



# **2017 Parent Handbook**



# Welcome to Summer M at Indian Hill! Summer 2017

## What can you expect from Summer M?

- That the safety and well- being of your child is our top priority
  - Fun, appropriate and worthwhile programming
- Friendly and motivated teachers who are involved with the children
  - An active and “on the go” program
  - Plenty of outdoor activity and programming
- A program that appreciates children and childhood. We strive to give children plenty of free space, exercise and autonomy to decide what they want to do.

## 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 are frequently posted in the “sign in” area, and emailed to you. Please take the time to check posted information.
- Continue to ask about your child’s experiences and day- we are available to discuss joys, struggles and concerns you might have.
- Know that we all have the same goal of providing an exceptional summer experience for your child.

## Extra Important Information

**Sunscreen Fee**- Summer M supplies the sunscreen and there is a one- time Sunscreen Fee. The brand we have chosen is Coppertone Water Babies Pure and Simple SPF50 (hypo allergenic, tear free, dye free, oil free, fragrance free). If a medical condition necessitates supplying your own sunscreen, then a Sunscreen Form must be filled out and you must supply labeled sunscreen to the program.

Campers must have their **Summer M t-shirts** for all field trips!- If a child arrives without a Summer M field trip shirt, you will need to go home and bring it back in time for the field trip. **WITH NO SHIRT, YOUR CHILD CAN NOT ATTEND THE FIELD TRIP.**

Within the first few days, we will ask if we have the most accurate **email address** from you. Much of our communication regarding field trips and other program information is communicated through email. We have found this to be the easiest and most effective way to communicate with you.

\*Please know if there is an emergency situation we will call you directly!

## 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. Keep in mind, a child is not Milestones' responsibility until he/she is signed into the program. We remind children daily that they need to stay with the group or a teacher. Please help us enforce this rule with your children at drop off and pick up as well. Remind him/her that they need to stay with you and may not wander the hall on their own.

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

On non- field trip days, it is acceptable to drop off and pick up your child outside of these times, but please understand that you may have to find the group outside or in the prairie.

For the sake of your child's enjoyment and your convenience, we suggest you limit these occurrences during the summer.

**IF YOUR CHILD WILL NOT BE ATTENDING ON A PARTICULAR DAY, CALL THE PROGRAM BEFORE 9:00 AM  
414- 351-0810**

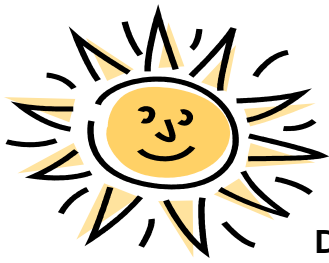
If you can't reach the program, you can leave a message on our voice mail.

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

If someone different is picking up your child, please let us know. All persons who pick up must be on the authorized pick up list. If they are not on that list, we cannot allow your child to go home with them.

Also, 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 via your parent portal. 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.

**ONCE A CHILD IS AT SUMMER M, IT IS EXPECTED THAT THEY WILL STAY WITH OUR PROGRAM UNTIL THEY ARE PICKED UP BY AN AUTHORIZED PERSON.**



# Field Trip Information

(specific field trip information for each room on subsequent pages)

## DEPARTURE

Check the field trip schedule on the calendar and **verify the date and times at your child's program** (they are subject to change). Make sure your child is at the program at least 20 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 only permitted on a preapproved and special circumstance basis.**

## FIELD TRIP SCHEDULE

Included in this handbook are all the dates and times 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 out-of-doors the majority of the time. It makes the field trip more enjoyable for the children if they are dressed appropriately.

## WEAR YOUR SUMMER M SHIRTS!

All Summer M participants are required to have their Summer M shirts on field trip days. If a child arrives without their Summer M T-shirt you will be required to return home and get the T-shirt in time for the field trip. **If a child does not have a Summer M shirt, he/she will not be allowed to go on the field trip.**

## PLEASE BRING!

Swimsuit, Towel, Disposable/Bag Lunch with drink, Filled Water Bottle, plastic bag for wet items after swimming and a sweatshirt for those chillier days!

