

REC PLUS PARENT/GUARDIAN HANDBOOK

(Updated Jan 2024)

MPRB Mission: The Minneapolis Park and Recreation Board (MPRB) shall permanently preserve, protect, maintain, improve, and enhance its natural resources, parkland, and recreation opportunities for current and future generations. The Minneapolis Park Board exists to provide places and recreation opportunities for all people to gather, celebrate, contemplate, and engage in activities that promote health, well-being, community, and the environment.

Rec Plus Mission: To provide neighborhood school age care for Minneapolis children, ages 5-12 (K-6th grade) that promotes safe, fun, and affordable recreation programs which emphasize positive use of leisure time.

Rec Plus Purpose: To provide parents/guardians with affordable, leisure-based school age care in local recreation centers. To enable children to experience positive benefits of a balanced recreation program. To provide a safe environment for a child that promotes healthy physical and social development.

www.minneapolisparks.org
recplus@minneapolisparks.org

Manager of Child Development
612-230-6498

Supervisor of Child Development
612-370-4852

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Park & Recreation Board

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Rec Plus Sites*

Armatage Rec Center 612-370-4912
2500 57th St W 55410

RecPlusArmatage@minneapolisparcs.org

Audubon Rec Center 612-370-4910
1320 29th Ave NE 55418

RecPlusAudubon@minneapolisparcs.org

Harrison Rec Center 612-370-4951
503 N Irving Ave 55405

RecPlusHarrison@minneapolisparcs.org

Hiawatha School Park Rec Center
612-370-4952
4305 E 42nd St 55406

RecPlusHiawathaSchoolPark@minneapolisparcs.org

Kenwood Rec Center 612-370-4941
2101 W Franklin Ave 55405

RecPlusKenwood@minneapolisparcs.org

Keewaydin Rec Center 612-370-4956
3030 E 53rd St 55417

RecPlusKeewaydin@Minneapolisparcs.org

Lake Nokomis Rec Center 612-370-4923
2401 E Minnehaha Pkwy 55417

RecPlusLakeNokomis@minneapolisparcs.org

Lynnhurst Rec Center 612-370-4914
1345 Minnehaha Parkway W 55419

RecPlusLynnhurst@minneapolisparcs.org

Matthews Rec Center 612-370-4950
2318 28th Ave S 55406

RecPlusMatthews@minneapolisparcs.org

McRae Rec Center 612-370-4909
906 E 47th St 55407

RecPlusMcRae@minneapolisparcs.org

Northeast Rec Center 612-370-4920
1530 Johnson St NE 55413

RecPlusNortheast@minneapolisparcs.org

Sibley Rec Center 612-370-4954
1900 E 40th St MN 55407

RecPlusSibley@minneapolisparcs.org

Waite Rec Center 612-370-4959
1810 34th Ave NE 55418

RecPlusWaite@minneapolisparcs.org

Webber Rec Center 612-370-4916
4400 Dupont Ave N 55412

RecPlusWebber@minneapolisparcs.org

Windom NE Rec Center 612-370-4905
2251 Hayes St NE 55418

RecPlusWindomNE@minneapolisparcs.org

*Some sites are school year or summer only
Sites subject to change

Program Components

Rec Plus follows the Minneapolis Public School Calendar. Activities include games, sports, arts and crafts, homework help, and nutritious snacks. Rec Plus strives for a balance of free choice time and structured activities, projects and group games.

Before School Care

7:00am-8:40am or 7:00am-9:45am depending on school start time. Before school care is only available at select sites. A snack is provided.

After School Care

2:00pm-6:00pm or 3:10pm-6:00pm depending on school end times and sites. A snack is provided.

School Release Days

7:00am-6:00pm. Children enrolled in one of the school year programs will be able to register at any of the school release day sites. A minimum number of children must be enrolled for a site to remain open, or sites will be combined. Recreation programs and/or field trips are planned. Two snacks are provided; bring a bag lunch.

Summer Care

7:00am-6:00pm. Recreation activities and structured programming weekly. Socialization time, outside activities, arts and crafts and physical exercise occur each day. Two snacks are provided; bring a bag lunch.

Closures

Rec Plus is closed on the following legal or observed holidays and days: Thanksgiving, Day after Thanksgiving, Christmas Day, New Year's Day, Memorial Day, Juneteenth, July 4th, and Labor Day.

