

Minnehaha Academy
Lower School
Extended Day Program
2019-2020

Fun-N-Friends Parent Handbook



MINNEHAHA
ACADEMY

4200 West River Parkway
Minneapolis, MN 55406

Office Phone: (612) 728-7745

Contact Information

Carman Coffman-Johnson
Billing and Registration Specialist

(612) 728-7745 x 1

coffmanjohnsoncarman@minnehahaacademy.net

Contact Carman if you have questions regarding scheduling,
billing, or general program information.

Holly Abramson
Director of Extended Day and Summer Programs

(612) 728-7745 x 2

abramsonholly@minnehahaacademy.net

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

After 4pm Cell Phone Option: (612) 834-1742

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

The Fun-N-Friends program is administered by Minnehaha Academy. All program staff are employed directly by Minnehaha Academy. The program is self-supporting, funded by fees charged to parents who contract for service.

We hope your family's experience with Fun-N-Friends will be positive and enriching. Welcome to Fun-N-Friends!

## 2019-2020 Class Information

### **AM Fun N Friends**

7:00 am – 8:15 pm

Students Kindergarten – 5<sup>th</sup> grade

Location: Room 050

Teacher: Phil Radtke

### **Kindergarten – 2<sup>nd</sup> Grade:**

3:10 – 6:00 pm

Location: Room 106

Teachers: Rotates Alice Wilsman and May Brisco.

### **3<sup>rd</sup>-5<sup>th</sup> Grade**

3:10-6:00 pm

Location: Room 010

Teacher: Anne Franklin

### **Preschool Program:**

*Mornings:*

8:00 am – 8:35 am

Room 010

Teachers: Current Pre K Aides

*Afternoons*

3:10 – 6:00 pm.

*Students who are currently enrolled in our 3 and 4 year old preschool program.*

Location: Room 112

Teacher: Jera Seigars

### **Aides:**

Looking for current Minnehaha students to fill these positions!

*Note: As the school year continues both staffing and location 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 will be absent from Extended Day Program, please inform our office. 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 after-school 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) will be informed upon arrival at the school.

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

**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 information 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 Friday 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 Extended Day Office of a student's absence (taking the bus home, doctor's appointment, birthday party, early parent pick-up, other school activities) in writing (e-mail 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 after-school programming, there is not a refund.

### Authorization To Pick Up Students

For your student's protection, only those persons authorized on Extended Day Enrollment Form will be allowed to pick up your student. If you require anyone other than those listed to pick up your student, Extended Day staff must have the request

in writing prior to pick up. A phone call will be accepted only in the event of a last minute change. Staff will require photo identification.

### **Billing**

Extended Day is billed on a pre-pay basis only. Our registration system 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 who is intoxicated when picking up a child.

### **Communication**

Good communication between parents and the Fun-N-Friends staff will help develop and maintain the quality of the program. A monthly newsletter from the program will be emailed to families at the beginning of each month. Conferences are available upon request by any parent or teacher. Families are responsible for contacting the Extended Day Office 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 and prayer in classroom.                         |
| 3:35  | Recess                                                         |
| 4:40: | Quiet Activity Time in classroom (Homework, reading, coloring) |
| 5:00: | Free choice                                                    |
| 5:45  | Clean                                                          |
| 6:00  | Close                                                          |

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

Fun-n-Friends is an extension of the school day; thus we adhere to the same expectations and rules. Fun-n-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 the Extended Day is an extension of Minnehaha Academy. Basic expectations that apply during the school day also apply at the Extended Day Program. To remind yourself 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 them to follow 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 N Friends, if disciplinary 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 that if behavior does not improve, the student will be issued a Discipline Report.

Step 2: If behavior continues, our Extended Day Staff will issue a Discipline Report. These are the same reports they receive during the school day. This report will need to be signed by a parent, and the Extended Day Director will be informed. Fun N Friends will follow a point system like in Lower School.

Step 3: If Discipline Reports accumulate, a meeting will be called with the Parent and the Extended Day Director, and a Lower School representative to discuss the future of the child at the program/

### Field Trips

Field trips may take place on Release Days. Permission slips for those events are included on the Release Day form. A Walking Field Trip permission form must be signed upon enrollment into the program.

### Grievance Procedure

If your family has concerns regarding the Extended Day program:

- Make an appointment with the director
- Express your concern in writing and verbally

If you are still concerned after meeting with the program director, make an appointment with the Principal.

### Hours

Morning hours are 7:00-8:15 am. Afternoon hours are 3:10-6:00pm Monday through Friday. Students will be expected to sign in **by** 3:20pm with the Fun-n-Friends staff. Release Day (non-school days when the program is open) hours are from 7:00am to 6:00pm. 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

**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 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 Director will work with the parent(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, a person listed on your enrollment form as an authorized person to pick up your student will be called.

### **Insurance**

Medical insurance coverage is the responsibility of the parent(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 pm, the staff member will fill out a "Late Report" to give to the Billing and Registration Specialist, 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 is served during our morning program. It is served at no extra cost. On Release Days, students need to bring bag lunches, unless otherwise notified. Typical snacks served are crackers, fruit snacks, applesauce or fruit cups, popcorn, pretzels, etc.

### **Medication**

In order for medication to be given 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. Fun N Friends will follow the same protocol as the Lower School for playground rules and temperature restrictions. Please see the Lower School handbook for reference.

### **Outstanding Balances**

If an outstanding balance is accrued by a family, the Billing and Registration Specialist will reach out to the family to make sure it is paid. If it is not paid by the end of the week 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). The program will not be responsible for the loss or damage to the items. Electronic game devises are **not** allowed.

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

### **Pick-up**

Parents must pick-up their student by 6:00 pm. Parents should sign-out students with Front Desk Supervisor, and then have a verbal exchange with the classroom teacher. Depending upon your time of pick-up, students may be on the playground or in their classrooms.

### **Ratios**

The Fun-N-Friends program for students in Kindergarten through Grade 5 maintains a staff-to-child ratio not exceeding 1:15. The Fun-N-Friends PreK program maintains a maximum staff-to-child ratio of 1:10.

### **Release Days**

Release Days are days when school is not in session, but the Extended Day Program is open for service. Please use Active to register for Release Days. The Release Day fee is \$70 per student. Any Release Day with a low enrollment will be considered for cancellation. Families will be given a two-week notice in the event of a cancelled Release Day. Extended Day reserves the right to limit enrollment due to staff availability. Snacks will be provided; students should bring a lunch. Activities are often dependent upon the number of students enrolled.

### **Schedule Changes/Withdrawal**

If you need to make an adjustment or change to your schedule, please email the Billing and Registration Specialist so we can track your account in writing.

### **Sign In/Out**

On a regular school day, each parent must sign in their child for the morning program by initialing by their name, as well as the time of drop off. When picking up a student in the afternoon, each parent (or authorized pick up person) will sign out their student in the front office with the Front Desk Supervisor. We ask that parents make contact with Extended Day staff every morning/ afternoon of attendance. The sign-in/out sheets are with each teacher.

On a Release Day, each parent must sign in their child and make contact with an Extended Day staff member and sign out when you pick up your student.

This is one safety measure the program requires in order for the 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. 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 Fun N Friends afterwards. Students will automatically be sent to FNF at 4:40 pm 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 her or his own rate. 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.

### **Weather-Related Closings**

If Minnehaha Academy must close school due to bad weather, the Fun-N-Friends program will also be closed. Check the school website for school closings and updates. Refunds will not be given.

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 e-mail. Each family should have an emergency back-up person available at these times.

Please contact the Extended Day Office if you have any questions or need clarification on any policy or procedure.

Thank you!