



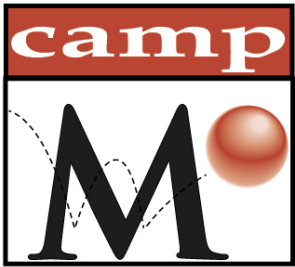
camp

M

2014 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 CHILDS 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** 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

*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 SPECIALS 2014

Week 1	Nature Explorers- Bugs, slugs, and spiders! We are going to discover all the great aspects of nature in the world around us.
Week 2	Camp Crafts- Lanyards, yarn, and twigs are just some of the raw materials we'll use to create magnificent crafts to take home each day.
Week 3	Our Five Amazing Senses- The Kid Crew will engage in a variety of sensory adventures with hands-on projects including mystery boxes, texture painting and sound experiments.
Week 4	On Stage- Kid Crew is in the spotlight! We are learning various theatrical styles, games, and techniques during our week on stage.
Week 5	Go Green- Reduce, Reuse, Recycle and beyond! The kids will create and explore new ways to incorporate earth friendly materials and activities into our summer fun projects.
Week 6	Camp Games- Classic summer camp games "Kid Crew style" that encourage teamwork and comraderie and are guaranteed to provide hours of fun in the sun!
Week 7	Wild Safari- We're not "lion"- we're taking a walk on the wild side as we embark on a safari of the extraordinary animals of the jungle.
Week 8	Sports Extravaganza- We are going to run the bases of fundamentals in this week of kickball and track and field activities and games. Wear your tennis shoes because we are going to be kicking up lots of fun!
Week 9	Kid Concoctions- Roll up your sleeves and get wild and crazy while making bubble ooze, sidewalk chalk, surprise soaps, and more!
Week 10	Wet and Wild- Be prepared to get soaking wet in this awesome adventure into the fun side of water!

JET SET SPECIALS 2014

Week 1	Awesome Games & Crafts - This Special is all about classic camp crafts like lanyards and friendship bracelets, paired with our all our favorite backyard games that are a tradition at Camp M.
Week 2	Sports Spectacular - Wear your athletic shoes because we are going to be kicking up lots of fun! Football, soccer, baseball, and more! Get ready to sweat and have a blast!
Week 3	Challenges Week- Jet Set is always up for a challenge! Wacky, wild, and extreme challenges to be completed in less than a minute? No problem! No matter what, we know it will be a blast and that's what Camp M is all about.
Week 4	Kid City - This one is a traditional favorite at Camp M. The kids will plan and create their own city, open their own stores, elect officials, enact laws.etc. It is an all camp extravaganza culminating with a Friday finale.
Week 5	Mad Mixtures & Crazy Concoctions - Wear clothes your don't mind getting messy in this week. We are gonna get a little out of control making Sidewalk Chalk Creations, Farting Flubber, Rainbow Slime, and goop called Princess Snot! And, that's just day one!!!
Week 6	Performance and Play - This special balances active theatre games with a spectacular mini-performance produced by and starring the kids of the Jet Set.
Week 7	Sports Spectacular - Wear your athletic shoes because we are going to be kicking up lots of fun! Football, soccer, baseball, and more! Get ready to sweat and have a blast!
Week 8	Kid Restaurant - We're tapping into the culinary creativity of our campers to develop a kid-operated restaurant. The kids create the menu, prep ingredients, and do all the cooking. The excitement peaks when we open our Kid Restaurant and serve our gastronomical delights on the Friday finale.
Week 9	Awesome Games & Crafts - This Special is all about classic camp crafts like lanyards and friendship bracelets, paired with our all our favorite backyard games that are a tradition at Camp M.
Week 10	Camp Corral - Campers will get the chance to do various activities they help decide and plan. Its a great way to end the summer- having fun together as a group.

