick-up. An incident report will be filled out.

**Emergency** - Program staff will call 911. Parents will be called after 911 has been called. First Aid will be administered until paramedics arrive. Paramedics will decide on the appropriate action. If the student needs emergency treatment, he or she will be transported to the nearest available medical facility for treatment. Parents are responsible for all medical and transportation charges.

**Please remember to keep all medical and emergency forms updated.** It is vital that Extended Day staff have the most up-to-date information about your student.

### **Attendance**

Students are welcome to attend any school day; simply register your student through CampBrain for the desired days (register by Thursday at 4pm for the next week, for the best price). Students are instructed to sign-in to Extended Day within 10 minutes of school being dismissed. It is the family's responsibility to notify the ED Director of a student's absence (taking bus home, doctor's appointment, birthday party, early parent pick-up, other school activities) in writing (email is acceptable). Similar to if a student misses a day of school, there is not a refund of tuition; if a student misses a scheduled day of afterschool programming, there is not a refund.

### **Authorization to Pick Up Students**

For your student's protection, only those persons authorized on Extended Day's Enrollment Form will be allowed to pick up your student. If you require anyone other than those listed to pick up your student, ED Director must have the request in writing prior to pick up. A phone call will be accepted in the event of a last minute change. Staff will require a photo identification.

### **Billing**

Extended Day is billed on a pre-pay basis only. Our registration software only allows for credit and debit cards, we are not able to accept electronic checks.

### **Child Abuse**

Staff are legally required to report any instance of observed or suspected child abuse or neglect, including a parent/guardian who is intoxicated when picking up a child.

### **Communication**

Good communication between parents/guardians and the Fun & Friends staff will help develop and maintain the quality of the program. Please feel free to call or email at any time with questions and concerns. Conferences are available upon request by any parent/guardian or teacher. Families are responsible for contacting ED Director with any information updates made throughout the school year.

### **Daily Program Schedule**

While each day will vary slightly, our general daily pattern is as follows:

- 3:10 Attendance and Snack
- 3:30 Class Meeting
- 3:35 Recess
- 4:40 Quiet Activity Time in classroom (homework, reading, coloring)
- 5:00 Free Choice
- 5:45 Clean Up
- 6:00 Close

### **Discipline Policy, Expectations & Rules**

Fun & Friends is an extension of the school day; thus we adhere to the same expectations and rules. Fun & Friends will follow the Minnehaha academy listening/viewing policies and procedures about appropriate language, music, movies, and other media. The internet/computer use policy is also enforced.

Students are expected to:

1. Show respect for God, themselves, other people, and property.
2. Be responsible for themselves, their time, and their materials.

3. Cooperate with others.
4. Use self-control.
5. Give their best effort.
6. Think and act positively.

Students will:

1. Not hurt people.
2. Follow staff directions.
3. Not abuse property or materials.
4. Walk quietly in the halls.
5. Dress and speak appropriately.
6. Behave in an appropriate manner.

We have zero tolerance for weapons or anything that can be construed as a weapon. We do not tolerate foul language, threatening language, or harassment of any sort. Violation of this policy is grounds for dismissal from the program. Use of alcohol, tobacco and other chemical substances is prohibited on the Minnehaha Academy campuses and at any event sanctioned by Minnehaha Academy, including field trips. This applies to students and staff. Violation of this policy is grounds for dismissal.

### ***Discipline Policy***

Let's all remember that Extended Day is an extension of Minnehaha Academy. Basic expectations that apply during the school day also apply at Fun & Friends. To remind yourself and your child(ren) of student expectations, please refer to the Parent & Student Handbook.

The Extended Day programs will follow similar policies as the Lower & Middle Schools. Language and procedure will be similar so students have a consistent and familiar understanding of expectations and consequences.

Our goal at Minnehaha Academy is to always encourage positive behavior. We want to make sure students are aware of expectations so we can encourage following them. We also believe it is important for students to correct their behavior if it does not meet expectations. We want to come alongside students and help them in this process.

At Fun & Friends, if disciplinary action needs to be taken, the following steps will be taken:

Step 1: a verbal warning will be given to the student. It will be made clear that if behavior does not improve, the student will be issued a Discipline Report (DR).

