



# **Minneapolis Park & Recreation Board**

## **REC PLUS PARENT MANUAL**

[www.minneapolisparcs.org](http://www.minneapolisparcs.org) [recplus@minneapolisparcs.org](mailto:recplus@minneapolisparcs.org)

612-230-6498 Headquarters' Office  
612-230-6511 Citywide Fax

### **MPRB**

**Mission:** The Minneapolis Park and Recreation Board 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 years that promotes safe, fun and affordable recreation programs which emphasize positive use of leisure time.

The purpose of Rec Plus:

To provide parents with affordable, leisure-based school age care in local park 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.

## Rec Plus Site Contact List

**Armatage Rec Center** 612-370-4912  
2500 57<sup>th</sup> St W 55410  
[RecPlusAudubon@minneapolisparcs.org](mailto:RecPlusAudubon@minneapolisparcs.org)

**Audubon Rec Center** 612-370-4910  
1320 29<sup>th</sup> Ave NE 55418  
[RecPlusAudubon@minneapolisparcs.org](mailto:RecPlusAudubon@minneapolisparcs.org)

**Brackett Rec Center** 612-370-4924  
2728 39<sup>th</sup> Ave S 55406  
[RecPlusBrackett@minneapolisparcs.org](mailto:RecPlusBrackett@minneapolisparcs.org)

**Bryant Square Rec Center** 612-370-4907  
3101 Bryant Ave S 55408  
[RecPlusBryantSquare@minneapolisparcs.org](mailto:RecPlusBryantSquare@minneapolisparcs.org)

**Corcoran Rec Center** 612-370-4919  
3334 20<sup>th</sup> Ave S 55407  
[RecPlusCorcoran@minneapolisparcs.org](mailto:RecPlusCorcoran@minneapolisparcs.org)

**Fuller Rec Center** 612-370-4963  
4800 Grand Ave S 55419  
[RecPlusFuller@minneapolisparcs.org](mailto:RecPlusFuller@minneapolisparcs.org)

**Hiawatha School Park Rec Center** 612-370-4952  
4305 E 42<sup>nd</sup> St 55406  
[RecPlusHiawathaSchoolPark@minneapolisparcs.org](mailto:RecPlusHiawathaSchoolPark@minneapolisparcs.org)

**Keewaydin Rec Center** 612-370-4956  
3030 E 53<sup>rd</sup> St 55417  
[RecPlusKeewaydin@minneapolisparcs.org](mailto:RecPlusKeewaydin@minneapolisparcs.org)

**Kenwood Rec Center** 612-370-4941  
2101 W Franklin Ave 55405  
[RecPlusKenwood@minneapolisparcs.org](mailto:RecPlusKenwood@minneapolisparcs.org)

**Lynnhurst Rec Center** 612-370-4914  
(school year only)  
1345 Minnehaha Parkway W 55419  
[RecPlusLynnhurst@minneapolisparcs.org](mailto:RecPlusLynnhurst@minneapolisparcs.org)

**Matthews Rec Center** 612-370-4950  
2318 28<sup>th</sup> Ave S 55406  
[RecPlusMatthews@minneapolisparcs.org](mailto:RecPlusMatthews@minneapolisparcs.org)

**McRae Rec Center** 612-370-4909  
906 E 47<sup>th</sup> St 55407  
[RecPlusMcRae@minneapolisparcs.org](mailto:RecPlusMcRae@minneapolisparcs.org)

**Nokomis Rec Center** 612-370-4923  
(summer only)  
2401 E Minnehaha Pkwy 55417  
[RecPlusNokomis@minneapolisparcs.org](mailto:RecPlusNokomis@minneapolisparcs.org)

**Pershing Rec Center** 612-370-4928  
3523 48<sup>th</sup> St W 55410  
[RecPlusPershing@minneapolisparcs.org](mailto:RecPlusPershing@minneapolisparcs.org)

**Sibley Rec Center** 612-370-4954  
1900 E 40<sup>th</sup> St 55407  
[RecPlusSibley@minneapolisparcs.org](mailto:RecPlusSibley@minneapolisparcs.org)

**Waite Rec Center** 612-370-4959  
1810 34<sup>th</sup> Ave NE 55418  
[RecPlusWaite@minneapolisparcs.org](mailto:RecPlusWaite@minneapolisparcs.org)

**Webber Rec Center** 612-370-4916  
4400 Dupont Ave N 55412  
[RecPlusWebber@minneapolisparcs.org](mailto:RecPlusWebber@minneapolisparcs.org)

**Windom Rec Center** 612-370-4905  
(school year only)  
2251 Hayes St NE 55418  
[RecPlusWindom@minneapolisparcs.org](mailto:RecPlusWindom@minneapolisparcs.org)

## **PROGRAM COMPONENTS**

Before School, After School and Summer Care operate Monday-Friday. School Release Days operate on the Minneapolis Public Schools schedule. Socialization time, healthy snack, outside activities, arts and crafts and physical activity occur each day.

