



Minneapolis Park & Recreation Board

REC PLUS PARENT MANUAL

www.minneapolisparcs.org recplus@minneapolisparcs.org

612-230-6498 Manager of Child Development
612-370-4852 Supervisor of Child Development
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 57th St W 55410
RecPlusArmatage@minneapolisparcs.org

Audubon Rec Center 612-370-4910
1320 29th Ave NE 55418
RecPlusAudubon@minneapolisparcs.org

Brackett Rec Center 612-370-4924
2728 39th Ave S 55406
RecPlusBrackett@minneapolisparcs.org

Bryant Square Rec Center 612-370-4907
3101 Bryant Ave S 55408
RecPlusBryantSquare@minneapolisparcs.org

Corcoran Rec Center 612-370-4919
(school year only)
3334 20th Ave S 55407
RecPlusCorcoran@minneapolisparcs.org

Fuller Rec Center 612-370-4963
4802 Grand Ave S 55419
RecPlusFuller@minneapolisparcs.org

Hiawatha School Park Rec Center 612-370-4952
4305 E 42nd St 55406
RecPlusHiawathaSchoolPark@minneapolisparcs.org

Keewaydin Rec Center 612-370-4956
3030 E 53rd St 55417
RecPlusKeewaydin@minneapolisparcs.org

Kenwood Rec Center 612-370-4941
2101 W Franklin Ave 55405
RecPlusKenwood@minneapolisparcs.org

Lynnhurst Rec Center 612-370-4914
(school year only)
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

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

Northeast Rec Center 612-370-4920
(summer only)
1530 Johnson St NE 55413
RecPlusNortheast@minneapolisparcs.org

Sibley Rec Center 612-370-4954
1900 E 40th St 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 Rec Center 612-370-4905
(school year only)
2251 Hayes St NE 55418
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: Audubon, Hiawatha School Park, Kenwood, Keewaydin, Lynnhurst, Matthews, Armatage, 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. Sites may be combined based on enrollment. 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, and Waite.

Summer

7:00am-6:00pm. Socialization time, two healthy snacks, 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 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 or combined 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 6th 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 (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 inclusion support 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 1st of each month in advance for school year and one week in advance for summer.

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 Plus Automatic Payment Authorization form to your site's childcare worker.

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. Any client two consecutive months late during the school year (and two consecutive weeks late during summer) will be required to enroll in auto-pay. Removal from Program: Your child will be removed from the program if your account, including late fees, is more than 30 days past due for school year (15 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 12 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 to remain in 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. If a parent/guardian is called due to behavior they must pick up the child within 30 minutes or send someone to pick up the child. 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, threatening).
- 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 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.

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. Walkers must be in 4th grade or older. Summer walkers must have completed 4th grade. 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. 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 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 Safety

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. 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. Isolating the child from other children in the program does not mean the child has to be in a separate space.

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.

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 and a doctor's contact information.

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.

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. 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. Non prescription 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.

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. Bringing 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 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.

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 15 days past due for summer.
2. The Childcare Worker and/or Recreation Facility Specialist'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. Rec Plus does not provide direct transportation to/from school. In the event that 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.

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 and Early Release Procedures

Parents, please look at www.wcco.com and look under Minneapolis Park and Recreation Board for weather announcements for Rec Plus regarding closures or weather release day hours.

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 three sites will be open, weather permitting, with modified hours, for a weather release day. Hours to be announced based upon weather.

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 and Waite. If conditions are so hazardous that roads are impassable, Rec Plus *may* close due to severe weather and/or snowstorms. Weather related release days are for *current* school year clients only.

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 and look under Minneapolis Park and Recreation for weather announcements.

In the event that school closes early 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

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.

Reporting

Rec Plus is legally required or 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 an outside agency.

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@minneapolisparks.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.