## 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.

### KID CREW, JET SET and ACTION PACK

#### **Bay Beach Amusement Park**

Tuesday, August 15<sup>th</sup>

### ACTION PACK

#### **Brewers Game and Tailgate Picnic**

Thursday, June 22<sup>nd</sup>

#### **Mt Olympus Amusement Park**

Friday, July 14<sup>th</sup>

Tuesday, August 1<sup>st</sup>

#### **Overnight Night Camp"IN"**

Friday, August 11<sup>th</sup>

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.**

## Kid Crew Activities and Field Trips by Week

Week	Special 1	Special 2
June 12-16 <b>Aloha Summer</b>	<b>Tuesday, June 13th</b> FUN LUNCH ON SITE!	<b>Friday, June 16th</b> Shalom Wildlife
June 19- 23 <b>Elephant and Piggy Fun</b>	<b>Tuesday, June 20th</b> Regner Park	<b>Friday, June 23rd</b> Old World Wisconsin
June 26- 30 <b>The Cat and the Hat</b>	<b>Tuesday, June 27th</b> Strawberry Picking and Dr.'s Park	<b>June 30th</b> Cedarburg Pool
July 3-7 <b>Adventure Through Nature</b>	<b>NO FIELD TRIP</b> <b>CLOSED on July 4th</b>	<b>Friday, July 7th</b> Betty Brinn Children's Museum and Kite Flying
July 10- 14 <b>Charlotte's Web</b>	<b>Tuesday, July 11th</b> Poss. Playground and Pirate's Hollow	<b>Friday, July 14th</b> Green Meadows Farm
July 17- 21 <b>Light's Camera, Action!</b>	<b>Tuesday, July 18th</b> Boerner Botanical Gardens	<b>Friday, July 21st</b> Summer M Show!
July 24- 28 <b>Fairies and Pirate's</b>	<b>Tuesday, July 26th</b> Possibility Playground and Pirate's Hollow	<b>Friday, July 28th</b> Washington County Fair
July 31- Aug. 4 <b>Mad About Munsch</b>	<b>Tuesday, August 2nd</b> Flabbergast and Kinderberg Park	<b>Friday, Aug. 5th</b> Regner Park
August 7-11 <b>Planting a Rainbow</b>	<b>Tuesday, August 8th</b> Kohler Andrae and Bookworm Gardens	<b>Friday, August 11th</b> Late Night Campfire at Indian Hill- kids stay until 8:00PM!
August 14- 18 <b>If You Give a Kid Crew A...</b>	<b>Tuesday, August 15th</b> Bay Beach	<b>Friday, August 18th</b> Regner Park
August 21- 25 <b>Camper's Choice</b>	<b>Tuesday, August 22nd</b> Cedarburg Pool	<b>Friday, August 25th</b> The Zoo

## Jet Set Activities and Field Trips by Week

Week	Special 1	Special 2
June 12-16 <b>Aloha Summer</b>	<b>Tuesday, June 13th</b> FUN LUNCH ON SITE!	<b>Friday, June 16th</b> Shalom Wildlife
June 19- 23 <b>Minute to Win It</b>	<b>Tuesday, June 20th</b> Regner Park	<b>Friday, June 23rd</b> Old World Wisconsin
June 26- 30 <b>Summer M Olympics</b>	<b>Tuesday, June 27th</b> Strawberry Picking and Dr.'s Park	<b>June 30th</b> Cedarburg Pool
July 3-7 <b>Fear Factor</b>	<b>NO FIELD TRIP</b> <b>CLOSED on July 4th</b>	<b>Friday, July 7th</b> ***Discovery World and Kite Flying
July 10- 14 <b>Roxaboxen</b>	<b>Tuesday, July 11th</b> Poss. Playground and Pirate's Hollow	<b>Friday, July 14th</b> Green Meadows Farm
July 17- 21 <b>Light's Camera, Action!</b>	<b>Tuesday, July 18th</b> Boerner Botanical Gardens	<b>Friday, July 21st</b> Summer M Show!
July 24- 28 <b>Fantasy Week</b>	<b>Tuesday, July 26th</b> Possibility Playground and Pirate's Hollow	<b>Friday, July 28th</b> Washington County Fair
July 31- Aug. 4 <b>Mad About Munsch</b>	<b>Tuesday, August 2nd</b> Flabbergast and Kinderberg Park	<b>Friday, Aug. 5th</b> Regner Park
August 7-11 <b>Kid Restaurant</b>	<b>Tuesday, August 8th</b> Kohler Andrae and Bookworm Gardens	<b>Friday, August 11th</b> Late Night Campfire at Indian Hill- kids stay until 8:00PM!
August 14- 18 <b>Mystery Detectives</b>	<b>Tuesday, August 15th</b> Bay Beach	<b>Friday, August 18th</b> Regner Park
August 21- 25 <b>Camper's Choice</b>	<b>Tuesday, August 22nd</b> Cedarburg Pool	<b>Friday, August 25<sup>th</sup></b> The Zoo