Step 2: If behavior continues, after three warnings our Extended Day staff will issue a DR. These are the same reports they receive during the school day. This report will need to be

signed by a parent, and the ED Director will be informed. Fun & Friends will follow a point system like in lower school.

Step 3: If DRs accumulate, a meeting will be called with the parent(s)/guardian(s), the ED Director, and a Lower School representative to discuss the student's future in the program.

### **Field Trips**

Field Trips may take place on Release Days. Permission slips for these events will be sent ahead of the date.

### **Grievance Procedure**

If your family has concerns regarding the Extended Day program:

- Make an appointment with the ED Director.
- Express your concerns in writing and verbally

### **Hours**

Morning hours are 7:00-8:30 am. Afternoon hours are 3:10-6:00 pm Monday through Friday. Students will be expected to sign in **by** 3:20pm with the F&F staff. Release Day (non-school days when the program is open) hours are from 8:00 am - 6:00 pm (4:30pm for PreK). The activities for Release Days will be based upon the number of students that register.

### **Illness**

To avoid infecting others, students with the following symptoms may not attend the program:

- Fever
- Vomiting
- Diarrhea
- Severe Cold/Flu
- Undiagnosed rash
- Inflamed Eyes
- Sore Throat
- Any Covid-19 symptoms or exposure

***If your student shows any of the above symptoms, you must pick up your student immediately from Extended Day. All students must be symptom free for twenty-four (24) hours or complete mandated distancing in the case of Covid-19, before they may return to the program.*** Please do not ask that your student stay inside from recess. When your student is well enough to be in school, they should be well enough to participate in all activities.

In special circumstances, we may accept a doctor's signed note indicating restricted activities. The ED Director will work with the parent(s)/guardian(s) in each individual situation to determine an appropriate plan if possible.

If your student becomes ill while at Extended Day, you will be called to pick up your student as soon as possible. If you cannot be reached, an authorized pick up person will be called.

### **Insurance**

Medical insurance coverage is the responsibility of the parent(s)/guardian(s). Minnehaha Academy's regular student accident insurance is in effect throughout each day.

### **Late Pick-Up**

All students must be picked up by 6:00pm each day. If an authorized pick up person does not arrive by 6:00pm, the staff member will fill out a "Late Report" to give to the ED Director, who will work out with the family an appropriate charge. ***Please pick up your student on time as late pick-ups place undue burden on the staff.***

### **Meals and Snacks**

A snack is served each day after school. Breakfast options are served during our morning program. These are served at no additional cost. On Release Days, students need to bring bag lunches, unless otherwise notified. Typical snacks are crackers, fruit snacks, applesauce or fruit cups, popcorn, pretzels, etc. We have "Fun Snack Friday" each week, which may include snacks such as rice krispie treats, oreos, etc.

### **Medication**

In order for medication to be administered to a student during Extended Day, a completed Medical Release Form is necessary. It is helpful to take a Medical Release Form to your doctor whenever your student has an appointment (it will save you an extra trip back to have the form filled out).

### **Outside Play**

Weather permitting, students will play outside each day after school. All students need appropriate clothing for outside play every day. F&F will follow the same protocol as the Lower School for playground rules and temperature restrictions. Please see the Lower School handbook for reference. Please send your student to school with layers appropriate to the weather - we have some back up clothing, but it is always better if they can wear their own.

## Outstanding Balances

If an outstanding balance is accrued by a family, the ED Director will reach out to the family to make sure it is paid. If it is not paid by the end of the month of the initial contact, the credit card on file will be charged.

## Personal Belongings

We discourage students from bringing personal items from home (ex. toys and stuffies). The program will not be responsible for the loss or damage to items brought from home. Electronic game devices are not allowed. School issued ipads may be used at select times, and will be confiscated if they cause problems.

Please label your student's jacket, backpack, tennis shoes, and all other clothing items. Each child is responsible for their own belongings. During the winter and spring, it is helpful for your child to have **extra socks and mittens** in their backpack.

## Pick Up

Parents/guardians must pick up their student(s) by 6:00pm. Parents must sign out students with our Front Desk Supervisor in the Main Office. Parents then have the option to wait in the Main Office for their student, or go to the classroom to pick them up. If they go to the classroom, there **must** be a verbal exchange with the classroom teacher. Depending on your time of pick up, students may be on the playground, in the gym, or in their classrooms.

