



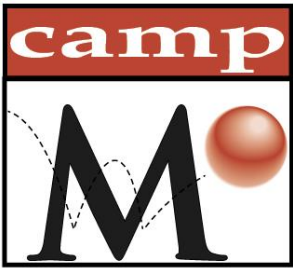
camp

M

2016 Parent Handbook

MILESTONES

PROGRAMS FOR CHILDREN



THANKS FOR BEING A PART OF THE WORLD FAMOUS CAMP M EXPERIENCE!

*A fun, exciting, and safe summer of worthwhile activities,
meaningful connections, and memories to last a lifetime.*



WHAT CAN YOU EXPECT FROM CAMP M?

- ▶ **THE SAFETY AND WELL-BEING OF YOUR CHILD IS OUR TOP PRIORITY**
- ▶ **THE PROGRAMMING IS FUN, WORTHWHILE, AND APPROPRIATE**
- ▶ **CAMP M STAFF ARE FRIENDLY AND INVOLVED WITH THE CHILDREN**
- ▶ **THE PROGRAM IS ACTIVE, OUT AND ABOUT, AND ON THE GO**
- ▶ **CAMP M STAFF STRIVE TO CONNECT WITH YOU AND YOUR CHILD**
- ▶ **YOUR INPUT IS VALUED**

We urge you to voice your comments and concerns. Your input is always welcome, so do not hesitate to voice it. Please feel free to talk to us at the programs. Call us (964-5545), or even e-mail us (info@milestonesprograms.org).

WHAT WE ASK OF YOU:

- ▶ **BE AWARE OF NEW INFORMATION AT THE PROGRAM**
There is a lot of important information regarding field trips, special events, things to bring, programming changes, etc. that is frequently posted in the "sign-in" area at the programs. Taking the time to check posted information will save on headaches later.
- ▶ **VALIDATE YOUR CHILD'S EXPERIENCE**
They will come home with stories of adventure, fun, and friendship. They will have a sense of pride and belonging to their group.
- ▶ **REALIZE WE ALL HAVE THE SAME GOAL –**
AN EXCEPTIONAL SUMMER EXPERIENCE FOR YOUR CHILD!

IMPORTANT STANDOUT INFORMATION:

SUNSCREEN FEE- Camp M supplies the sunscreen (and mosquito repellent). There is a one-time **\$12.00 Sunscreen fee**. The brand we use is Coppertone Water Babies Pure & Simple SPF50 (hypo allergenic, tear free, paba free, dye free, oil free, fragrance free). If a medical condition necessitates supplying your own sunscreen, then a Sunscreen Form must be filled out onsite, and you must supply labeled sunscreen to your child's program.

CAMPERS MUST HAVE THEIR CAMP M T-SHIRTS FOR ALL FIELD TRIPS (TUESDAYS & THURSDAYS)

If a child arrives without their Camp M T-shirt, they will be required to return home and get the T-shirt in time for the field trip.

If a child does not have a Camp M shirt, they will not be allowed to go on the field trip.

VERIFY YOUR CHILD'S FIELD TRIP SCHEDULES- Watch all field trip times carefully. Check in the rooms for the latest information.

Remember, it is required that children ride the bus with their group both to and from the trip. Dropping off or picking up from the field trip in progress is not permitted.

BACK-UP FIELD TRIPS- Arrangements have been made with the **Milwaukee Public Museum, Oak Creek Value Cinema, and AMF Bowling Centers**, so that in the event of inclement weather, we can possibly use them as an alternate trip. Please understand, this will happen only if these facilities are able to arrange it at the last minute. Also realize that based on a projected weather forecast, some field trip times may be adjusted at the last minute.

HERE IS A SAMPLE DAY AT CAMP M

Keep in mind, each program's daily routine may vary.

7:00 AM-10:00 AM

Morning Activity- Optional activity or project, planned around the week's theme.

Free Choice- Children have access to a myriad of choices: games, books, manipulatives, art and crafts, etc.

Outdoor Games and Playground

Snack- Provided by Milestones

Camp Meeting- Songs, stories, group games: A chance to bond as a group.

10:00 AM -11:30 AM

Specials- Camp M participants devote a week of time and energy to a wide variety of interest areas. The projects and activities in Specials are geared to a specific specialty area. The activities tend to be on a larger scale and may include craft projects, neighborhood hikes, special events, trips to the beach, etc.

11:30 AM-1:00 PM

Lunch- Bring from home. Milestones provides milk and water.

Free Choice- Children have access to a myriad of choices: games, books, manipulatives, art and crafts, etc.

Outdoor Games and Playground

1:00 PM-2:30 PM

Specials - Camp M participants devote a week of time and energy to a wide variety of interest areas. The projects and activities in Specials are geared to a specific specialty area. The activities tend to be on a larger scale and may include craft projects, neighborhood hikes, special events, trips to the beach, etc.

2:30 PM-3:00 PM

Individual Camp Corral- An opportunity for each program to do things together as a group; be that games, songs, team building activities, or special events.

3:00 PM-6:00 PM

Afternoon Activity- Optional activity or project, planned around the week's theme.

Free Choice- Children have access to a myriad of choices: games, books, manipulatives, art and crafts, etc.