\*\* Different than originally published field trip

## Action Pack 1 and 2 Activities and Field Trips by Week

Week	Special 1	Special 2
June 12-16 <b>Aloha Summer</b>	<b>Tuesday, June 13th</b> FUN LUNCH ON SITE!	<b>Friday, June 16th</b> Shalom Wildlife
June 19- 23 <b>Timed Challenges</b>	<b>Tuesday, June 20th</b> Regner Park	<b>Thursday, June 22nd</b> <b>Brewers Game</b>
June 26- June 30 <b>Summer M Olympics</b>	<b>Tuesday, June 27th</b> Dr.'s Park and Adventure Rock	<b>June 30th</b> Cedarburg Pool
July 3-7 <b>Fear Factor</b>	<b>NO FIELD TRIP</b> <b>CLOSED on July 4th</b>	<b>Friday, July 7th</b> ***Discovery World and Kite Flying
July 10- 14 <b>Roxaboxen</b>	<b>Tuesday, July 11<sup>th</sup></b> AP 1: Possibility Playground and Pirate's Hollow AP 2: Canoeing with Urban Ecology and Lake Park	<b>Friday, July 14<sup>th</sup></b> AP 1: Green Meadows Farm AP 2: Mt. Olympus
July 17- 21 <b>Light's Camera, Action!</b>	<b>Tuesday, July 18th</b> Boerner Botanical Gardens	<b>Friday, July 21st</b> Summer M Show!
July 24- 28 <b>Fantasy Week</b>	<b>Tuesday, July 25th</b> Possibility Playground and Pirate's Hollow	<b>Friday, July 28<sup>th</sup></b> Skyzone and Wirth Park
July 31- Aug. 4 <b>Adventures in Saving Bob</b>	<b>Tuesday, August 1st</b> AP 1: Flabbergast AP 2: Mt. Olympus	<b>Friday, Aug. 4<sup>th</sup></b> Regner Park
August 7-11 <b>Iron Chef</b>	<b>Tuesday, August 8th</b> State Fair	<b>Friday, August 11th</b> AP 1: Late Night Campfire (stay until 10) AP 2: Late Night Campfire and overnight
August 14-18 <b>CSI: Milestones Style</b>	<b>Tuesday, August 15th</b> Bay Beach	<b>Friday, August 18th</b> Regner Park
August 21-25 <b>Camper's Choice</b>	<b>Tuesday, August 22nd</b> Cedarburg Pool	<b>Friday, August 25<sup>th</sup></b> The Zoo

\*\* Different than originally published field trip

# Other Information

## SWIMMING INFORMATION

**Almost all of our field trips include a swimming component**

### IS IT SAFE?

**Safety concerns are the priority for our programs when we swim!**

Our staff to child ratio average is 1 to 5. Summer M staff are in the water with the children, each responsible for a small group. Children will only be allowed to swim in the deep end if they pass a swim test given by the lifeguard.

## Summer Sun Protection



During the summer we spend a great deal of time outdoors. To help protect your child against sunburn we all need to help!

- Please apply sunscreen to your child BEFORE arriving at the program. We will assume your child has sunscreen on in the mornings and NOT reapply until the afternoon.
- If you have any additional instructions regarding your child's sun protection, please inform us.
- Milestones provides sunscreen at the program. The brand we use is: Coppertone Water Babies. Please do not send along additional sunscreen unless a medical condition that requires a different kind. We will monitor sunscreen use all day. When the group is outside for an extended period of time (more than two hours) all children will be told to reapply sunscreen.
- When at the beach or park, we will encourage children to take "shade breaks" frequently.
- We will help children apply as needed- Older children will be monitored as they apply their own.

## What About Lunch?

Bring a lunch each day. According to state licensing rules lunches should consist of the four basic food groups

- Milk/Dairy (includes cottage cheese, cheese, yogurt)
- Meat/Protein (includes chicken, tuna, peanut butter, beans)
- Fruit/Vegetable (two servings)
- Grain (includes bread, rice, pasta, crackers)

- Milestones will provide milk with lunch when the children are at the program. On field trips the kids bring their water bottles.
- Label your child's lunch bag carefully and clearly with his/her name
- Summer M **DOES** have limited refrigerator space available if needed for lunches when we are on site.
- We **CAN NOT** warm up lunches in the summer so please make sure all items can be eaten "as is"
- On field trip days, send bag/disposable lunches that do not need refrigeration. (We **DO NOT** have room for lunch boxes on field trips)

**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 basis, 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.



## 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, Mumps, Chicken Pox or Rubella
- ▶ Pink Eye
- ▶ Strep Throat
- ▶ Or is too ill to actively participate in the **total program**

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.

\*\*Please note that if your child becomes sick on a field trip, you may need to pick him/her up on location wherever we are!