Rec Plus is closed each year during the full week prior to the opening of Minneapolis Public Schools in the fall. Rec Plus sites or components may be closed due to low enrollment. In this event, parents will be given a two-week notice to transfer sites if desired. Closures due to inclement weather will be communicated as needed (see Rec Plus procedures).

Enrollment and Eleyo

Recreation Plus serves children who are in enrolled in kindergarten through 6th grade. Children must be entering 1st grade – 7th grade for summer Rec Plus and be 5-12 years of age. Once a child turns 13 they are no longer eligible to attend. Children must be able to toilet independently. Parents/guardians are responsible for arranging transportation between school and Rec Plus site, see procedures and policies. Parent/guardian AM drop off and PM pick up is required utilizing the iPad station and Childcare Eleyo Attendance system. Children must be in 4th grade to be a walker to and/or from Rec Plus. See the transportation section of Rec Plus Policies and Procedures.

Completed contract submission, nonrefundable \$30 registration fee per season (summer and school year), uploaded credit card information with automatic payment authorization and immunization records must be submitted before a child is considered enrolled and attends Rec Plus. Rec Plus must also receive complete allergy information and medicine permission forms if applicable prior to the first day of care. Payment runs automatically 14 days prior to days of service and billing cycle. Billing cycle for school year is monthly. Summer is weekly.

In accordance with the requirements of Title II of the Americans with Disabilities Act of (ADA), the MPRB will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If your child requires inclusion support for a disability-related need contact the Therapeutic Rec and Inclusion Coordinator at 612-230-6478. They will conduct a pre-enrollment consultation with the parent or guardian to determine how the Rec Plus program can meet the needs of the child.

Eleyo <https://mprb.reg.eleyo.com/>

Eleyo is the online registration and payment system used by Rec Plus. Eleyo is where you will submit registration, view your Rec Plus schedule, view payment history and future payment dates, adjust authorized picks and contact information. This is also used for sign in and sign out at Rec Plus with your individual code.

Enrollment and Fees

MPRB Federal Tax ID #: 41-6005375

Registration Fees: \$30.00 non-refundable registration fee per child per season (school year and summer).

All payments are on autopay and need to be paid in advance of childcare. If a child has not attended for 14 consecutive scheduled calendar days without a medical reason, enrollment will be cancelled to ensure spots for others. Split payments must be made by both parties for a child to remain eligible in the program.

School Year Enrollment: School Year fees are due monthly, 14 days prior to the first of the month. Two enrollment days a week are required. School year fees are daily and based on your child's school start and end times. Current rates are listed on the Rec Plus website. 14-day written notice must be given for any schedule changes.

Release Days Enrollment: Fees and registration are calculated daily and are separate from the rest of the school year. Minimum enrollment is needed per site. If parents contract for their child to attend on school release days they are responsible for the fee even if their child does not attend, unless a two-week cancellation notice is provided. Rec Plus follows the Minneapolis Public Schools Calendar.

Summer Enrollment: Fees are calculated per day and invoiced in weekly increments. There is a minimum day enrollment required per child. 14-day written notice must be given for any schedule changes.

Late Payment Fees/Termination: A late fee of \$15 will be assessed if payment is late. Late fees will be automatically added to your Eleyo account. Your child will be removed from the program if your account, including late fees, is more than 30 days past due for school year or 14 days for summer. Parents need to pay contracted fees whether or not their child is in attendance.

Refunds are not available for absence due to illness, dropped days within the 14-day notice, suspensions from school/summer school or school closings due to inclement weather.

Late Pick-Up Fees: Account owners will be charged \$1.00 per minute for every minute that a child is left at Rec Plus past 6:00pm. Late pick-up fees will be automatically added to your Eleyo account. Five late pick-ups in a 12-month period will cause termination of enrollment.

Finder's Fee: Staff will call to locate a child that does not show up after school. Failure to notify the park of a child's absence will result in a warning for the first time and a \$5.00 finder's fee for each time thereafter. Five Finders fees within a 12-month period can result in removal from program. Schools do not proactively communicate student absence to Rec Plus.

