



**THANK YOU FOR CHOOSING MILESTONES!  
HERE ARE YOUR DIRECTIONS TO MILESTONES ONLINE  
REGISTRATION FOR 2018-19  
PLEASE READ CAREFULLY -THE FOLLOWING WILL HELP YOU  
GET STARTED**

**Before you begin, please have these items on hand:**

- IMMUNIZATION RECORDS
- CONTACT INFORMATION: TELEPHONE NUMBERS AND ADDRESSES
- DEBIT/CREDIT CARD

**TO COMPLETE YOUR REGISTRATION; YOU WILL FIRST NEED TO SET UP AN ACCOUNT**

Setting up an account will establish you as a participant of Milestones and also allow you to complete registration for the 2018-2019 School Year

**HERE IS THE LINK:**        [www.schoolcareworks.com/reg\\_milestones/start\\_registration.jsp](http://www.schoolcareworks.com/reg_milestones/start_registration.jsp)

**PICK THE APPROPRIATE DROP DOWNS AND COMPLETE QUESTIONS AND INFORMATION THOROUGHLY AND PRECISELY**

**SOME HELPFUL HINTS**

- \* Be thorough- Any incomplete or incorrect information will delay registration finalization
- \* All information containing an \* is required
- \* Use correct date format : xx/xx/xxxx
- \* Any questions containing a Yes, No or N/A needs to be answered with a Yes or No. Do Not use N/A
- \* **All fields need to have an answer.** Simply leaving it blank will cause a system error and you will not be able to finalize your registration. (In Parent/Guardian field, ensure you fill out cell/home/work telephone numbers. You may use the same number for all three fields if you choose to)

**EMERGENCY CONTACT**

The State of Wisconsin requires that an Emergency Contact is listed that is not one of the parents/guardians. Not having one listed could delay your registration.

**IMMUNIZATION RECORDS**

Please make sure to enter all immunization records for your child/children. Use this date format xx/xx/xxxx.

If you do not have your child/children's immunization records you can find them online at:

[www.dhs.wisconsin.gov/immunization/wir.htm](http://www.dhs.wisconsin.gov/immunization/wir.htm)

**ALLOW YOURSELF ADEQUATE TIME**

The State of Wisconsin is very precise with the information they require. Please set aside at least 30 minutes of time to read through the registration information and complete the registration process. Registration may take longer than 30 minutes when registering more than one child.

**TO ADD MORE PROGRAMS OR SIBLINGS**

After you complete the registration questions for one child, you will be taken back to the summary screen.

Here you are able to add an additional program or additional child to your account.

- \* To add more students look to the top of the screen and click "ADD STUDENT"
- \* To add additional programs click "ADD MORE PROGRAMS" next to the child's name
- \* Each component is considered a separate program. For example, Before School is a separate program from After School. Therefore you need to add both programs if you require both programs

**USE CHROME OR SAFARI**

Use the most recent versions of either of these browsers. Also, the process tends to interface better on a laptop or desktop rather than a cell phone or tablet

**WORKPLACE EMAILS AND OPEN WI-FI MAY PREVENT YOU FROM COMPLETION**

It is suggested to use your home Wi-Fi due to firewalls and security settings that your employer may have in-place

**DON'T GET TIMED OUT**

Please be aware that after a period of inactivity (approximately 15-20 minutes), your registration will time-out and all information you entered will be lost

**PROBLEMS, ISSUES OR QUESTIONS- EMAIL USE AT:** [info@milestonesprograms.org](mailto:info@milestonesprograms.org)