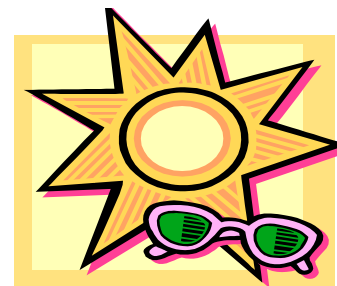
## EXPECTED SKILLS FOR BATHROOM USE

- ◆ 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. Please make sure to pack extra clothes in his/her backpack.
- ◆ 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 teacher 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.



## More Information!



- Your child's safety is our number one concern! We spend a lot of time outdoors, running around, playing games, tromping through the prairie and many other things. Please make sure your child has appropriate footwear every day. **FLIP FLOPS and/or slip on sandals are not a safe option and we insist that children do not wear them at all to Summer M.** Please make sure your child has sturdy sandals with multiple straps or socks and tennis shoes to wear throughout the day. Please leave flip flops at home!
- Please send a pair of **rain boots** for your child to keep at Milestones. When it rains, the outside space gets VERY WET! Rain boots keep our feet dry!
- If you send your child in a dress to Summer M, please put some shorts on underneath. Our play is so active, that we don't want anything to impede on children's play!

### **ALSO NOTE:**

**HAVE A SWIMSUIT, TOWEL AND WATER SHOES EVERY DAY YOUR CHILD ATTENDS.**

On any given day, the children might swim in wading pools, play in the sprinkler or participate in other water activities. We want everyone to be prepared

## Bringing Items From Home

Summer M programs are well equipped and supplied. However, we realize that children sometimes desire to bring items (toys, games, etc.) from home. This is allowed at the discretion of each individual program.

### **HERE ARE SOME BASIC GUIDELINES:**

- Children are responsible for their own items. Milestones will not be responsible for any lost or stolen items.
- The teachers will set up rules and limits that will take into consideration each individual child and the wants/needs of the group. 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 never allowed.
- Each day, the Kid Crew and Jet Set participate in "quiet time", or QT time. This is not a nap time, but a short opportunity for each child to rev down and relax before the afternoon activities begin. If your child would like to bring an extra towel or blanket for this time of day, that would be great. Relying on the swimsuit towels is not ideal because they may be wet from the morning's activities.

# What You Need Each Day at Summer M

AN APPROPRIATELY SIZED BACKPACK WHICH CAN HOLD:



- at least one extra set of weather appropriate clothes (including shorts, shirt, socks, underwear)
  - a labeled towel
  - a labeled swimsuit
  - a labeled pair of water shoes
- a sweatshirt for those “cooler by the lake” days
  - an additional blanket or towel
- a filled water bottle (we will refill throughout the day as needed)

PLEASE ALSO BRING:

- a lunch (make sure it is in a disposable bag for field trips)
- a pair of labeled rain boots to wear on those wet days in the prairie
- A good pair of running/climbing shoes for outdoor play- we **DO NOT** allow children to wear flip flops at Summer M. Because we spend most of the day outside, please send your child with sturdy sandals or tennis shoes.
  - SUMMER M t-shirt on field trip days!

## Welcome New Families to Summer M at Indian Hill!

As new families to Summer M, we are excited to welcome you to our program! Because the school is closed during the summer, it is important that you know how to find us in the building! The front entrance is locked all summer and there is no one in the office to let you in. Milestones is located in the back of the building. To find us:

- Drive around the u-shaped entrance to Indian Hill and follow it all the way to the east end of the building (by the dumpsters). There is a small drive that will take you towards the back of the building.
- Park your car in the spaces towards the back, closest to the playground.
- Follow the path that hugs the back of the building all the way to the door that faces east at the end of the walkway. There is a Milestones sign on the door.
- To get in, ring the doorbell located on the door. We have a video/buzzer system. You will have to wait to be buzzed into the building. There may be a bit of a wait, so please be patient with us!
- The classrooms are located right inside the doorway. The Butterfly Room (where the Kid Crew will be) is the first classroom on the left and the School Age Room (Jet Set) is the second classroom on the right. The cafeteria (Action Pack) is straight down the hallway and to your right.
- Don't forget to sign your child in and out each day. The sign in sheet is located inside the classroom. We are open 7am- 6pm.

Please let me know if you have any questions or want to set up a visit before your child's first day. My email is [smiller@milestonesprograms.org](mailto:smiller@milestonesprograms.org), or call us at 414- 351-0810.

Sarah Miller  
Assistant Director

## Other Policies and Procedures

### Health Policies

- A. All children must have Health Records and Immunization Records. Prior to entrance into the program, these must be completed by the parent/guardian online in your Family Portal at: [https://connect.schoolcareworks.com/milestones\\_login.jsp](https://connect.schoolcareworks.com/milestones_login.jsp)
- 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 Milestones 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. Milestones 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.