Outdoor Games and Playground

Snack- Provided by Milestones


















Please Note: Field Trip Day schedules revolve around the trip itineraries

For detailed information on what your child did that day:

Look for the **Activity Planning Sheets** posted in every program

Check out the **Highlights of the Day Board** in every program

KID CREW 2016 SCHEDULE

Tuesday Field Trip:			Thursday Field Trip:			WEEKLY SPECIAL		
Aqua and Adventure Trip - COOL WATERS		Tue 6/14	Gymnastics / Muskego Park Beach		Thu 6/16	Classic Camp Crafts		
Aqua and Adventure Trip - COOL WATERS		Tue 6/21	Helium Trampoline Park		Thu 6/23	Go Green		
Aqua and Adventure Trip - MENOMONEE PARK BEACH		Tue 6/28	Green Meadows Farm		Thu 6/30	Camp Games		
<i>No Tuesday Field Trip due to Shortened Week</i>			Retzer Nature & Horwitz Planetarium		Thu 7/7	Our Five Amazing Senses		
Aqua and Adventure Trip - COOL WATERS		Tue 7/12	Pump It Up/Foxbrook Beach		Thu 7/14	Fear Factor		
 Aqua and Adventure Trip - COOL WATERS		Tue 7/19	Wirth Park and Aquatic Center		Thu 7/21	Kid Concoctions		
Aqua and Adventure Trip - MENOMONEE PARK BEACH		Tue 7/26	Washington County Fair		Thu 7/28	Nature Explorers		
Aqua and Adventure Trip - COOL WATERS		Tue 8/2	Cedarburg Park and Pool		Thu 8/4	Wet and Wild		
Wisconsin State Fair		Tue 8/9	Regner Park Beach		Thu 8/11	Kid Crew Olympics		
Aqua and Adventure Trip - Fox Brook Park and Beach		Tue 8/16	Milwaukee County Zoo		Thu 8/18	Camp Games		
 Aqua and Adventure Trip - COOL WATERS		Tue 8/23	Bay Beach Amusement Park*		Thu 8/25	Camp Corral		



Indicates Pizza Lunch Day






Indicates Field Trips that include swimming



Indicates there is an additional fee

AQUA AND ADVENTURE TRIPS-Every summer camp has swimming field trips, but ours are something far more special. The trips include a variety of swimming destinations (weather permitting of course). The day also includes some of Camp M's world famous fun and adventurous activities like:

JET SET 2016 SCHEDULE

Tuesday Field Trip:			Thursday Field Trip:		WEEKLY SPECIAL	
Aqua and Adventure Trip - COOL WATERS	★	Tue 6/14	Gymnastics / Muskego Park Beach	★	Thu 6/16	Awesome Games & Crafts
Aqua and Adventure Trip - COOL WATERS	★	Tue 6/21	Helium Trampoline Park		Thu 6/23	On Stage
Aqua and Adventure Trip - MENOMONEE PARK BEACH	★	Tue 6/28	Brewers Game and Tailgate Party*		Thu 6/30	Saving Bob: Adventures in Engineering
<i>No Tuesday Field Trip due to Shortened Week</i>			Retzer Nature & Horwitz Planetarium		Thu 7/7	Sports Spectacular
Aqua and Adventure Trip - COOL WATERS	★	Tue 7/12	Pump It Up/Foxbrook Beach	★	Thu 7/14	Mad Mixtures & Crazy Concoctions
 Aqua and Adventure Trip - COOL WATERS	★	Tue 7/19	Wirth Park and Aquatic Center	★	Thu 7/21	Kid City
Aqua and Adventure Trip - MENOMONEE PARK BEACH	★	Tue 7/26	Washington County Fair		Thu 7/28	Challenges Week
Aqua and Adventure Trip - COOL WATERS	★	Tue 8/2	Cedarburg Park and Pool	★	Thu 8/4	Kid Restaurant
Wisconsin State Fair		Tue 8/9	Regner Park Beach	★	Thu 8/11	Awesome Games & Crafts
Aqua and Adventure Trip - Fox Brook Park and Beach	★	Tue 8/16	Milwaukee County Zoo		Thu 8/18	Sports Spectacular
 Aqua and Adventure Trip - COOL WATERS	★	Tue 8/23	Bay Beach Amusement Park*		Thu 8/25	Camp Corral



Indicates Pizza Lunch Day





















Indicates Field Trips that include swimming



Indicates there is an additional fee

AQUA AND ADVENTURE TRIPS-Every summer camp has swimming field trips, but ours are something far more special. The trips include a variety of swimming destinations (weather permitting of course). The day also includes some of Camp M's world famous fun and adventurous activities like:

ACTION PACK 2016 SCHEDULE

Tuesday Field Trip:			Thursday Field Trip:			WEEKLY SPECIAL
Aqua and Adventure Trip - COOL WATERS		Tue 6/14	Mt Olympus-Wisconsin Dells*		Thu 6/16	Awesome Games & Crafts
Aqua and Adventure Trip - COOL WATERS		Tue 6/21	Helium Trampoline Park		Thu 6/23	Sports Spectacular
Aqua and Adventure Trip - MENOMONEE PARK BEACH		Tue 6/28	Brewers Game and Tailgate Party*		Thu 6/30	Challenges Week
<i>No Tuesday Field Trip due to Shortened Week</i>			Retzer Nature & Horwitz Planetarium		Thu 7/7	Saving Bob: Adventures in Engineering
Aqua and Adventure Trip - COOL WATERS		Tue 7/12	Adventure Rock/Foxbrook Beach		Thu 7/14	Mad Mixtures & Crazy Concoctions
 Aqua and Adventure Trip - COOL WATERS		Tue 7/19	Mt Olympus-Wisconsin Dells*		Thu 7/21	Kid City
Aqua and Adventure Trip - MENOMONEE PARK BEACH		Tue 7/26	Do It All Sports Arena		Thu 7/28	On Stage
Aqua and Adventure Trip - COOL WATERS		Tue 8/2	Cedarburg Park and Pool		Thu 8/4	Awesome Games & Crafts
Wisconsin State Fair		Tue 8/9	Regner Park Beach		Thu 8/11	Kid Restaurant
Aqua and Adventure Trip - Fox Brook Park and Beach		Tue 8/16	Noah's Ark- Wisconsin Dells*		Thu 8/18	Sports Spectacular
 Aqua and Adventure Trip - COOL WATERS		Tue 8/23	Bay Beach Amusement Park *		Thu 8/25	Camp Corral