ACTION PACK SPECIALS 2014

Week 1	Awesome Games & Crafts - This Special is all about classic camp crafts like lanyards and friendship bracelets, paired with our all our favorite backyard games that are a tradition at Camp M.
Week 2	Kid City - This one is a traditional favorite at Camp M. The kids will plan and create their own city, open their own stores, elect officials, and enact laws. It is an all camp extravaganza culminating with a Friday finale.
Week 3	Challenges Week - Action Pack is always up for a challenge! Wacky, wild, and extreme challenges to be completed in less than a minute? No problem! No matter what, we know it will be a blast and that's what Camp M is all about.
Week 4	Sports Spectacular - Wear your athletic shoes because we are going to be kicking up lots of fun! Football, soccer, baseball, and more! Get ready to sweat and have a blast!
Week 5	Mad Mixtures & Crazy Concoctions - Wear clothes your don't mind getting messy in this week. We are gonna get a little out of control making Sidewalk Chalk Creations, Farting Flubber, Rainbow Slime, and goop called Princess Snot! And, that's just day one!!!
Week 6	Kid Restaurant - We're tapping into the culinary creativity of our campers to develop a kid-operated restaurant. The kids create the menu, prep ingredients, and do all the cooking. The excitement peaks when we open our Kid Restaurant and serve our gastronomical delights on the Friday finale.
Week 7	Performance and Play - This special balances active theatre games with spectacular mini-performances produced by and starring the kids of Action Pack.
Week 8	Awesome Games & Crafts - This Special is all about classic camp crafts like lanyards and friendship bracelets, paired with our all our favorite backyard games that are a tradition at Camp M.
Week 9	Sports Spectacular - Wear your athletic shoes because we are going to be kicking up lots of fun! Football, soccer, baseball, and more! Get ready to sweat and have a blast!
Week 10	Camp Corral - Campers will get the chance to do various activities they help decide and plan. Its a great way to end the summer- having fun together as a group.

M2 SPECIALS 2014

Week 1	Team Building - We'll take the week getting to know each other and building trust within the group through various teambuilding exerises and icebreakers.
Week 2	Rube Goldberg Engineering - Explore cartoons and inventions made by Rube Goldberg--famous engineer and inventor. We'll also spend time creating our own ellaborate "mousetrap" to perform a chosen task.
Week 3	The Amazing Race - Scavenger hunts, geocaching, relays, and challenges--this week is sure to challenge both our minds and our bodies.
Week 4	Iron Chef - Put your chef hat on and get ready for a week of cooking fun! True to the original TV show, groups will decide on a recipe to cook. Then, the secret ingredient will be revealed, which the groups will have to figure out how to encorporate into their meal. Bring your appetite!
Week 5	Timed Challenges - On Minute to Win it Monday, we will have a minute to complete crazy challenges. On World Record Wednesday, we will attempt to match or beat known world records, as well as create some of our own Milestones records. Fear Factor Friday will have us eating crazy food, and testing
Week 6	Upcycled Art - Formerly known as "Going Green" week, this week we will stretch our creativity to convert useless, everyday objects and recycleables into awe-inspiring art.
Week 7	Ultimate Challenges - This week, we will explore low ropes course elements and take team building to an all new level. We will also plan our own challenges to bring to the campout for some added, outdoor adventure.
Week 8	Ace of Cakes (Inspiration: State Fair Food) - Time to bake some cakes! Teams will have to design and bake a cake that fits a chosen theme for the week. We will learn to make and mold with fondant, to create some amazing 3D masterpieces.
Week 9	MythBusters Science - We've all seen the show, right? This week, we'll discuss some popular myths and actually test their validity, using some pretty fun, messy (and sometimes even mad) scientific methods.
Week 10	Council Choice - After all the business of the summer, we thought we'd wrap up camp by allowing campers to choose their activities for the week. This is a great time to retry some things we did earlier in the summer, as well as explore new ideas.

CAMP M FIELD TRIP CALENDAR

Remember to check with your program for specific field trip times.

JUNE				
Monday	Tuesday	Wednesday	Thursday	Friday
16-Jun	17-Jun	18-Jun	19-Jun	20-Jun
Camp M Begins!	★ All Camp M Programs- Cool Waters & Greenfield Park		Kid Crew, Jet Set, Action Pack- Kettle Moraine State Forest ★ M2- Overnight Camping at HH Peters Youth Camp Thu through Fri <div style="text-align: right; margin-top: 10px;">➔</div>	
23-Jun	24-Jun	25-Jun	26-Jun	27-Jun
	★ All Camp M Programs- Regner Park Beach & Geocaching		★ Kid Crew- Swiss Turners/ Minooka Beach ★ Jet Set- Bowling/ Minooka Beach Action Pack, M2- ★ Mt. Olympus Water & Amusement Park	

