



Parent Handbook

2018



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Table of Contents

General Information	Page
Hours of Operation	5
Age of Children	5
Open Door Policy	5
Secured Entrance	5
Stationary Secure Access Web Cams	5
Holidays	6
Enrollment and Parent Orientation	
Enrollment Forms	6
Parent Orientation	6
Camp Fees	
Rates	7
Registration Fee	7
Tuition Payments	7
Methods of Payment for Both Private Pay and Agency Billing	9
Late Payment Fees	10
NSF Fees	10
Credit Card Declination	10
Lunch Fees	10
Wrap Around Care	10
Transportation Fee	11
Late Pick-Up Fee	11
Sibling Discount	11
Camper Attendance	
Schedules	11
Reporting Camper Absences	11
Arrival and Departure	11
Sign In and Out	12
Child Tracking Procedure	12

Release of Children	12
Camp Activities	
Lesson Plans	12
Screen Time	13
Field Trips	13
Outdoor Activities	13
Personal Belongings	13
Clothing	14
Movies	14
Celebrating Holidays	14
Celebrating Birthdays	14
Special Accommodations	14
Camp Staff	
Teachers	15
Volunteers	15
Positive Guidance and Discipline	15
Communication	
Parent Communication Board	16
E-mail	16
Conversation	16
Weekly Friday Notes	16
Website	16
Facebook	17
Child Custody	17
Missing or Lost Child	17
Reporting Suspected Child Abuse and Neglect	17
Notification of Communicable Diseases	17
Allergies	18
Withdrawal from Camp Velocity	18
Facility	
Risk Management	18
Emergencies and Emergency Closings	19

Emergency Drills	19
Nut Controlled Environment	19
Parking	20
Concealed Carry Law	20
Health and Safety	
Illness	20
Children with Special Abilities	20
Lice	21
First Aid	21
Injuries and Accidents	21
Snacks and Lunch	21
Sunscreen	22
Insect Repellent Application	23
Necessary and Suggested Items to Bring for Camp	23
Changing Policies and Procedures	23
Confirmation of Understanding and Compliance	24
Authorization to Administer Non-Prescription Sunscreen	25
Authorization to Administer Non-Prescription Topical Ointment	26

General Information

Hours of Operation

Camp Velocity is a full day summer camp that starts the middle of June and finishes in late August for a total of 11 fun-filled weeks. Camp Velocity is open from 8 a.m. to 5 p.m., Monday through Friday. For those who need extended care, Momentum Early Learning is licensed by the State of Wisconsin to be in operation from 6 a.m. to 6 p.m., Monday through Friday.

Age of Children

Camp Velocity is for children ages 5-12 years old. Children must be 5 years old by the start of camp to enroll.

Open Door Policy

Our facility has an open door policy for parents and/or legal guardians. Parent and/or legal guardians are able to visit their child at any time. However, we are bound to abide by court order documentation on file that restricts or prohibits visitation.

Secured Entrance

Parents will be registered by finger print, upon enrollment to gain entrance to our facility. If someone other than the parent needs to pick up or drop off their child, parents need to notify the office prior to the individual's arrival. The individual will have to present picture ID and upon verification, the office will release the child. If the individual does not have picture ID, the parent will be called to verify the individual. If the parent is not found, the child will remain at Momentum until permission from the parent is secured.

Stationary Secure Access Web Cameras

Our facility has stationary security cameras outside of the facility and in each classroom. Our classroom cameras are available for parents and/or legal guardians to view their child throughout the day. You will receive access to only your child(ren)'s permanent classroom(s). Due to security issues, we will not give camera access to any other classrooms. The access for the classroom cameras is granted through a password protected website link provided only to parents and/or legal guardians. Please know that we will do our best to keep this system up and running at all times for your convenience. Due to technical difficulties, however, the system may be down at unpredicted times. Please let the center know if you notice a malfunction.

Each parent will receive a login using the email addresses provided. For the safety of the children, we ask that you do not share your log-in with others. We ask that parents restrict their viewing to 15 minute increments as a courtesy to other parents. Please take into consideration web cameras are provided for a quick glimpse of your child during the day, not for extended periods of viewing. As stated in the Web Camera Form, web camera viewers cannot record, tape, or save to a hard drive or other storage media, or rebroadcast the images of video taken from the web camera. Revocation of web camera usage is at the discretion of Momentum Early Learning management due to improper use of the web camera.

Users of iPads and iPhones can access web cameras as well as users of laptops and desktop computers. Beware some company's computer security systems prevent access to our web cameras.