Indicates Pizza Lunch Day





















Indicates Field Trips that include swimming

*

Indicates there is an additional fee

AQUA AND ADVENTURE TRIPS-Every summer camp has swimming field trips, but ours are something far more special. The trips include a variety of swimming destinations (weather permitting of course). The day also includes some of Camp M's world famous fun and adventurous activities like:

M2 2016 SCHEDULE

Tuesday Field Trip:			Thursday Field Trip:			WEEKLY SPECIAL
Aqua and Adventure Trip - COOL WATERS		Tue 6/14	Mt Olympus-Wisconsin Dells*		Thu 6/16	Collaboration Adventures
Aqua and Adventure Trip - COOL WATERS		Tue 6/21	Helium Trampoline Park		Thu 6/23	Contraptions, Machines and Gadgets
Aqua and Adventure Trip - MENOMONEE PARK BEACH		Tue 6/28	Brewers Game and Tailgate Party*		Thu 6/30	Video Games Brought to Life
<i>No Tuesday Field Trip due to Shortened Week</i>			Retzer Nature & Horwitz Planetarium		Thu 7/7	Iron Chef
Aqua and Adventure Trip - COOL WATERS		Tue 7/12	Adventure Rock/Foxbrook Beach		Thu 7/14	Timed Challenges
 Aqua and Adventure Trip - COOL WATERS		Tue 7/19	Mt Olympus-Wisconsin Dells*		Thu 7/21	Kid City-Version M2
Aqua and Adventure Trip - MENOMONEE PARK BEACH		Tue 7/26	Do It All Sports Arena		Thu 7/28	Ace of Cakes
Aqua and Adventure Trip - COOL WATERS		Tue 8/2	Overnight Camp Out- HH Peters Youth Camp		Thu 8/4	Wilderness Survival
Wisconsin State Fair		Tue 8/9	Regner Park Beach		Thu 8/11	MythBusters of M2
Aqua and Adventure Trip - Fox Brook Park and Beach		Tue 8/16	Noah's Ark- Wisconsin Dells*		Thu 8/18	DIY!
 Aqua and Adventure Trip - COOL WATERS		Tue 8/23	Bay Beach Amusement Park *		Thu 8/25	M2 Council Choice



Indicates Pizza Lunch Day



Indicates Field Trips that include swimming



Indicates there is an additional fee

AQUA AND ADVENTURE TRIPS-Every summer camp has swimming field trips, but ours are something far more special. The trips include a variety of swimming destinations (weather permitting of course). The day also includes some of Camp M's world famous fun and adventurous activities like:

ARRIVALS AND DEPARTURES

A PARENT OR AN ADULT MUST SIGN CHILDREN INTO THEIR PROGRAM

Walking your child in assures that your child arrives safely at the program and gives you the opportunity to make regular contact with the staff working with your child. Exceptions can be made for Action Pack and Camp M2 participants only with a signed "Permission to Sign into the Program" form completed and on file. Keep in mind, a child is not Milestones responsibility until he/she signs into the program.

CHILDREN SHOULD ARRIVE BY 9:30 AM AND BE PICKED UP AFTER 3:00 PM

While it is acceptable to drop off and pick up your child outside of these times, please understand that you may have to find the group at the park, beach, pool, etc. For the sake of your child's enjoyment and your convenience, we suggest you limit these occurrences during the summer. A \$2.00 late pick up charge is assessed for **each minute** that a child stays past program closing time of 6:00pm OR the child's scheduled time of departure.

FIELD TRIP DAYS

If your child does not arrive before the bus departs, they will miss the trip and care cannot be provided for them. Signs will be posted in your child's room each week giving the departure time for field trips and swim days. All children registered on the field trip day are expected to participate in their group's scheduled field trip. No other care is provided, nor is credit given if a child chooses not to participate in a particular field trip

IF YOUR CHILD WILL NOT BE ATTENDING ON A PARTICULAR DAY, CALL THE PROGRAM BEFORE 9:30 AM

If you can't reach the program, you may leave a message on their voice mail or at the Milestones main office, 964-5545 or email us at info@milestonesprograms.org. There is a \$10.00 "No Call/No Show" charge. You must call to inform Milestones if your child will be absent on a normally scheduled day. Remember, all rooms have 24 hour Voice Mail.

MAKE SURE YOU SIGN OUT AND INITIAL THE ATTENDANCE SHEET EVERY TIME YOU PICK UP YOUR CHILD

Verbally let the teachers know you are taking your child home. Your child will only be released to authorized people, so keep the information on your child's registration form up to date. If the staff is uncertain of the identity of someone picking up a child, a **PHOTO ID** will be requested before the child is allowed to leave. ALWAYS bring a **PHOTO ID** when picking up your child. If a staff member has not met you before, they are required to ask for a **PHOTO ID**.