### **Before School Care**

7:00am-8:40am or 7:00am-9:40am with emphasis on informal, self-directed play, outdoor play, and more. Before School care is only available at select sites. A snack (not breakfast) is provided.

### **After School Care**

2:00pm-6:00pm or 3:10-6:00pm with opportunities for children to participate in crafts, active games, outdoor play, creative play and more. A snack is provided.

### **School Release Days**

7:00am-6:00pm. There are nine release day sites. They are Audubon, Hiawatha School Park, Kenwood, Keewaydin, Lynnhurst, Matthews, Pershing, Waite, and Webber. A minimum number of children must be enrolled or children will be referred to neighboring sites. Enrollment is optional and is on a first-come, first-serve basis. Day long recreation programs with occasional field trips are planned. Two snacks are provided; bring a bag lunch. Winter school closed release days sites: Lynnhurst, Matthews, Waite and Webber.

### **Summer**

7:00am-6:00pm. Socialization time, healthy snack, outside activities, arts and crafts and physical exercise occur each day. Also includes group swim lessons and at least one field trip per week. Bring a bag lunch.

### **Closures**

Rec Plus is closed on the following legal holidays and days: Thanksgiving, Day after Thanksgiving, Christmas Day, New Year's Day, Memorial Day, observed day of July 4<sup>th</sup>, 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.

## **ENROLLMENT**

Recreation Plus serves children who are in Kindergarten through 6<sup>th</sup> grade. Children must have completed Kindergarten for summer program. Children must be able to toilet independently. Completed enrollment forms, annual registration fee and two weeks of tuition must be submitted before a child is considered enrolled and attends Rec Plus. Parents are responsible for arranging transportation between the student's home, school and Rec Plus site.

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Minneapolis Park and Recreation Board (MPRB) will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

If your child requires assistance for a disability-related need contact the MPRB Therapeutic Recreation Inclusion Coordinator at 612-230-6478 or the Childcare Worker at the site at least two weeks prior to the start of the program. Rec Plus 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.

## **FEES**

**MPRB Federal Tax ID #:** 41-6005375

### **Annual Fee**

There is a \$35.00 non- refundable annual registration fee per child.

### **Enrollment Fees**

School Year: Fees are daily and based on your child's school start and end times. Billing cycle is monthly. Fees are due on the 1<sup>st</sup> of each month in advance.

### **Auto Pay**

With AutoPay, your bills are paid automatically, in advance of service, from your credit or debit card. Once you are enrolled, authorization is given to the Minneapolis Park and Recreation Board to automatically charge your card on the 1st of the month for school year or weekly in summer to cover Rec Plus payment costs including applicable late fees. Release Day payments will be charged upon enrollment. To enroll, please review and submit the Rec Automatic Payment Authorization form to your site's childcare worker. If your account is more than 30 days past due for two consecutive months, you must enroll in auto-pay.

### **Late Payment Fees/Termination**

A late fee of \$15 per month for school year (or per week for summer) will be assessed for outstanding balances. Late fees will be automatically added to your Activenet account. Termination: Your child will be dropped from the program if your account, including late fees, is more than 30 days past due (5 days for summer).

If a check is returned for insufficient funds, a new check or money order must be submitted with a \$20.00 processing fee added. Clients with defaulted account incur all costs relative to collection, including legal fees.

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. There are no refunds for days missed.**

**Release Days:** Fees are calculated on a daily basis and are separate from the rest of the school year. Possible extra fees will be charged for special field trips. Fees are due upon enrollment. Minimum enrollment is needed per site. If parents contract for their child to attend on school release days and do not provide a two week cancellation notice, they are responsible for the fee even if their child does not attend.

**Summer:** Fees are calculated per day and must be paid in weekly increments. There is a 10 day minimum enrollment required. Two weeks written notice must be given for any schedule changes. Possible extra fees may be charged to daily participants for special field trips. Fees are due at least three days in advance or your child will be dropped from the program.

Payments can be made online using a credit/debit card. Payments can also be made at Rec Plus by check, money order or credit/debit card. Checks are to be made out to: Minneapolis Finance Department. Cash is not preferred. Any bank service charge for returned checks will be charged to the parent. Fees are collected for days that a child is absent. This includes sick and impromptu vacation days. No money is refunded upon suspension or dismissal from Rec Plus.