We must receive the web camera forms to grant access to the cameras.

Please see: Permission and Acknowledgement Form and Release and Waiver Form.

Holidays

Camp Velocity and Momentum Early Learning will be closed on Independence Day. If the holiday falls on a Saturday, the center will be closed on the Friday before. If the holiday falls on a Sunday, the center will close on the following Monday. You are required to pay for a holiday if it lands on your regularly scheduled day. Please include the regular amount with your payment.

Enrollment and Parent Orientation

The first step in our enrollment process is to schedule a tour. A member of the office team will take you on a tour of the center, answer your questions, explain our unique features, review our tour packet, and discuss availability. Contained in the tour packet is our program's philosophy, along with tuition information. To enroll your child, the non-refundable registration fee is collected.

Once the registration fee is collected, you are given a registration packet containing:

- Camp Velocity Parent Handbook
- Camp Velocity Parent Agreement
- Camp Velocity Tuition Fees & Additional Information
- Attendance Calendar

Once the registration packet is reviewed, completed and returned to the Momentum office, you will be given an enrollment packet. Accommodations will be made in the event families need materials provided to them in their native language.

Enrollment Forms

The enrollment packet contains paperwork required for State Licensing and needs to be completed before your child's first day of attendance. Forms are available in the Momentum office or can be emailed to parents for completion. Accommodations will be made in the event families need materials provided to them in their native language.

The enrollment packet contains the following:

- Enrollment Form
- Immunization Form
- Health History Form
- Non-Prescription Topical Ointment Authorization (for sunscreen & insect repellent)
- Web Camera Waivers
- Email Request

- Photo Release
- Hot Lunch Registration Information
- Field Trip Participation Forms
- Field Trip Transportation Forms
- Camp Velocity Parent Questionnaire
- Field Trip Pledge

If any information changes, please let us know as soon as possible. In the event of an emergency, we need to be able to call you at any time.

Parent Orientation

Camper families are encouraged to visit the center prior to the start of camp to drop off paperwork and meet the camp staff. At the time of the visit, families can ask any questions they may have and have their finger print registered. Campers are shown the camp room as well as where to store their camp gear. A finalized camp calendar of activities is handed out to camp families once all field trips are confirmed.

Camp Fees

Rates

Camp Velocity tuition rates are only effective for the current summer. Rates are not pro-rated. We use posted rates published in the Camp Velocity brochure.

Included in camp tuition pricing is activity fees, AM and PM snacks, a back pack, a water bottle and a Camp Velocity t-shirt.

Registration Fee

The registration fee for all Camp Velocity families is \$50 per child and is paid upon enrollment. This is a non-refundable fee that covers field trip costs and is required to reserve your child's spot in camp.

Tuition Payments

Your weekly tuition amount is based on the schedule you enrolled for which includes the number of days per week your child attends. A Parent Agreement, listing the hours of attendance per day, and completed Attendance Calendar, confirming days of attendance, is included in the registration packet. Confirmed dates of attendance marked on the Attendance Calendar are used for billing and scheduling purposes.

Tuition is billed one week in advance of attendance based on confirmed dates of attendance marked on the Attendance Calendar. Tuition is paid ahead to secure your child's spot in camp for the upcoming week. No refunds will be given at any time.

In the event a camper does not attend on a day marked on their Attendance Calendar, tuition will only be adjusted to reflect their absence if notice of the absence was given one week prior to their absence, not after the absence occurred.

It is the responsibility of the registered parent to be sure your account is up to date and to make weekly payments. Statements are not automatically generated but can be printed at your request or emailed directly to you.

Your account may be audited for accuracy without notice. You will be informed of any inaccuracies and credits will be issued if warranted or additional payment may be required if an error was made.

PRIVATE PAY BILLING CALENDAR – BILLING EXAMPLE

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Prior to attending				Pre-Pay for week 1	
Week1				Bill for week 2 & week 3	
Week2				Bill for week 4	

A weekly amount of tuition is billed weekly every Thursday for the period that is two weeks ahead. If payment is not received by Monday 6 PM making your balance \$0.00, a late payment fee of \$40 will be assessed to your account. Your child will also not be able to attend if you fall behind in your payments. All accounts must be paid in advance in order for your child to receive childcare services the following week.