WALKING HOME

Only Action Pack and Camp M2 children may sign out on their own. If you would like your child to sign out on their own and walk home from camp, complete the **Permission to Walk Home** form available at your child's program.

IMPORTANT NOTE: Once a child is signed in to Camp M, it is expected that s/he will stay with the program until picked up by an authorized person. MILESTONES DOES NOT NORMALLY ESCORT CHILDREN TO AND FROM NON-MILESTONES ACTIVITIES. However, under special written request, provided that there are an ample number of children and sufficient staffing, Milestones may agree to arrange escorting of children. Such requests should be made to: exceptions@milestonesprograms.org

FIELD TRIP INFORMATION

DEPARTURE:

Check the field trip schedule on the calendar and verify the dates and times at your child's program (they are subject to change). Make sure your child is at the program at least 30 minutes before the departure time.

Arriving late may mean your child will miss the trip! It is required that children will ride the bus with their group both to and from the trip. **Dropping off or picking up from the field trip is not permitted.**

FIELD TRIP SCHEDULE:

The calendar pages in this handbook list all the dates for the field trips. Please check signs at the program each week to verify departure and return times. If you need another schedule, there will be extra copies available at the program.

DRESS FOR THE WEATHER!

Remember, on field trips the kids will be outdoors the majority of the time. It makes the field trip more enjoyable for the children if they are dressed appropriately.

WEAR YOUR CAMP M SHIRTS (Every Tuesday & Thursday)

All Camp M participants are required to have their Camp M shirts on all field trip days. If a child arrives without their Camp M shirt, you will be required to return home and get the shirt in time for the field trip. Programs may have a limited supply of extra shirts available for purchase. **If a child does not have a Camp M shirt, he/she will not be allowed to go on the field trip.**

SEND A BAG/DISPOSABLE LUNCH!

No Lunch Boxes or Ice Packs please. Lunches are kept in a cooler with ice packs on field trips.

NO OTHER CARE PROVIDED

All children are expected to participate in their group's scheduled field trip. No other care is provided, nor is credit given if a child chooses not to participate in a particular field trip.

SPECIAL FIELD TRIP FEE INFORMATION

Special Field Trip Fees are charged when the overall cost of the field trip (transportation included) is much higher than the cost of the average summer field trip.

▪ M2 Camping Trip (M2) – Thurs-Fri, August 4-5	\$40.00
▪ Mt. Olympus (Action Pack & M2) -Thurs, June 16 & Thurs July 21	\$37.00
▪ Brewers Game and Tailgate Party (Jet Set, Action Pack, M2) – Thursday, June 30	\$16.00
▪ Noah's Ark (Action Pack & M2) – Thursday, August 18	\$42.00
▪ Bay Beach Amusement Park (Kid Crew, Jet Set, Action Pack, M2) – Thursday, August 25	\$12.00

THESE FEES WILL BE ADDED TO YOUR REGULAR BILLING STATEMENT FOR THE ABOVE MENTIONED WEEKS

PARENT CHAPERONES ARE WELCOME!

Inform your program teachers one week in advance if you would like to go on a field trip. They will have a form to fill out with some guidelines you will need to follow.

Chaperones will need to pay any admission fees. We are required to run a **background check on all chaperones.**

SUMMER SUN PROTECTION

During the summer we spend a great deal of time outdoors. To help protect your child against sunburn we believe we all have a role in this responsibility.

PARENT'S ROLE

1. **Apply sunscreen to your child in the morning before arriving at the program**, especially on days you know they will be on a field trip.
2. Alert the staff to any special instructions you may have regarding sun protection for your child. (For example: keeping a T-shirt on while swimming.)
3. **REMEMBER:** Milestones provides sunscreen at the program for every child. The brand we use is:
COPPERTONE WATER BABIES
Please do not send along sunscreen with your child. If your child has a medical condition that requires a specific type of sunscreen, please talk to your program's Site Coordinator.

STAFF'S ROLE

1. Before leaving for a field trip or neighborhood hike, staff will supervise and check to make sure that sunscreen has been applied to all the children.
2. When the group is outside for an extended period of time (more than 2 hours) all children will be told to reapply sunscreen.
3. When at the beach or the park, staff will encourage children to take "shade breaks" frequently.

CHILDREN'S ROLE

1. Follow the lead and direction of program staff when it comes to applying sunscreen.
2. Ask for help if they need it applying sunscreen.

SWIMMING FIELD TRIPS

Check out the field trips with ** on the calendar

These are field trips that include swimming.

PLEASE REST ASSURED THAT SAFETY IS THE PRIORITY FOR CAMP M WHENEVER WE SWIM!

Here is how we ensure a positive and safe swimming experience:

- **Ratios-** Our staff to child ratio average is 1 to 5.
- **In The Water-** Camp M staff are in the water with the children, each responsible for a small group.
- **Zero Depth-** All places where we swim have a zero depth entry as an option.
- **Supervision-** All swimming field trips have certified lifeguards. Camp M staff keep their groups close together.
- **Back-up-** Staff have the back-up of over thirty other Camp M staff!
- **Ability-** Staff are in tune and aware of swimming ability of the children in their group. Children are only allowed to swim in the deep end if they pass a swim test given by the lifeguard.

NEED TO BRING:

Swimsuit, Towel, Disposable/Bag Lunch

ALSO NOTE:

HAVE A SWIMSUIT AND TOWEL EVERY DAY YOUR CHILD ATTENDS.

On any given day, the children might swim, or participate in water activities, or even go to the beach.

WHAT ABOUT LUNCH?