Behavior Guidelines

In order to promote a safe environment for all children and staff, Rec Plus has behavior expectations guidelines. These guidelines apply to children enrolled in Rec Plus, parents, guardians, and all adults authorized to drop off, pick up or communicate on behalf of the family and or child.

If a child displays behaviors that jeopardize the safety of themselves or others, the staff will contact the child's parent or guardian, and request that the child be removed from the program for that day. If a parent/guardian is called due to behavior, they need to pick up the child within 30 minutes or send someone to pick up the child. An additional suspension may follow. Upon return, a parent conference will take place to develop a plan for improving behavior. Repeated suspensions may result in termination of care.

The Rec Plus program provides a quality experience for most children. However, it may not be best fit for every child, or for the same child at different stages of their development. When it is determined that a child's needs cannot be met in Rec Plus, or that a child poses a threat or danger to themselves, others, or property, care will be terminated.

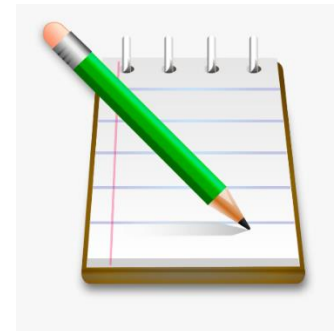
In the event situations arise that are not covered here, the Child Development Manager or Child Development Supervisor will make decisions in the best interest of individuals and the program as a whole.

Prohibitive behavior is defined as but not limited to:

- Physical Abuse, that which does harm to another person or possession including but not limited to hitting, biting, kicking, pushing, spitting, etc. This includes victimless and disruptive behavior.
- Verbal Abuse, that which is offensive and/or degrading to another individual including but not limited to name calling, swearing, threatening, etc.
- Possessing firearms, weapons, or ammunition.
- Possessing tobacco, alcohol, or other drugs.
- Fighting, threats, or other forms of violence that disrupt the safety of others.

If a school, including summer school, has suspended a student or sent a child home early for behavior the child will not be allowed to participate in Rec Plus at any site for the duration of the suspension or removal day.

Read and discuss this Behavior Contract with your child. Agreement to these behavior guidelines is included in the Rec Plus Eleyo Enrollment Contract. No money is refunded upon suspension or dismissal from Rec Plus.



Rec Plus Policies and Procedures

Absences

If a child is going to be absent from Rec Plus, it is the parent's responsibility to contact the Rec Plus staff. This procedure assures your child's safety. If the Rec Plus staff has not been notified and a child does not arrive, they will start looking for the child by calling parents and others listed on the emergency card. Fees are collected for days that a child is absent, and finder's fees are applied.

Damages

Small repairs and accidents go with the territory when running a childcare. However, parents will be held financially responsible for damages that cannot be classified as accident or fair wear and tear.

Drop Off/Pick-Up

All children must be signed in and out of Rec Plus by an authorized agent. Individual codes (00 + Eleyo Acct Number) are used on the onsite iPad for sign in/sign out. Children going to or from school will be checked in and out by a staff person. Children will be released from Rec Plus only to authorized persons as indicated on registration forms and Eleyo account. Notify staff when you pick up your child. If someone other than an authorized person is to pick up your child, notify Rec Plus in writing. Proof of identification will be required by staff prior to releasing the child. Rec Plus staff cannot legally prevent a custodial parent from picking up their child unless a court order stating this is on file at the program. An enrolled child's parent or legal guardian must be allowed access to the parent's or legal guardian's child any time while the child is in care.

If you know you will be late, please plan for someone else to pick up your child and then inform park staff. Park staff will remain with a child that has not been picked up by closing time. Staff will begin calling names on the child's emergency list. If no authorized person can be reached, the Minneapolis Park Police will be notified. We realize that extenuating circumstances sometimes happen, but consistently picking up your child late is grounds for termination from the program. Late pick up fees will also be applied. After the fifth late incident in a year, services will be terminated.

Emergencies/Insurance

All registration and Eleyo information should be current. It is the responsibility of the parent/guardian to inform Rec Plus of changes to the following information:

- Parents/ guardian home address, home, work, and cell phone numbers
- Child's physician name, address and phone number
- Persons authorized to pick up the child at the location
- Person to contact in medical emergency if parent/guardian cannot be reached
- Rec Plus staff will not transport a child
- All serious injury reports (medical/dental) will be submitted to the Department of Human Services (DHS)

If a serious injury should occur, the Recreation Plus staff will call 911 if needed. Staff will notify you to pick up your child immediately and let you determine if your child needs to seek medical care. Staff will make every effort to notify the parent (or emergency contact) if 911 is called. MPRB injury report forms will be used for all Rec Plus injuries.