## Ratios

The F&F program for students K-5 maintains a staff-to-child ratio not exceeding 1:15. The PreK F&F program maintains a maximum staff-to-child ratio of 1:10.

## Registration

F&F operates on rolling registration, meaning you can register throughout the school year according to your child care needs. Registration can be completed online using our CampBrain software. Payment is required upon registration to reserve your student's spot on the roster for any given day. **Please complete registration each Thursday by 4pm for the next week.** This helps us to plan ahead, communicate with school day teachers, and staff accordingly. If a last minute change is necessary, please call the Main, or F&F office before 12pm on the day of attendance.

**Drop-In Status:** Any student registered after 12pm for attendance on the same day is considered a "drop-in". Any drop-in date must be paid for by the end of the current week. For each drop-in after the first five (5), the family will incur a fee in addition to the cost of registration.

Students ***must*** check in with the ED Director and be registered, even as a drop-in. F&F will not take responsibility for students who show up on the playground, or in another part of the building who have not been checked in by the ED Director.

### **Release Days**

Release Days are days when school is not in session, but the Extended Day Program is open for service. You will be able to register for these dates through CampBrain. The Release Day fee is \$72 for Lower School Students, and \$82 for PreK, per student. Release days with low enrollment will be considered for cancellation. We'd like to be able to give families a two-week notice in the event of a cancelled Release Day, so ***it is important to register 3-4 weeks in advance***. Extended Day reserves the right to limit enrollment due to staff availability. Snacks will be provided; students should bring their own lunch. Activities are often dependent upon the number of students enrolled.

Note: Extended Day is not open *all* days that school is not in session. Please refer to our Release Day calendar for dates ED is also closed in conjunction with school closure.

### **Schedule Changes/Withdrawal**

If you need to make an adjustment or change to your schedule, please email the ED Director so we can track your account in writing. We distribute our roster for each day to the Lower School and Preschool each day at 12pm, so any changes should be made by that time. Withdrawal or other last minute changes can be made by calling the main or F&F office.

### **Sign In/Out**

On regular school days, parent(s)/guardian(s) must sign in their child(ren) for the morning program by initialing or signing their name, as well as at the time of drop off.

When picking up a student in the afternoon each parent/guardian (or authorized pick up person) must sign out their student in the main office with the Front Desk Supervisor. We ask that parents/guardians make contact with the Extended Day staff every morning/afternoon of attendance.

On a Release Day, each parent/guardian must make contact with an ED staff member upon sign-in (drop off) and sign-out (pick up). This is one safety measure the program requires in order for staff to take responsibility for your student while in the program.

### **Specialty Classes**

The Extended Day program offers a variety of after school Specialty Classes for students K-5, throughout the school year. These classes are often taught by an outside company that

specializes in working with students in these areas. If you sign up your student for a specialty class, you **DO NOT** need to sign up your student for F&F afterwards if you plan to pick up at the class' end time. Students will be automatically sent to and registered for F&F at 4:40pm if they are not picked up by an authorized adult.

### **Transition Periods**

All children and parents experience an adjustment period when entering a new childcare program. Each person adjusts at their own pace. The following are a few of the areas of adjustment:

- New Environment
- New Staff
- New Routines/Schedules
- New Larger/Smaller Group

Please don't expect adjustment overnight. Allow time and encourage your child to allow themselves time to get to know the different children, staff, and program. Allow yourself time too.

Staying for the entirety of Extended Day does make for a long day for most students. If you notice your child is coming home uncharacteristically exhausted, irritable, or emotional, and you are able, consider having them skip F&F for a couple of days. Kids experience burnout too! We've found these symptoms often show up in the second half of the school year. We recognize that skipping after school care is not always an option for every family, so ask that you please keep the lines of communication open, and we will do our best to support your child!

### **Weather-Related Closings**

If Minnehaha Academy must close school due to bad weather, the F&F program will also be closed. Check Parent Square for school closings and updates.

If extreme weather occurs after students arrive at school, parents will be notified and are expected to pick up their student immediately. You will be contacted via email, or phone. Each family should have an emergency contact back up person available at these times.

Please contact the Extended Day/F&F office if you have any questions or need clarification on any policy or procedure.

Thank you!