AGENCY (OR COUNTY ASSISTANCE) BILLING CALENDAR- EXAMPLE

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Week1 (1 st day of month)	Family transfers monthly child care benefits to pre-pay the monthly tuition via the EBT card				Family Co-Payment* Due 6pm
Week2					Family Co-Payment* Due 6pm
Week3					Family Co-Payment* Due 6pm
					Family Co-Payment* Due 6pm

*Note the family co-payment is the amount of Tuition for the month not covered by the childcare benefits received from the Department of Children and Families. This amount is then split into weekly co-payment amounts.

Agency families can start upon receipt of state authorization on the first of the month. All families are responsible for ensuring the full amount of their tuition is paid whether it is being supplemented

through agency assistance or by other means. This includes paying a co-payment, (the difference between Momentum tuition and state reimbursement) and any other amounts not covered through assistance or reimbursement. It is a family's responsibility to work directly with their county assistance agency to ensure authorized amounts are correct.

Payment process for Agency families:

Step 1: Department of Children and Families sends childcare benefit amounts to the EBT vendor to load the EBT card each month.

Step 2: The parent uses the EBT card to initiate the childcare payment or payments to Momentum Early Learning. Parents need to call or go on website to initiate payment through FIS: EBT Parent Pay. Call 877-201-7601 or www.ebtedge.com

Payment should be initiated and transferred from your card to Momentum Early Learning for an entire month's authorized child care benefit on the first of every month.

Step 3: The remaining monthly balance will be divided out into weekly installment co-payments that are due every Friday by the end of the day for the following week. If payments are not received by the end of the day on Friday, your child will not be able to attend Momentum Early Learning the following week. Co-payments can be made through cash, check, or through checking/savings auto withdrawal. Credit cards are an alternate method of payment but will be assessed a 3.4% transaction fee.

Tuition is billed bi-weekly every other Monday for the prior two weeks. If payment by cash or credit is not received by Thursday 6pm making your balance \$0.00, a late payment fee of \$40 will be assessed to your account. Your child will also not be able to attend if you fall behind in your payments. All accounts must be paid in advance in order for your child to receive childcare services the following week.

*First time families must pre-pay the co-pay portion of the first two weeks attendance in advance after agency authorization is confirmed. Payment of this and the registration fee is due prior to the first day of attendance.

Methods of Payment for Both Private Pay and Agency Billing

- Cash- will be noted on your account as "Pmt by Cash" and the amount will be seen as a 'credit'.
- Check- will be noted on your account as "Pmt by Check" and the check number will be noted in the "Comments" and the amount will be seen as a 'credit'
- Credit Card/Debit Card- to pay using a Credit Card you must sign up for Tuition Express. Forms are available in the office. This will be noted in your account as "Pmt Tuition Express". There is an additional 3.4% of the transaction fee applied to all payments made with a Credit Card. The fee is an additional 1% of the transaction applied to all payments made with a Debit Card.
- Checking/Savings Auto Withdrawal- must sign up with our ACH withdrawal form. Forms are available in the office. This will be noted in your account as "ACH withdrawal".

- Payments are to be made in the form of a check (payable to: Momentum Early Learning), cash, auto draft from your bank account, or credit card. Please drop check or cash in the drop box located outside the office.
- If tuition goes unpaid, it will jeopardize the placement/attendance of your child within their classroom. If tuition goes unpaid for more than one week, your child(ren) will no longer be able to attend Momentum Early Learning until the balance is paid in full.
- Only one parent can be considered the registering parent.

Late Payment Fees

Your payment secures your child's spot in Camp Velocity for the following week. If payment is not made in a timely manner, you risk losing your child's place in camp. A late fee of \$40 will be assessed after one late payment (two weeks). An additional \$40 will be added to your account for each missed payment. If second missed payment is not paid in full within five working days, your child will be automatically disenrolled.

NSF Fees

There is a \$40 fee for NSF checks. Payment in full, including the NSF fee, must be made before the child may return to the center. This payment must be made in the form of a Cashier's check or cash.

Credit Card Declination

There is a \$40 fee if payment made via credit card is declined. Payment in full, including the \$40 fee, must be made before the child may return to the center. This payment must be made in the form of a Cashier's check or cash.

Lunch Fees

Sussex Campus: Lunch can be brought from home or ordered through our caterer, Aldo's Catering, for an additional \$3.00 per day (2016-2017 school year) for a light or standard lunch and can be ordered upon enrollment. The caterer prefers lunch orders to be placed a month in advance. A copy of the menu must be turned in to the office so the order for lunches can be made.