Rec Plus Policies and Procedures

Reporting

Rec Plus staff are Mandated Reporters. Suspected cases of child abuse or neglect will be reported to appropriate authorities by staff. Reportable cases include a parent who is intoxicated when picking up a child at Rec Plus. Child Protection Services 612-348-3552. Rec Plus is legally mandated to report if they know or have reason to believe that a child has been neglected, or physically or sexually abused within the preceding three years. This is done within 24 hours to Hennepin County Child Protection or the Mpls Police.

Field Trips

The Rec Plus field trip permission slip in the registration contract must be approved and on file for children to attend any Rec Plus field trips. This includes walking trips, bike trips and bus trips. The entire Rec Plus group is expected to attend planned field trips. There are no provisions for a child to not attend a field trip except if arriving from summer school. Park staff will be available to sign in summer school children 2pm or later. Informal activities will happen until the rest of the Rec Plus children return to the park.

Health and Safety

Do not send your child to Rec Plus if there is evidence of any type of illness or communicable disease (i.e., COVID-19, strep throat, untreated head lice, viral infections, chicken pox, pink eye, etc.) Parents need to notify Rec Plus if their child has a contagious disease. Once a contagious disease has been reported, parents will be notified, and a notice will be posted at the site. A child needs to be free of fever, vomit, and diarrhea for at least 24 hours before returning to Rec Plus. Children will be allowed back into Rec Plus when they no longer pose a health risk. Rec Plus will post or give notice to the parent or legal guardian of an exposed child the same day the program is notified of a child's contagious reportable disease specified in Minnesota Rules 4605.7040, or scabies, impetigo, ring worm, chicken pox.

When a child becomes sick at Rec Plus, the center must immediately notify the sick child's parent or legal guardian and arrange for pick up. The child needs to be isolated in order to prevent the spread of illness while being supervised. If there is evidence of an infectious or communicable disease, all Rec Plus parents are to be notified of exposure. Rec Plus must post and give notice to the parent or legal guardian of an exposed child the same day the program is notified of a child's contagious disease.

MPRB COVID-19 Modifications and Procedures

Procedures may change as new policies and recommendations are received from the Minnesota Department of Health (MDH) regularly. Rec Plus management works vigorously to remain up to date with the safest policies and procedures for our children and staff.

Employees and children with any symptoms of COVID-19 need to follow the MDH recommendations for People in Schools, Youth and Child Care Programs and act accordingly.

<https://www.health.state.mn.us/diseases/coronavirus/schools/plan.html>

Isolation Calculator <https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html>

Resources

Minnesota Department of Health (MDH) website, www.health.state.mn.us

<https://www.health.state.mn.us/diseases/coronavirus/tracing.html>

IMPORTANT NOTICE: Privacy of children, families and staff is critical. In accordance with HIPAA (Health Insurance Portability and Accountability Act), names and information of those that have been identified as positive with COVID-19 or those that went home sick will not to be shared. Sharing of this information violates HIPAA. The MPRB cannot disclose or assume the health conditions of youth, staff or families. For more information, visit Coronavirus Disease 2019 (COVID-19) (www.health.state.mn.us/diseases/coronavirus/index.html) or call the COVID-19 hotline at 651-201-3920 or 1-800-657-3903.

Allergies and Medical Conditions

It is the responsibility of the parents or legal guardians to inform Rec Plus in writing of special medical conditions, including allergies or other conditions that might affect a child's participation in Rec Plus. In cases of chronic and/or serious health conditions, a written release must be provided by the child's parents and physician.

Rec Plus requires that before admitting a child for care, the center must obtain documentation of any known allergies from the child's parent or legal guardian. A description of the allergy, specific triggers, avoidance techniques, and symptoms of allergic reactions. Also, procedures for responding to an allergic reaction, including medication, dosages, permission and a doctor's contact information must be submitted to Rec Plus. Parent/Guardian shall be responsible for all costs associated with the calling of 911 by MPRB staff, including but not limited to the cost of responding emergency workers and any transport of the child.