★ denotes the trip has swimming as part of the day

JULY

Monday	Tuesday	Wednesday	Thursday	Friday
30-Jun	1-Jul	2-Jul	3-Jul All Camp M Programs- Helium Trampoline Park	4-Jul CAMP M IS CLOSED
7-Jul	8-Jul ★ All Camp M Programs- Regner Park Beach	9-Jul	10-Jul Kid Crew- Green Meadows Farm Jet Set, Action Pack, M2- Brewers Game Tailgate Party	11-Jul
14-Jul	15-Jul ★ All Camp M Programs- Wirth Park & Aquatic Center	16-Jul	17-Jul ★ Kid Crew, Jet Set- Pump It Up/ Foxbrook Park Beach ★ Action Pack, M2 - Adventure Rock/ Foxbrook Park Beach	18-Jul
21-Jul	22-Jul ★ All Camp M Programs- Cool Waters & Greenfield Park	23-Jul	24-Jul Kid Crew, Jet Set- Washington County Fair ★ Action Pack, M2- Quarry Lake Waterpark-Sheboygan	25-Jul



denotes the trip has swimming as part of the day

AUGUST

Monday	Tuesday	Wednesday	Thursday	Friday
28-Jul	29-Jul ★ All Camp M Programs- Wirth Park & Aquatic Center	30-Jul	31-Jul Kid Crew, Jet Set- Milwaukee County Zoo ★ Action Pack, M2- Noahs Ark Waterpark	1-Aug
4-Aug	5-Aug All Camp M Programs- State Fair	6-Aug	7-Aug ★ All Camp M Programs- Cool Waters/ Greenfield Park	8-Aug
11-Aug	12-Aug ★ All Camp M Programs- Regner Park Beach & Geocaching	13-Aug	14-Aug ★ Kid Crew, Jet Set- Cedarburg Park & Pool ★ Action Pack, M2- Overnight Camping at HH Peters Youth Camp Thu through Fri	15-Aug
18-Aug	19-Aug ★ All Camp M Programs- Cool Waters & Greenfield Park	20-Aug	21-Aug All Camp M Programs Bay Beach Amusement Park Green Bay	22-Aug LAST DAY OF CAMP M



denotes the trip has swimming as part of the day

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.

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. **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.

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, June 19-20	\$40.00
▪ Mt. Olympus (Action Pack & M2) – Thursday, June 26	\$37.00
▪ Brewers Game and Tailgate Picnic (Jet Set, Action Pack, M2) – Thursday, July 11	\$16.00
▪ Noah's Ark (Action Pack & M2) – Thursday, July 31	\$42.00
▪ Camping Trip (Action Pack & M2) – Thurs-Fri, August 14-15	\$40.00
▪ Bay Beach Amusement Park (Kid Crew, Jet Set, Action Pack, M2) – Thursday, August 21	\$7.00

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  trips 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.

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**

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

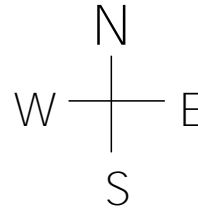
- A. A family's participation in the program will be terminated if there is non-payment or regular late payment of tuition fees. Once terminated for collection reasons, there will be no re-admittance into the program.
- B. Upon the discretion of the Director and after reasonable effort on the part of 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. 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.