- ▶ Bring a lunch each day. According to state licensing rules lunches should consist of the four basic food groups:
 1. Dairy group (includes cottage cheese, cheese, yogurt)
 2. Protein group (includes chicken, tuna, peanut/soy butter, beans)
 3. Fruit/vegetable group (two servings)
 4. Grain group (includes bread, rice, pasta, crackers)
- ▶ Milestones will provide milk and water with lunch when the children are at the program. On field trips we provide a juice beverage.
- ▶ Label your child's lunch bag/box clearly with their name.
- ▶ Milestones **does not** have refrigerator space available to refrigerate lunches nor can we heat lunches. If your child has something that needs refrigeration, try putting a small ice pack in your child's lunch.
- ▶ On field trip days send bag/disposable lunches that do not need refrigeration. (No lunch boxes please)
- ▶ Lunches **MUST** be brought from home on any day children are in the program during the lunch hour. If your failure to provide a lunch necessitates Milestones providing a lunch for your child, you will be charged a **\$10.00 "NO LUNCH" fee.**

ALLERGY NOTE: Due to severe allergies, some programs may need to implement a "nut free policy." This decision is made on a case by case situation with the best interests of the children in mind. If this does occur at your child's program, we will provide all the families with specific details and information on how the "nut free policy" will be implemented.

BRINGING ITEMS FROM HOME

Camp M programs are well equipped and supplied; however, we realize that participants sometimes desire to bring items (toys, game cards, game toys etc.) from home. This is allowed at the discretion of each individual program. Make sure to label any items brought from home with your child's name.

HERE ARE SOME BASIC GUIDELINES:

- Children are responsible for their own items. Milestones will not be responsible for any lost or stolen items.
- Individual programs will set up rules and limits that will take into consideration their unique situations regarding items brought from home. These rules will establish when and where the items may be used or whether or not sharing is allowed or encouraged.
- At any time, all or certain types of toys or items may be disallowed if they are viewed to be a disruption that causes a negative impact on the program.
- Weapon toys are not allowed.
- Cell phones are discouraged in the programs. Programs may require written parental permission and will have strict limitations on usage. Staff will hold cell phones while children are at the program.

ILLNESS

To help maintain the health of all of the Milestones children and staff, we require that your child stay at home if s/he has any of the following:

- ▶ Diarrhea
- ▶ Vomiting
- ▶ Fever (101 degrees or above)
- ▶ Head Lice (until "nit free")
- ▶ Measles or Rubella
- ▶ Chicken Pox
- ▶ Mumps
- ▶ Pink Eye
- ▶ Strep Throat
- ▶ Hepatitis
- ▶ Or is too ill to actively participate in the **total program**

IMPORTANT- If a child becomes ill on a field a trip, a parent (or authorized contact) will be expected to come and pick up the child from the trip.

Please notify the program teachers within 24 hours if your child has a contagious illness. The program staff will post a sign in the room to notify you in the event your child has been exposed to a contagious illness.

EXPECTED SKILLS FOR BATHROOM USE

- ◆ Milestones expects that all enrolled children have adequate skills regarding control of bodily functions and bathrooming.
- ◆ If a child does have an infrequent "bathroom accident", the child is expected to clean and change themselves with verbal teacher guidance.
- ◆ If bathroom accidents occur in a more frequent manner, it becomes an unsafe and unsanitary situation. In that case, the child may need to be withdrawn from Milestones.

MEDICATIONS

Medication will only be administered to your child if these procedures are followed:

- Obtain, complete, and sign a **Medication Authorization** form from any Milestones Staff at your program. This must be done prior to the medication being administered.
- **If it is Prescription Medication:**
It must be in the **Original Prescription Container**, clearly labeled with your child's name, name of the drug, dosage, directions for administering, the date, and the physician's name.
- **If it is Non-Prescription Medication:**
It must be in the **Original Container**, clearly labeled with your child's name.

PRINCIPLES OF BEHAVIOR - Milestones Behavior Policy

Below we have listed five principles that make it possible for Milestones to ensure the safety, security, and well being of your child:

1. **RESPECT FOR EACH OTHER**- All children must respect each other's feelings, bodies, and property.
2. **RESPECT FOR PROPERTY** - All participants must treat the buildings, equipment, property, and materials that Milestones uses with proper care and respect.
3. **RESPECT FOR AUTHORITY**- All children must listen to the teachers, address them in a respectful and kind manner, and follow the rules that they set forth. The teachers' number one priority is safety and they cannot maintain a safe environment without this cooperation.
4. **RESPECT FOR THE RULES OF THE FACILITIES WE ARE IN AND THE PLACES WE VISIT**- Milestones is a visitor in many places and each of these places may have additional rules we need to follow.
5. **CHILDREN NEED TO BE ABLE TO PARTICIPATE IN ALL THE ACTIVITIES**-Milestones groups are involved in many different activities throughout the week. Some of these activities require that a child be able to walk a considerable distance, play outside, participate with the entire group in a game, keep up with and stay with their group on a field trip, etc. While we strive to meet the individual needs of each child, this is a group setting and the needs of the group as a whole must take precedence.

PARTICIPATION IN MILESTONES IS CONTINGENT ON A CHILD BEING ABLE TO ADHERE TO THESE PRINCIPLES.

We will make every effort to work with children and their parents to eliminate unacceptable behaviors, but a child who cannot adhere to these rules may be asked to leave the program for the day, several days, or permanently.