Immunizations

Rec Plus requires that by the first day of attendance the center must maintain or have access to a record detailing the child's current immunizations or applicable exemptions.

Rec Plus Policies and Procedures

Administration of Medication

If a child is prescribed oral or topical medication which must be taken during Rec Plus hours, instructions in writing must be provided by a physician or dentist to Rec Plus staff. Written permission on Rec Plus medication form must also be given by a parent or legal guardian. Forms are linked on the Rec Plus website and available at each Rec Plus site. Fever-reducing medication is not able to be administered at Rec Plus.

- Medication and Epi pens must not be expired.
- Medicine type on the medicine form must match. (Brand name listed on form must match brand name of the medicine provided.)
- Siblings have their own labeled medicine even if same medicine.
- First and last name on all medicine not just on Ziplock bag it is in.
- Medicine in original packaging.

All medication must be in the original container, properly labeled with the child's name, dates and the amount and frequency of dosage. Parent or legal guardian permission is also needed for "over the counter" medication such as cough syrup or allergy medicine. In order to apply sunscreen or bug repellent that a child brings to Rec Plus, written permission is required from parents. Nonprescription medication sunscreen, and insect repellent are administered and stored according to manufactures instructions unless provided written instructions by a licensed health professional to use a product differently. Sunscreen and bug repellent must be provided by individual Rec Plus families. Sunscreen permission is located within the registration contract.

Personal Belongings

Children's play is often messy. Dress your child in comfortable play clothes and shoes intended for running and climbing. The MPRB is not responsible for lost or stolen items. Space is provided for your child's coat, shoes and school bag. Children bringing skates should ask staff to store them in safe places. Valuable items should be left at home. The use of personal electronics, such as cell phones or gaming systems is not allowed. A "lost and found" is available at each park. All belongings should be labeled with your child's name. Please pack an extra pair of clothing to be left in your child's backpack.

Schedule Change

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. Rec Plus does not substitute days or credit for incidental days missed. Adding days after initial registration is based upon space availability.

Fourteen-day written notice must be submitted to Eleyo for any requested schedule changes to be approved by Rec Plus. If 14-day advance notice is not given, the full fee is due until the 14 day period is satisfied. There are no refunds for days missed. Rec Plus does not offer drop-in service. Withdrawal notices from Rec Plus must be submitted to Eleyo 14 days prior to your child's last day in Rec Plus.

Snacks and Meals

Rec Plus serves nutritious morning and/or afternoon snacks daily from MPS food service which align with the MPRB Healthy Food Policy. Children in the release day and summer programs are asked to bring bag lunches. During the summer some parks are eligible to receive free lunches through a program administered by the Minneapolis Public Schools. Check with your site for eligibility.

Homemade goodies cannot be brought from home to share. If you wish to send treats with your child, the items must be commercially prepared and there must be enough for all students in the program.

Rec Plus Policies and Procedures

Termination

Participation in Rec Plus may be terminated for the following reasons, but not limited to:

1. Fees that are 30 days past due for school year (14 for summer).
2. It has been determined that Rec Plus is not able to effectively serve the child's needs or manage the child's behavior patterns.
3. Late pick-up of the child by parents or others given such responsibility. More than five (5) late pick up within a 12-month period.
4. Failure to fulfill terms of established contract or any of the expectations specified in the parent handbook.
5. Parents or guardians chronically failing to check the child in and/or out of Rec Plus.
6. Abusive behavior and/or verbal threat by parents/guardians (or any adult authorized to drop off, pick up or communicate on behalf of the family and or child) toward program staff, children, or other parents.

Transportation

Transportation to and from Rec Plus is the responsibility of the parents or guardian. During the school year parents can contact the transportation coordinator at their child's school to arrange transportation between school and Rec Plus. Bus schedule information and schedule changes are also handled through the individual school transportation coordinators. Please inform Rec Plus staff of all bus arrangements. Rec Plus does not provide direct transportation to/from school or communicate with MPS Transportation to receive this information. In the event a morning bus fails to arrive, it is the responsibility of the parent to come to Rec Plus within 30 minutes of receiving a phone call from Rec Plus and transport the child to school.