Germantown Campus: Lunch can be brought from home or ordered through our caterer, Aldo's Catering, for an additional \$2.75 per day (2016-2017 school year) for a light or standard lunch and can be ordered upon enrollment. The caterer prefers lunch orders to be placed a month in advance. A copy of the menu must be turned in to the office so the order for lunches can be made.

Camp Velocity field trips are on Tuesdays and Thursdays each week. All campers are asked to NOT order lunch on those days. Instead we ask that all campers pack a bag lunch from home on Tuesdays and Thursdays so campers have the flexibility to take their lunch along on field trips as needed.

Wrap Around Care

Wrap around care is available at an additional \$5 fee per day. This fee is charged for the current week at the time of billing based on actual attendance and the camper's confirmed schedule.

Transportation Fee

Momentum mini-bus transportation is included in camp tuition. For field trips requiring the use of a large school bus, there will be an additional \$10 fee per field trip.

The \$10 bus fee is billed one week in advance based on the confirmed dates of attendance marked on the Attendance Calendar. In the event a camper does not attend the scheduled field trip, the \$10 bus fee will not be refunded.

Late Pick-up Fee

Momentum Early Learning is open until 6:00 pm. In the event that you will be late, please inform the office as soon as possible. A late fee of \$1 per minute per child will be assessed after 6:00pm.

Sibling Discount

Sibling child discount is 10% and will be applied to the least expensive child(ren)'s tuition. Limit two discounts per family. Sibling discount is only for families enrolled 3 days or more per week.

Camper Attendance

Schedules

Upon enrolling, our camp families are asked to provide the center with a schedule of approximate drop off and pick up times. It is essential for the scheduling of our staff that families consistently follow their provided schedule. Any change in your camper's schedule, whether it is for one day or more, needs to be communicated to the office and your child's teacher. In the event your camper's drop off and pick up times change permanently, we ask for a one week notice.

Camp field trips and staff are scheduled according to your camper's confirmed Attendance Calendar. A completed Attendance Calendar is required for enrollment. Camp Velocity requires one week notice for any change to a camper's Attendance Calendar. Changes to days of attendance can only be made if there is available space in camp.

Reporting Camper Absences

Parents/legal guardians have the responsibility to notify the center if your child is ill, attending late, not attending or leaving early. Please let us know if your child is ill, we may need to post the illness, informing other parents to look for symptoms in their own child. If or when a child does not show for a regular scheduled day, the Momentum office staff will call the family by 9 AM to check on their whereabouts.

Arrival and Departure

Arrival time is an important time to ensure a happy day for your camper. Camp Velocity field trips are scheduled to depart at specific times on Tuesday and Thursdays. It is critical campers arrive on time to board the bus at the scheduled time so camp field trips can depart on time. In the event a camper will be late, the bus will not be delayed for your arrival. Camp parents will be asked to drop off their child at

the field trip location or the camper will remain at the center with another classroom until the campers return.

In the event you will be picking up early, please reference the camp activity calendar to ensure your child will not be on a field trip. Let the Momentum office, as well as the camp staff, know what time you will be picking up your child so we can be sure to have your child prepared for your arrival.

Parents are required to walk their camper to the classroom upon arrival and escort their child out of the building at departure. Parents must enter and exit the building through the front door only for security reasons.

Sign In and Out

Parents are required by the State of Wisconsin to sign their camper in and out every day. By using the touch screen in the vestibule to sign your camper in and out each day, you are fulfilling that requirement.

Child Tracking Procedure

Teachers keep track of the number of campers in their classroom at all times by doing a name to face count throughout the day. Never take your camper out of the classroom, the cafeteria or off the playground without talking to camp staff to be sure they know that you are leaving.

Release of Children

Campers may be released to parents/legal guardians and those listed on the enrollment form as authorized to pick up. If someone other than these designated people need to pick up your child, please remember the following:

- Written notice must be given by parent/legal guardian stating who will be picking up their camper.
- The person picking up must have a valid photo ID.

We may call you at work to confirm the pick-up person if necessary. If you cannot be reached and there is a question about the pick-up person, we will NOT release the child. This is for the safety and protection of the camper. In an emergency, we will allow for a verbal confirmation of a different pick up person, if all those listed are unavailable for pick up.

Camp Activities

Lesson Plans

Camp staff plan weekly lesson plans using the current year's summer theme with varying weekly topics. Using Creative Curriculum and School Age Curricular Framework as a guide, camp staff plan exciting activities each day to not only have fun but to also inspire learning. Lesson plans are implemented daily in conjunction with field trips. Lesson plans are posted inside the camp room on the parent communication board for your reference.

