



**Community Education**

**YOUTH & ADULT PROGRAMS**

## **Minneapolis Community Education Youth Programs**

*Programa para Jóvenes de Educación Comunitaria de Minneapolis*

# **Afterschool Activities**

*for Youth @ Webster Elementary*

## **Actividades Después de la Escuela**

*Para los estudiantes de la Primaria Webster*

# **Spring/Primavera 2018**

***Classes will be March 26 - March 2 • Register by March 19***

***Las clases comienzan el 26 de marzo y terminan el 2 de mayo***

***Inscríbese antes del 19 de marzo***



**MINNEAPOLIS  
PUBLIC SCHOOLS**

Urban Education. Global Citizens.



**Contact/Contacto:  
Amy Brockman**

**612.668.1228**

**[amy.brockman@mpls.k12.mn.us](mailto:amy.brockman@mpls.k12.mn.us)**

This packet is for our Spring Session classes, but we also have Community Education summer classes at Waite Park starting June 18! Look online at all our summer programs and register!

[www.mplscommunityed.com](http://www.mplscommunityed.com)

Check out more Community Education morning and afternoon programs for students entering grades K-8 this summer at Waite Park! Registration is open online at [mplsccommunityed.com](http://mplsccommunityed.com)



Is your child currently attending after school ALC classes such as GEMS & GISE? Their classes will continue through May 2 – no need to register again!





# Community Education

## YOUTH & ADULT PROGRAMS

You can also register online at: [www.mplscommunityed.com](http://www.mplscommunityed.com)  
Minneapolis Community Education now offers an online registration system where you can:

1. Easily browse and register for after school classes online.
2. Register multiple family members at the same time.
3. Share a course with friends by email, Twitter or Facebook.
4. Get email confirmation on your registration.
5. Get course reminder emails.
6. Pay for classes with your credit card, checking or savings account.
7. Print receipts and tax statements.
8. See your account balance.

### Registration Confirmation:

The online system will send you an email confirmation when you register and then a reminder before the class starts. **Paper confirmations will be sent home.** Classroom teachers will get updated student lists and know which students are registered to stay late and on which days. You can call Community Education Coordinator Amy Brockman with any other questions at 612.668.1228.

### Other payment types:

Minneapolis Community Education accepts Cash and Checks with paper registration forms. Payment by Credit Card is accepted when registering online. **Please make checks out to: Minneapolis Community Education.** **\*\*Partial Scholarships are available\*\*** Call Amy Brockman at 612.668.1228 to discuss!

### Buses:

Buses are boarded and sent at 5:00 p.m.

If your student is new to after school programming or has had a recent stop change, please call Amy Brockman at 612-668-1228 and allow 2-4 weeks for a new stop to be set up. **If your student is late getting home from the after school bus, call Transportation at 612-668-2300. IMPORTANT: It may take 2-4 weeks to assign your student a new bus stop.**

**YOU MAY NEED TO PICK UP YOUR STUDENT DURING THE FIRST WEEKS OF PROGRAMMING WHILE TRANSPORTATION IS ASSIGNING YOUR STUDENT A STOP.**

### Pick-ups:

All Parents/Guardians picking up students should be at Webster by 5:00 p.m.

### Questions or Concerns:

Amy Brockman, Community Education Coordinator  
612.668.1228  
[amy.brockman@mpls.k12.mn.us](mailto:amy.brockman@mpls.k12.mn.us)

Return registration forms with payment to the main office no later than **March 19, 2018.**

## Webster Spring Session Schedule

**March 26 – May 2**

**Mondays 2:35 – 5:00 pm**

**Wednesdays 2:35 – 5:00 pm**

**No school**

**March 30 – April 6  
(Spring Break)**

# Registration for Webster Elementary Community Education - Spring Session 2018



## Student Information:

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_ Sex: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_ Grade: \_\_\_\_\_ Home Room #: \_\_\_\_\_

## Parent/Guardian Information:

Parent/Guardian #1 Name:	Parent/Guardian #2 Name:
Parent/Guardian #1 Relationship to Student	Parent/Guardian #2 Relationship to Student
Parent/Guardian #1 Cell Phone:	Parent/Guardian #2 Cell Phone:
Parent/Guardian #1 Email:	Parent/Guardian #2 Email:

**Emergency Contact Information:** Only adults listed on this page will be authorized to pick up your child from programming unless specifically confirmed with the Community Education Coordinator.