### **Late Pick-Up Fees**

Parents 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 Activenet account.

### **Finder's Fee**

Staff will call to locate a child that does not show up. 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.

## **BEHAVIOR GUIDELINES**

In order to promote a safe, stimulating environment for all children and staff, Rec Plus has behavior expectations guidelines. If a child displays behaviors that jeopardize the safety of him/herself 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. An additional suspension may follow. Upon return, a family 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 the most appropriate child care experience for every child, or for the same child at different stages of his/her 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 him/herself, others, or property, care will be terminated. Children who have been suspended from school may not attend Rec Plus during the period of suspension.

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

Abusive behavior is defined as, but not limited to:

- Physical Abuse, that which does harm to another person or possession (i.e. hitting, biting, kicking, pushing, spitting). this includes victimless and disruptive behavior and
- Verbal Abuse, that which is offensive and/or degrading to another individual (i.e. name calling, swearing).
- 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 has suspended a student, the child will not be allowed to participate in Rec Plus at any site for the duration of the suspension.

Please read and discuss the Behavior Contract included in the registration packet with your child. Sign and return to your Childcare Worker.

No money is refunded upon suspension or dismissal from Rec Plus.

## **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 when 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.

### **Damages**

Small repairs and accidents go with the territory when running a child care. 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 a parent. Children going to or from school will be checked in and out by a staff person. Written permission must be on file for a child to walk to and from Rec Plus. Children will be released from Rec Plus only to authorized persons as indicated on registration forms. 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 or by phone. Proof of identification may be required by staff prior to releasing the child. Rec Plus staff cannot legally prevent a parent from picking up their child unless a court order stating this is on file at the program.

If you know you will be late, please make arrangements 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 card. 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. After the fifth late incident in a year, services will be terminated.

### **Emergencies/Insurance**

All information on the emergency card 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, cell phone and pager 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

Staff is trained in first aid procedures. If a serious injury should occur, the Recreation Plus staff will perform first aid. Staff will notify you to pick up your child immediately and let you determine if you should take your child to the doctor or dentist. When necessary, 911 will be contacted. Staff will immediately make every effort to notify the parent or persons on the emergency card if 911 is called. MPRB accident report forms will be used for all Rec Plus injuries. The parent or guardian is responsible for all medical charges. Medical insurance coverage for children is the responsibility of the family.

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.

### **Field Trips**

The Rec Plus field trip permission slip in the registration packet must be initialed and signed and on file for children to attend any Rec Plus field trips. This includes walking trips as well as bus trips. The entire Rec Plus group is expected to attend planned field trips. There are no provisions to leave children behind, unless they attend summer school. Park staff will be able to sign in summer school children. Informal activities will happen until the rest of the Rec Plus children return to the park

### **Health and Illness**

Do not send your child to Rec Plus if there is evidence of any type of illness or communicable disease (i.e. 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 disease has been reported, parents will be notified and a notice will be posted at the site. A child should be free of fever 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.

If a child becomes ill while at Rec Plus, staff will contact the parents or others authorized on the emergency card to pick up their child. The child will be able to rest in an isolated area under the supervision of a staff member.

It is the responsibility of the parents to inform Rec Plus staff 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.

### **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. Forms are available at each Rec Plus site.

All medication must be in the original container, properly labeled with the child's name, dates and the amount and frequency of dosage. 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.

## **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. Other valuable items should be left at home. Bring valuables is done at your own risk. 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.

## **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.

Two weeks written notice must be submitted to the Childcare Worker for the program. If two weeks advance notice is not given, the full fee is due until the two week period is satisfied. There are no refunds for days missed. Rec Plus does not offer drop-in service.

## **Withdrawal**

Withdrawal notices must be made in writing two weeks prior to your child's last day in Rec Plus.

## **Snacks and Meals**

Rec Plus serves nutritious morning and/or afternoon snacks daily at no additional cost which aligns 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.

## **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 and 5 days past due for summer.
2. The Childcare Worker and/or Recreation Coordinator/Leader's decision that Rec Plus is not able to effectively serve the child's needs or cope with 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 chronically failing to check the child in and/or out of Rec Plus.
6. Abusive behavior and/or verbal threat by parents toward program staff, children or other parents.



## **Transportation**

Transportation to and from Rec Plus is the responsibility of the parents. 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.

## **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.

## **Emergency School Closing, Weather Related Release Day Sites, Delayed Start and Early Release Procedures**

Parents, please look at [www.wcco.com](http://www.wcco.com) and look under community/civic organizations for weather announcements for Rec Plus regarding a delayed two hour start or a delayed weather release day. We will post by 6:00 am.