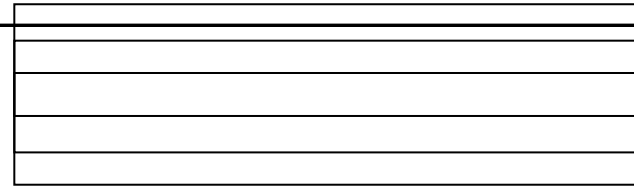
Enter Here



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

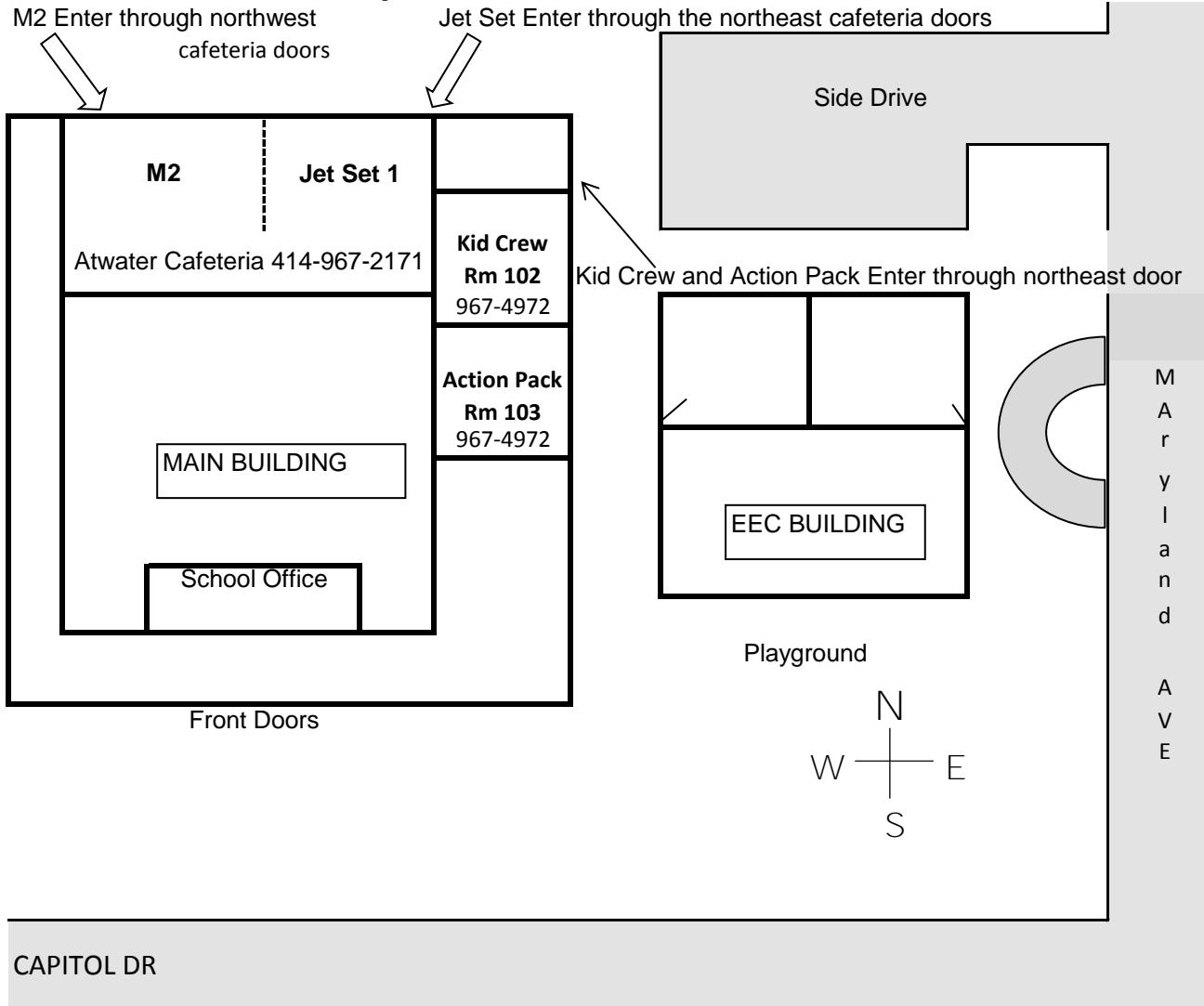
Milestones Office
2214 E. Capitol

**St. Roberts
Church**



Capitol Dr.

Atwater School Map



St. Monica Map

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
the Rembert Room, home of **Kid Crew**.
continue further down the hall to Donovan hall
home of **Jet Set and Action Pack**

Enter Here 

PARKING LOT

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

Jet Set and Action Pack
at St. Monica
Donovan Hall
414-967-8498



Santa Monica Blvd

Silver Spring Dr.

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 19, 2014

NO CANCELLATIONS WHATSOEVER WILL BE ACCEPTED
AFTER MAY 19, 2014

Failure to submit written cancellation prior to May 19 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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