EXTREME BEHAVIORS

Extreme behaviors are behaviors that seriously violate the Principles of Behavior. By doing so, these behaviors compromise the safety and security of all the children and staff. If Milestones deems a behavior to be extreme, we will take swift and serious action.

Extreme behaviors would include but are not limited to:

- Aggressively striking or any type of physical attack of another child or staff person.
- Blatant and deliberate refusal to follow staff instructions.
- Violent threats to another child or a staff person.
- Deliberately leaving the classroom and/or building without the teacher's permission.

If a child engages in extreme behaviors they will be suspended. The parents will be called and expected to:

1. Pick up the child and remove her/him from the program immediately.
2. Meet with staff to make an action plan that will include when the child may return to the program.

Failure to comply with the above will result in the child's enrollment being cancelled as of that day. If extreme behaviors re-occur after the action plan is made, the child's enrollment may be cancelled at the discretion of Milestones.

Milestones Programs for Children does not discriminate in the implementation of its behavior policy on the basis of race, color, sex, creed, handicap, political persuasion, or national origin or ancestry.

Other Policies and Procedures

Health Policies

- A. All children must have Health Records and Immunization Records. These should be completed by the parent/guardian and returned to the Milestones Main Office prior to entrance into the program.
- B. Written permission from a parent to call the family physician or to refer the child for medical care in case of accident or emergency must be on file at the Milestones Main Office. This permission shall be used only when the parent or guardian cannot be reached and with this permission the nearest hospital to the program will administer medical care in a life-threatening situation.
- C. Prescriptive or non-prescriptive medication may be given to a child ONLY under the following conditions:
 - 1. A written, signed and dated authorization from the parent is received by the Milestones Teacher.
 - 2. Prescriptive medication is in the original container and is labeled with the child's name, name of the drug, dosage, directions for administering, the date, and the physician's name.
 - 3. Non-prescriptive medication is in its original container and is labeled with the child's name, and the request, signed by the parents, includes dosage and directions for administration.
- D. Children who become ill while at the program will be isolated from the group within sight and hearing of an adult. Parents will be notified to come and take the child home as soon as possible or make arrangements with the emergency contact person to do so. The emergency contact must live or work within twenty minutes of the program site.
- E. First aid supplies are on hand at each program site at all times. First aid kits are brought along on every field trip.

Program Accountability/Parent Accountability

- A. Milestones, Programs for Children, will assume full responsibility for a child from the time s/he arrives and signs in at the program site until the time when s/he signs out (if written permission to walk home has been received by the program staff) or is signed out by a parent or authorized person.
 - 1. Parents whose children are escorted between neighboring schools by Milestones teachers must provide permission for this walk on the registration form.
 - 2. All people listed on the registration form under parent/guardian, emergency contact, and authorized pick up will be allowed to pick up a child.
 - 3. In families where the parents are separated or divorced, the custodial parent must have a copy of the legal documents stipulating custody on file at the Main Office. Only the parent who is listed on the application form as having legal custody is authorized to pick up the child, unless that parent lists the other parent on the form as authorized to pick up the child.
 - 4. Any person who is not listed on the child's most recent application form as being authorized to pick up the child may not visit the program unless s/he has made prior written arrangements with the custodial parent and the Program Director.
 - 5. A court order must be on file at the administrative office and the program if the need arises to prohibit pick up by a previously authorized parent or guardian.
 - 6. Milestones staff members will not be involved in custody related litigation.

- B. If a child is given written permission by the parent to leave their Camp M program to participate in another activity and return upon the activity's completion, the program staff are not responsible for the child during his/her absence. If the child does not return to the program upon completion of the activity, staff members will contact the parents.
- C. Child care employees are legally mandated to report known or suspected cases of child abuse or neglect.
- D. When necessary, Milestones will make appropriate professional referrals, assisting and guiding you through the steps involved in obtaining, when necessary, community services (i.e.: vision, speech, hearing, and other developmental screening) and child guidance programs.