Screen Time

Momentum Early Learning is proud to have 'Technology' as one of its core values. The use of tablets in the classroom for learning purposes ties into the technology core value. Campers will have the opportunity to utilize a tablet for learning activities and games. Children rotate on a daily basis during set times within a class schedule to have use of the tablet. Although technology is a key core value for us, many other activities are available and will be planned for you child while attending camp. Children who are school age (5-12) will have no more than 60 minutes of screen time per day.

Field Trips

Field trips are taken on Tuesdays and Thursdays each week of camp. On Tuesdays, campers typically explore away from the community with trips to bowling, mini-golf, the Zoo, the movies, and area splash pads. On Thursdays, the campers stay more local and visit the library, local parks, and do community service projects.

The Momentum mini-bus will safely transport campers to their exciting field trips. The bus is equipped with safety belts for each camper. Some field trips may require the rental of a large school bus for easy transport for an additional fee.

A full calendar of activities and field trips is provided to each camp family prior to the start of camp. Field trip participation forms and transportation permission forms are included in the enrollment packet for all field trips. All events are subject to change due to weather and availability.

Included in camp tuition is a Camp Velocity t-shirt. Campers wear this t-shirt on all field trips to aid in tracking the children as a group. At the conclusion of camp, campers get to keep their camp shirt as a memento.

Outdoor Activities

The outdoors is an additional learning place for campers. Many new and exciting learning experiences happen outdoors. Campers go outside at least twice daily, weather permitting. Campers will go outside when the temperature is below 90°F. No camper will go outside on an Air Quality Watch Day per the Wisconsin DNR. No campers will remain indoors while the rest of camp is outdoors.

On Fridays, campers have water days on the Momentum playground. Campers are required to have on water safe shoes in order to participate in water play. Parents/legal guardians are responsible for providing their camper with appropriate outdoor clothing (sunscreen, hat, sunglasses) and swim wear for water play.

Personal Belongings

Please discourage your camper from bringing items from home to camp that may be of value, a distraction, or get lost. Unacceptable items include but are not limited to money, candy, gum, food, weapons, breakable objects, video games, and any items regarding violence or profanity. If you have a question whether something your camper would like to bring is appropriate, please ask the camp staff or office. Games, puzzles, and books that enhance the camp theme are always welcome.

Any personal items brought to camp should be labeled with your camper's name. Clothing, swim items, towels, water bottles, hats, shoes, lunch box, sunscreen, etc. should all have your camper's name either written in permanent marker or labeled with your camper's name on tape.

Clothing

Campers need to be dressed properly for the season. Shoes with the toes covered ensure safe feet for the campers. Clothing should also be appropriate for many types of activities, especially messy projects and outdoor play. Parents/legal guardians need to provide an additional change of clothing in the event your camper has an accident or spill. Please be sure to label ALL clothing items. Camp staff will make an effort to keep track of each child's clothing, however we are not responsible for lost articles. A lost and found box will be located near the camp cubbies.

Movies

Movies are rarely shown to campers however on special occasions, Camp Velocity may host a movie day. Other activities are provided to campers who choose not to view the movie. Any movie or video must be G rated and enhance the learning experience. Parents are notified in advance of movie days and a permission slip with parent signature is required for your camper to view the movie.

Celebrating Holidays

Holidays are special times to provide opportunities to teach children about other family's values and traditions. During Camp Velocity, campers celebrate several major holidays all in one week with dress up days and fun activities. It is a great time to talk about differences, inclusion and how the world consists of many different kinds of people and families but we are all people and our differences make us special.

Celebrating Birthdays

Campers' birthdays can be celebrated in camp if a camper has a summer birthday. If you would like to bring a special treat, we recommend a healthy snack such as fruit or cheese. Any treat must be store bought and individually sealed, with an ingredients label attached. The treats will be reviewed by camp staff prior to distribution to the campers. Please bring enough for the entire group and be aware of possible food allergies. Momentum Early Learning is a nut controlled environment. Please reference page 19 for more details.

Special Accommodations

Camp Velocity and Momentum Early Learning will make every effort to accommodate children with differing abilities and needs. Each child will be accommodated on an individual basis. Teachers, parents and management will work together to best serve each child. Teachers working with children with differing abilities will be informed of the child's special health care needs including any physical, emotional, social, or cognitive abilities with confidentiality and sensitivity.