Emergency Contact #1 Name:	Emergency Contact #2 Name:
Emergency Contact #1 Phone:	Emergency Contact #2 Phone:
Emergency Contact #1 Relationship to Student	Emergency Contact #2 Relationship to Student

**Transportation:** If students are eligible for busing during the school day, they are eligible for busing for after school classes. **Processing the BUS request will take 2 - 4 weeks.** Student new to afterschool classes will need to find other transportation until the bus request is processed.

**After class, student will:**  Walk home  Be picked up  Go to Mpls Kids  Take bus home

**Choose your classes:** Please list a first and second choice for each day you would like a class.

**Attach money for all first choice classes:** Cash or checks made out to Minneapolis Community Education.

<b>Monday</b>	First Choice:	Second Choice:	Class Fees: \$
<b>Wednesday</b>	First Choice:	Second Choice:	Class Fees: \$
<b>** Remember that partial scholarships are available! Contact Amy Brockman at 612-668-1228.</b>		<b>Total Fees (for first choice classes):</b>	\$

**COMPLETE HEALTH INFORMATION AND SIGN BACK OF FORM →→→**

# Minneapolis Community Education Youth Enrichment Program Policies

## Health and Medical

**School Health Services are not available during Before or After school.** Parents/guardians are responsible for notifying the before/after school site coordinator for any special needs or medical conditions that impact their child's health, well-being, or involvement in activities. If your child may need to receive either prescribed or over-the counter medications while attending before/after school programming, you must complete an authorization form before medication can be dispensed. **Medication must be in the original packaging or prescription bottle.** All medication will be securely stored on-site.

Does your child have any medical or special needs (i.e. allergies, asthma, learning disability or medical conditions)?

YES NO Please Explain: \_\_\_\_\_

Will your child require any medications during programming, including inhalers or EpiPens?

YES NO *\*If yes, a coordinator will be contacting you.*

## Student Behavior

In order to promote a safe and engaging environment, Community Education, Youth Enrichment, a program of Minneapolis Public Schools, conforms to the established behavior policies of the school site and the Minneapolis Public Schools Behavior Standards and Code of Conduct (P5200). If an incident does occur, Community Education staff will notify and work with families to develop reasonable next steps for the safety of all students and staff. This may include suspension or removal from the program without a refund. If a student is suspended from the school day it is also a suspension from Community Education Youth Enrichment.

## After School Activities Cancellation

In the event of inclement or severe weather, the district will decide whether to cancel after school programs. In the event of cancellations, your child's school will contact families and notice will be posted on [mpls.k12.mn.us](http://mpls.k12.mn.us).

**\*When after school classes are cancelled your child will be sent home on their regular bus at 2:35 pm. If you pick up your child you will need to be here by 2:35 pm.** It is very dangerous for a young child to arrive home unexpectedly and not be able to get into his/her home or be at home without supervision. Please have a plan in place for severe weather or cancellations.

## Photo and Media Release

I give permission for my child to be **included in video or still photographs** representing Minneapolis Community Education Youth Enrichment. Photos/images may appear in newsletters, promotional brochures, and program websites.

## Walking Field Trips

I understand that WALKING field trips within one mile of school grounds are a part of participating in Community Education programs. Necessary precautions and supervision will be provided.

## Data and Survey Release

Certain data will be collected from and about participants in Community Education Programs Youth Enrichment. All data is considered private and confidential information. The intent is for Community Education, Youth Enrichment to evaluate program effectiveness and quality.

I give permission for my child to participate in informational surveys regarding the services provided by Minneapolis Community Education Youth Enrichment. All findings will be combined and reported group level. This could include the SAYO, class evaluations, focus groups, and teacher surveys.

Information may be shared with Minnesota Department of Education, school district officials, community partners, and other person or entity authorized by federal or state law.

**If you do not give permission for any of the above policies listed above, please contact the Community Education Coordinator.**

**By signing, I certify that I have fully read, understand and will agree to the terms and policies outlined on above.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_