Insurance

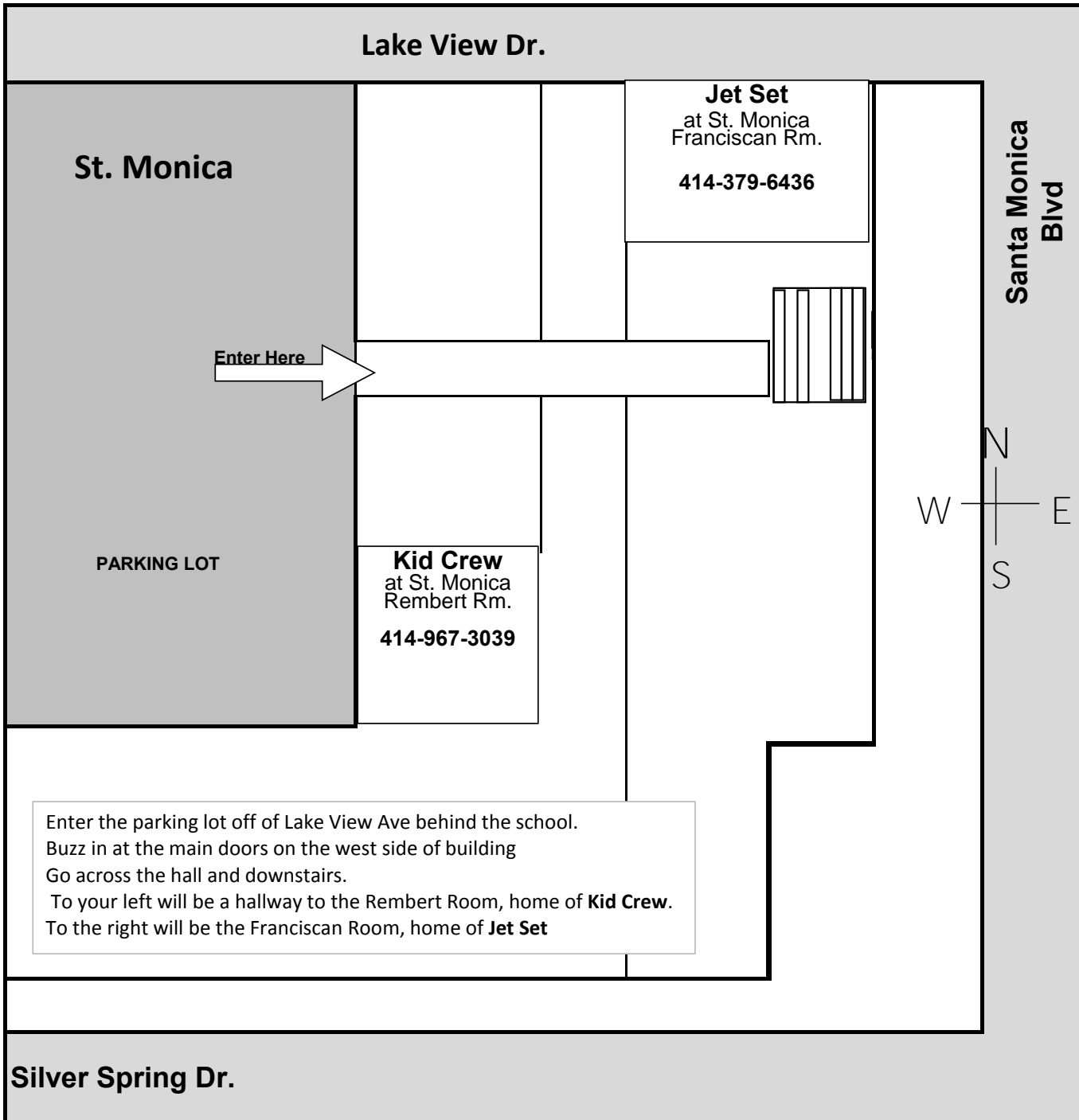
Milestones, Programs for Children, carries Liability and Property Damage insurance and Non-owned and Owned Vehicle insurance. We do not provide student medical or accident insurance.

Policies for Enrollment Cancellations

- A. A family's participation in the program will be terminated if there is non-payment or regular late payment of tuition fees. Once terminated for collection reasons, there will be no re-admittance into the program.
- B. Upon the discretion of the Director and after reasonable effort on the part of the program staff to integrate a child/family into the program, a child's participation in the program may be terminated if that child requires a disproportionate amount of one-to-one attention. The Director, in consultation with the program staff, will confer with the parent(s) and give notification of termination. Once a child has been terminated, they may not be readmitted to the program.
- C. Consistent early arrival (before 7:00 AM) or late pick up (after 6:00 PM) on the part of the parents is grounds for termination. Our contracts with the schools and churches are from 7:00 AM to 6:00 PM only.
- D. Physical or verbal abuse of children or staff by a parent.
- E. Failure of a parent to complete and return all required forms is grounds for termination from the program.

Procedures

- A. Parents are welcome to visit the program during hours of operation.
- B. Parents are welcome to participate in program activities and field trips. The Camp M staff welcomes parent involvement in their children's experiences.
- C. The records of children enrolled in Milestones are confidential and available to the child's parents upon written request.
- D. Nutritious snacks, including milk, will be provided at the programs daily.
- E. Lunches must be brought from home on any day children are in the program during the lunch hour. If your failure to provide a lunch necessitates Milestones providing a lunch for your child, then you will be billed a 10.00 fee for that lunch at the discretion of Milestones. A chronic failure to provide lunch will result in a child's enrollment being terminated. The program provides milk.
- F. Although staff members will do their best to keep track of personal belongings, Milestones is not responsible for lost articles. All clothing should be labeled.
- G. A \$2.00 late pick up charge is assessed for each minute that a child stays past program closing time of 6:00PM OR the child's scheduled time of departure. Chronic lateness will result in enrollment being terminated.
- H. Parents must call their child's Milestones classroom before 9:30 AM if for any reason the child will not be attending on a regularly scheduled day. There is a \$10.00 "No Call/No Show" charge if the child is absent and the parent fails to properly inform Milestones of this absence. Chronic failure to report absences will result in the termination of enrollment.



St. Monica

Lake View Dr.

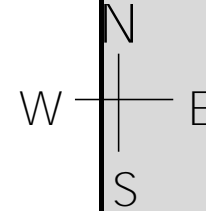
Jet Set
at St. Monica
Franciscan Rm.
414-379-6436

**Santa Monica
Blvd**

Enter Here

PARKING LOT

Kid Crew
at St. Monica
Rembert Rm.
414-967-3039

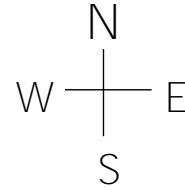


Enter the parking lot off of Lake View Ave behind the school.
Buzz in at the main doors on the west side of building
Go across the hall and downstairs.
To your left will be a hallway to the Rembert Room, home of **Kid Crew**.
To the right will be the Franciscan Room, home of **Jet Set**

Silver Spring Dr.

St. Roberts Map

The Kid Crew is in the building at 2214 E. Capitol Dr.
Take the walkway between the building and the church
The entrance is on the east side of the building
Head downstairs to the Kid Crew.