Any camper on a special diet based on a food allergy will be served upon the written request of a parent/legal guardian. The center will try to accommodate the camper's food requirements, however the parents/legal guardians may be asked to provide supplemental foods. All food regiments must follow

Licensing Rules and Regulations for Group Day Care Centers. A child with a special diet, based on a medical condition, excluding food allergies, but including nutrient concentrates and supplements, may be served only upon written instruction from the child's physician.

If a camper requires one on one attention full time, our staff may not be able to accommodate these needs.

Camp Staff

Teachers

Our teachers are trained and dedicated early childhood professionals. Our camp staff have at least their Bachelor degree or their Associates degree in early childhood or a related field. All camp staff is required to maintain certification in Infant and Child CPR, AED, and First Aid. Camp staff are trained in Child Abuse and Neglect, as well as attend monthly staff meetings and trainings. Our camp staff is also trained in communication, curriculum, professionalism, managing difficult behaviors, positive reinforcement and many other topics.

Volunteers

The State of Wisconsin requires that volunteers and student teachers must be at least 18 years of age, participate in orientation, and have a criminal background check. There is a two hour minimum training requirement prior to working in camp as well. Volunteers, along with student teachers who are not employed with the center, are not factored into the staff-to-child ratios. Students attending local colleges and working toward their child care degree are required to observe in classrooms. We encourage their participation here at Camp Velocity. They are not counted in the ratios and are never alone with the children.

Positive Guidance and Discipline

We will not allow any disrespectful behavior, bullying or physical harm to come to any of our campers or staff. If a camper acts out, often times there is an underlying reason. Staff will look beyond the behavior and try to understand the child and the circumstances that lead to the behavior. School age children are encouraged to use problem solving skills in order to resolve conflicts with their peers and are also encouraged to take responsibility for their actions. The camp staff are there to help guide the campers in making good decisions and build strong character skills such as honesty, respect, empathy, and kindness.

In extreme cases of behavior that is harmful to other campers, the camp staff, or the camper him/herself, staff will call for help from the Momentum office. Office staff will remove the camper from the camp room and the camper's parent will be called if necessary. In the event of chronic or severe bad behavior, a camper may lose field trip privileges until they are able to show they can act appropriately in camp.

At Camp Velocity and Momentum Early Learning, children will be treated with respect at all times. No matter how poor behavior may get, staff will treat the children as you would want to be treated. If staff is having a difficult time with one child or a difficult day in general, they are asked to contact the office for help.

Communication

Daily communication is of great importance with parents/legal guardians and camp staff. If a concern or problem arises, parents/legal guardians should address the situation as soon as possible. Primarily parents/legal guardians are asked to address the concern or problem with the camp staff, however, if the concern or problem remains unresolved, please contact the Momentum office staff directly.

Parent Communication Board

In the camp classroom, there is a parent communication board. On this board, parents/legal guardians will find the weekly lesson plan, the monthly snack menu, and the daily schedule. There is also a center-wide communication board located in the main hallway. This board contains the following information: our monthly snack menu and lunch menus as well as any upcoming events. In the center vestibule you'll find posted the State of WI license and any non-compliance notices.

E-mail

E-mail is a great way for parents to communicate with the Momentum office staff any changes, questions, or concerns you may have. Our camp staff also has e-mail to send pictures, notes, or other communication to you as needed. Verbal communication with our camp staff is the best form due to the busy schedule of our camp staff which limits their opportunity to check their e-mail.

Conversation

We hope you form a special bond with your camper's teachers and feel comfortable talking to them on a regular basis. Please be cognizant, though of their priority to care for the campers and set up a conference time if you need their attention for an extended period of time.

Monthly Notes

Each Month, the Center Administrator sends a communication e-mail to all parents. The Note is very informative about the activities at Camp Velocity and Momentum Early Learning that week, upcoming events, key reminders for parents, fun activities and treats for family time and much more. On occasion, pictures of fun learning activities are also included as well as classroom highlights. Parents can look for this Friday afternoons or Saturday mornings if it has been a very busy week.

Website

Momentum Early Learning offers an informative website (www.momentumearlylearning.com) for current and prospective parents. www.momentumearlylearning.com provides information on current events, recent news, teacher biography's, lunch and snack menus, Web Cam access, parent testimonials and other valuable information about our programs.

Facebook

We have two Facebook pages, one for each site. (Sussex- www.facebook.com/momentumsussex or Germantown- www.facebook.com/momentum.early.learning.germantown.WI) The pages offer parents regular updates on classroom themes, field trips, and special events, along with providing a centralized communication board for all Momentum Early Learning and Camp Velocity families.