Rec Plus participants 4th grade and older may gain written permission from their parent/guardian to transport themselves to or from Rec Plus. During the summer program participants must have completed 3rd grade. To accompany a sibling younger than 4th grade to or from Rec Plus, the older sibling must be 11 years old or older. This permission includes children transporting themselves unsupervised from home/school to/from Rec Plus; parking lot drop offs are not permitted. Rec Plus staff will not transport children for any reason.

Rec Plus Policies and Procedures

Weather

Rec Plus will be going outside each day throughout the year, weather permitting. Children should wear seasonal clothes that are appropriate for outside play. Children will be kept indoors if the temperature and wind chill combined is -15°F or below.

Weather School Closing

Rec Plus follows the Mpls Public Schools (MPS) schedule for weather and can be read in more detail on the MPS [severe weather page](#).

- MPS has E-learning days for up to five severe weather days, if the school goes to E-learning please read the following regarding Rec Plus:
 - On an E learning day, there is not all day care, as these are not school release days.
 - On an E learning day, there will not be morning Rec Plus as this would be because of the same severe weather guidelines of projections of: 6-8 inches of snow within 24 hours, more than 8 inches of snow within 48 hours or wind chill below -35 degrees at 6:30 a.m.

MPS Parents will be notified by 5:30am by MPS if there is E-learning which will automatically close morning Rec Plus

- On an E-learning day, the Rec Plus after school program will close if road conditions are such that travel becomes too hazardous for cars or that staff cannot reach the building safely. This may happen if it snows 6 inches or more in 12 hours, or 8 inches or more in 24 hours.
- Every winter storm is different, so it is possible that Rec Plus will still be held even if snowfall reaches these limits. We may also close Rec Plus if conditions approach blizzard criteria, even if snowfall amounts are lower.
- If afternoon Rec Plus is to remain open on an e-learning day, parents will need to transport their children both ways to Rec Plus. Drop off time would be the same as arrival time from school.

Parents will be notified by 9:00am at the earliest regarding the status of afternoon Rec Plus.

Rec Plus will post on MPRB website if Rec Plus is to close for afternoon care. An email communication from your site Childcare Specialist will also be sent out by 9:00am at the earliest. If you have opted in to text messages you will also receive communication through Eleyo.

If the heat index (temperature and humidity combined) reaches 105 degrees Fahrenheit or over outside or 93 degrees Fahrenheit inside, non-air conditioned Rec Plus sites may move locations, be closed or have modified hours.

Parent Involvement, Funding and Resources

Parent Involvement

Notice of Rec Plus activities and events will be distributed through monthly emails. Staff and parent discussion are welcomed and may be on a formal or informal basis as the parent desires. Parent involvement in Rec Plus is valuable to the continuing success of the program. Parents are encouraged to share time and talents and visit the program. We welcome and invite your suggestions and participation in events and activities.

Parent Meetings

Parent information meetings and/or family activities will occur at least one or more times during the school year and summer programs. Occasionally, special meetings will occur to address identified Rec Plus concerns.

Parent Grievance Procedure

Parents are encouraged to give feedback, voice concerns or share ideas concerning the operation of Rec Plus. If a parent has concerns regarding the program, the following steps are to be taken:

1. Discuss the concern with the Childcare Specialist at your site.
2. If the concern is not resolved within one week, contact the Recreation Supervisor.
3. If the concern is still not resolved to your satisfaction, contact the Child Development Manager at 612-230-6498, Child Development Supervisor at 612-370-4852 or recplus@minneapolisiparks.org

Parent conferences are informal but can be set up at any time by contacting the site Childcare Specialist.

Funding Resources

Minneapolis residents who cannot afford leadership fees may apply for partial fee assistance. Visit the [MPRB Fee Assistance website](#) for application details. Contact the Child Development Manager at 612-230-6498, Child Development Supervisor at 612-370-4852 or email recplus@minneapolisiparks.org for more information. Financial assistance may also be available to qualifying families by calling Hennepin County Services, 612-348-5937.

Fee Optional Sites

The Webber, Harrison and Matthews Rec Plus locations operate as Fee Optional sites for Minneapolis Residents. Fee options include full payment, 75%, 50% or 25% of suggested price, or no fee (no payment required).