Enter Here



**St. Robert
Kid Crew
(lower level)**
414-967-2174

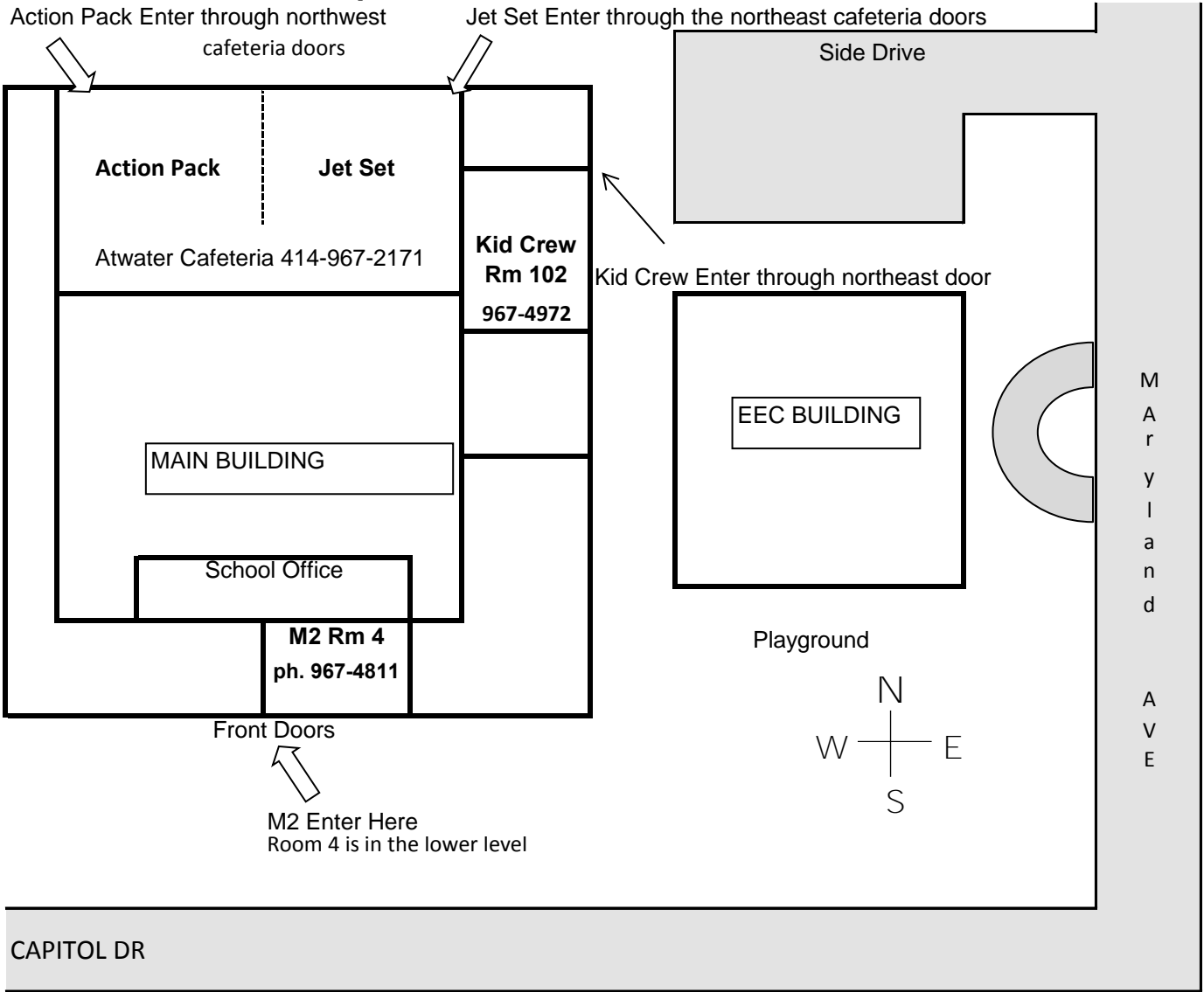
Milestones Office
2214 E. Capitol

**St. Roberts
Church**

Farwell Ave

Capitol Dr.

Atwater School Map



1 BILLING

- A. Billing statements are sent one week in advance of the due date. Tuition is due on the first Monday of each two week or four week period.
- B. No refunds or credits are given for unscheduled time off from the program, including vacation or illness.

2 ADDING AND CANCELLING

- A. Weeks/Days may be added to an established schedule with at least one weeks notice, by calling the Milestones office. All additions are subject to availability.
- B. According to the registration agreement all cancellations must be received by May 16, 2016

NO CANCELLATIONS WHATSOEVER WILL BE ACCEPTED
AFTER MAY 16, 2016

Failure to submit written cancellation prior to May 16th will result in the liability of all fees owed.

3 MISCELLANEOUS CHARGES

- A. **Late Payment Charge:**
\$25.00 will be assessed for payments more than ten (10) days past due.
- B. **Late Pickup Charge:**
\$2.00 will be assessed for **each minute** that a child stays past program closing time (6:00 PM).
- C. **NSF Check Charge:**
\$25.00 is assessed for each Non-Sufficient Funds check received.
- D. **Schedule Change Charge:**
\$7.00 is assessed per requested schedule change.
- E. **Processing Fee:**
\$30.00 per child/\$40.00 per family. This covers the cost of application processing and two t-shirts for the summer and is non-refundable.
- F. **Sunscreen Fee:** \$12.00 assessed for each child.

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