Child Custody

Camp Velocity and Momentum Early Learning abide by all legal decisions made by the court. We request copies of any legal decisions and will keep all information confidential.

Missing or Lost Child

Camp staff count the campers regularly and match name to face throughout the day. When the campers transition to another space, for example the playground or cafeteria, camp staff take a count of the campers before they leave the camp room and again when they are ready to return to the camp room. Camp staff scan and count the camp room many times throughout the day to keep track of all campers.

Especially when away from the center on a field trip, staff are vigilant about counting the campers regularly. It is important for campers to understand when they are on a field trip, they need to stay with the camp staff at all times. Campers typically have more freedom with their own parents when out and about in the community, however, that same freedom is very limited when attending a Camp Velocity field trip. The Field Trip Pledge is included in the enrollment packet and is to be filled out by the camper and signed by the parent/legal guardian. The pledge helps both camper and parent understand expectations on Camp Velocity field trips.

In the event that a camper is missing, all available staff will search to locate the missing camper. If the camper is not located after 5 minutes, the center will notify the camper's parents/legal guardians, and local law enforcement immediately.

Reporting Suspected Child Abuse and Neglect

The WI Department of Health and Family Services policy states that all child care staff is mandated reporters for child abuse and neglect. Any staff member suspecting child abuse and/or neglect must notify the Momentum office staff immediately for the safety of the child. Together, we will contact Social Services, as necessary. Please understand that for the protection of the child, we will call Social Services when there is any evidence of abuse or neglect. Staff is required to attend training on Child Abuse and Neglect every 2 years.

Notification of Communicable Diseases

In the event any camper is diagnosed with a communicable disease, a notice will be posted on the camp room door with the date of occurrence, and the number of outbreaks. This notice will be posted for 7

days after exposure. The name of the persons involved will be kept confidential. Contagious illnesses may require parents/legal guardians to get their camper tested/cultured prior to returning to our center.

Allergies

Upon enrollment, parents complete the health history forms to communicate any and all allergies to camp staff. In addition, parents need to explain to camp staff about the camper's allergies in detail and together agree on steps to be taken to ensure the camper's allergies are understood and all precautions are taken. It is Camp Velocity and Momentum Early Learning's policy to keep all allergies confidential and not share information with other families.

All campers' names and allergies are listed in each camp room file, the office file, and on Emergency Cards. Medication for allergies are kept in the Momentum office and taken when campers leave the center for field trips. All campers' allergies are posted in a confidential, easy to access place in the camp room and in the kitchen. Kitchen staff is made aware of all campers with their allergies and restrictions.

Should allergies change, please notify the Momentum office staff and camp staff immediately. Paperwork will also need to be updated.

Withdrawal from Camp Velocity

At Parent Request

- two weeks paid notice is required
- current fee is paid until two weeks is complete if proper withdrawal notice was not given

At Center Request

- for consistent behavioral issue
- late or absent payments
- consistent late pick ups
- harassment or disrespectful treatment of any staff person by a camper or parent/guardian
- not following policies (security, paperwork, sickness, communication and other policies)

Please take your camper's items home on your last day. The Momentum office will only hold items for 14 days after your withdrawal before donating them to charity.

Momentum Early Learning Facility

Risk Management

The Momentum Early Learning facility is dedicated to providing a safe and secure environment for all campers. Each entry and exit are locked at all times. These entries and exits are monitored by security cameras and personnel. Our facility has a central fire alarm and sprinkler system. Emergency evacuation plans are posted in every room of our facility, in case of an emergency. All staff is certified in CPR and first aid procedures, or is certified within 3 months of hire.

Emergencies and Emergency Closings

Severe Weather: In the event of a thunderstorm warning, we will keep children indoors and monitor the situation. In the event that a tornado warning has been issued, we will take appropriate coverage (see evacuation plans near classroom doors).

Power loss: (which lasts more than one hour) each parent/guardian will be contacted to pick up their camper immediately.

Complete Evacuation: If we are required to completely evacuate the building, in the event of a flash flood or other emergency that threatens the integrity of the structure, we can be found at or near the Subway across Executive Drive in the Corporate Center.

Building Service Loss: In the event our facility loses main power to items such as heat, air conditioning, water, electricity, telephone, or any plumbing problems, the Managing Director will be contacted immediately. If our facility's main power is not restored within one hour, staff members will contact parents/guardians to pick-up their camper promptly. In the event our form of communication is inactive (phone and internet service), parents will be contacted by cell phone by the Momentum office staff.