### **Weather School Closing/Weather Related Release Day**

In the event that Mpls Public Schools are closed due to weather, these four sites will be open from 9:00am-6:00pm (or earlier if weather and road conditions are more favorable) for a weather release day:

Please contact one of the following parks for Rec Plus registration by 9:00pm the night before if MPS has already announced school weather closures. Please register day of by phone or onsite for a weather release day. The cost of the release day is \$40 per child.

Weather Release Day Sites: Matthews, Lynnhurst, Webber and Waite. If conditions are so hazardous that an emergency has been declared by the MPRB, Rec Plus *may* close due to severe weather and/or snowstorms. Weather related release days are for *current* school year clients only.

Delayed Start: If Mpls Public Schools declares a two hour late start, Rec Plus will be delayed two hours respectively for before school childcare. Rec Plus will run from 9:00am-11:40am

Early Release: If children are already in attendance at school and schools dismiss early because of inclement weather, children will be bussed directly to Rec Plus sites. Parents will be called to pick up their children as soon as possible. Names listed on emergency cards will be called if parents cannot be reached. Staff will remain with the children until every child is picked up.

If the heat index (temperature and humidity combined) reaches 105°F or over, Rec Plus may be closed or have modified hours. Visit [www.wcco.com](http://www.wcco.com) and look under community/civic organizations for weather announcements.

### **School Closing Refund Procedure**

In the event that school closes early, has delayed start, or is closed for the day, Rec Plus will not reimburse payment for that day. If a weather related release day is offered for the same day, daily

session fees may be used towards weather related release day fees for that same day of school closure.

## **PARENTS**

### **Parent Involvement**

Notice of Rec Plus activities and events will be posted on park bulletin boards and distributed through seasonal flyers. 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. If you want to volunteer or participate, please contact your Childcare Worker

### **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 concerning the operation of Rec Plus. If a parent has issues regarding the program, the following steps are to be taken:

1. Discuss the concern with the Childcare Worker at your site.
2. If the concern is not resolved within one week, contact the Recreation Leader/Supervisor.
3. If the concern is still not resolved to your satisfaction, contact the Child Development Manager, Margaret Jaeger, at 612-230-6498 or [recplus@minneapolisparcs.org](mailto:recplus@minneapolisparcs.org)

We value your ideas concerning school-age care and your children. Please feel free to call the Citywide Rec Plus Program Supervisor at any time to share your ideas or concerns. Parent conferences are informal but can be set up at any time by contacting the site Childcare Worker.

## **FUNDING RESOURCES**

### **Fee Assistance**

Minneapolis residents who cannot afford instruction fees may apply for partial fee assistance. Contact the Child Development Manager at 612-230-6498 or email [recplus@minneapolisparcs.org](mailto:recplus@minneapolisparcs.org) for more information. All clients that qualify and obtain MPRB fee assistance are also encouraged to apply to the following programs.

### **Other Funding Sources:**

Financial assistance may be available to qualifying families by calling Hennepin County Services, 612-348-5937.

# ACTIVENET

What is ActiveNet?

ActiveNet is the online registration and payment system used by the MPRB. You can view your Rec Plus schedule, payment history and make payments online.

My Childcare Worker emails me something each month, what is it?

When a child is enrolled, ActiveNet generates a Non-Monetary Receipt. This receipt shows that a child has been enrolled and how much is owed. This is often confused as a receipt of payment versus a receipt of enrollment. The receipt has a link that you can use to access your account to pay your bill.

How do I use ActiveNet?

1. Go to <http://activenet.active.com/minneapolisparks>
2. Click on My Account
3. Select if you are entering your login name or email address as your username.
4. Enter your selected username and password.
5. Click on Sign-In
6. This will take you to your Account Options
  - a. To view your schedule
    - i. Click on Show Your Daily Schedule
    - ii. Choose the family members you would like to see by highlighting and clicking the arrows.
    - iii. Click on Search
  - b. To make a payment
    - i. Click on Pay on Account
    - ii. This will display any amounts associated with your account.
    - iii. Select the amount to pay from the drop down box or enter it manually in the box.
    - iv. Click Continue
    - v. Verify the total
    - vi. Click Continue again
    - vii. Enter your credit card information, verify that you are over 13 and click Continue
    - viii. You will get an Account Payment Receipt to verify that the transaction has been completed. Keep your receipt for tax purposes.
  - c. To view previous payments
    - i. Click on Get a List of Prior Payments
    - ii. This will show a list of all prior payments
    - iii. Clicking on the receipt number will give you the details of the transaction.
    - iv. Note that Rec Plus registrations involve the creation of a payment plan; this will show up as a Non-Monetary receipt.