Emergency Drills

Momentum Early Learning conducts monthly planned and unplanned fire and/or severe weather drills. Fire drills will be conducted monthly along with severe weather drills monthly through the months of April-October. The center has designated safety zones for such drills. A layout of these routes and safety zones is posted by all classroom doors.

Nut Controlled Environment

What does this mean?

- We will not serve peanut butter, anything made with peanut butter or nuts of any kind.
- We will not serve anything whose label states it was processed in a plant that also processes products with nuts.
- We ask parents who are bringing food from home to not bring anything containing these products.

Why become "Nut Controlled?"

- Nut allergies are unique. Other allergies can be managed by avoiding the items that cause a reaction. But children with nut allergies may react to traces of nuts in the air. Also, nuts are full of natural oils that are difficult to clean.
- Therefore, doing our best to reduce the risk is our best answer to protect all of the children. We do understand, however, that eliminating the risk altogether is extremely difficult, given that some children may eat peanut butter before attending child care.
- The health and safety of Momentum's children is our priority.

Parking

There are designated parking spots in the front of the building for parents dropping off and picking up. Please take advantage of these spots but be considerate and limit your time in the center to 10-15 minutes so other parents can also park close. Do not leave your vehicle running. Turn it off while you are in the center.

Concealed Carry Law

According to Licensing Regulation DCF 251.06 (2) (c), firearms, ammunition and other potentially dangerous items may not be kept on the premises (of a child care center). For more information and frequently asked questions, please see the Department of Justice's website: www.doj.state.wi.us.

Health and Safety

Illness

Campers who are ill should not be brought to the center. The following symptoms should be considered as a reason for exclusion from camp:

- A temperature of 101° F. or higher
- Vomiting or diarrhea has occurred more than once in the past 24 hours
- A contagious disease such as chicken pox, strep throat or pink eye
- An unidentified rash
- Severe, congested cough that is persistent
- Constant, thick colored nasal discharge, along with deep chest cough

We understand you have busy lives. We will do our best to keep your camper at camp. However, for the health and safety of the other campers and staff, we ask that you error on the side of caution and keep your camper home if their health is questionable.

If your camper becomes ill with one of the above-mentioned symptoms or is unable to participate in routine camp activities, we will ask that you pick up your camper within one hour to reduce the spread of germs. Your camper will be kept separate from the other campers while they wait for you.

Your camper may return to the center once they are **symptom free for 24 hours**. Please be mindful that in order to reduce or eliminate germs from camp, you may need to keep your camper home for several days.

The center will report all communicable diseases to the local health department, State licensing and parents of children affected in the center.

Children with Special Abilities

When a child comes to us with special abilities or health care needs, information will only be shared with staff directly involved with the care of the child. If specialized equipment is needed, the parent or guardian will train staff in proper procedures. If a child requires one on one attention full time, our staff may not be able to accommodate these needs.

Lice

We have a NO NIT policy. In the event Camp Velocity and Momentum Early Learning is notified of a case of lice, we will head check all children in the affected classroom(s). The affected classroom(s) will be closed and then thoroughly cleaned as soon as possible. All soft items will be bagged up that are unable to be washed. All families will be notified of the lice occurrence and all children who have been in the affected classroom(s) will have their head checked upon re-entering the center to confirm the absence of nits and live lice before allowed back into the classroom(s). No children will be allowed to return to the center until they have ZERO nits and/or live lice. There is not exemption to this policy. We will provide parents with information regarding eliminating lice from their home, car, and child, as well as offer head checks to parents upon request.

First Aid

Staff at the center are trained in First Aid, AED and CPR (Infant, Child and Adult). According to State of WI licensing standards, staff are able to wash a wound with soap and water, apply an ice pack (if necessary), or place a band-aid/bandage (if necessary). Staff are not able to remove a sliver or stinger. Parents will be called if additional medical attention is needed or if the injury is severe enough that your camper needs to be taken to the doctor.

Injuries and Accidents

Accident/Incident reports will be filled out when campers are injured at Camp Velocity. An injury that requires a report is anything that requires cleansing, a band-aid, an ice pack, or any medical attention. Staff who witness the accident or injury will fill out the accident/incident form; parents/legal guardians should then sign the form upon notification of accident/incident. These forms are kept in the camper's file.

Parents/legal guardians will be notified immediately of any head injuries or injuries that require professional medical attention (these injuries will be reported to State within 48 hours of the occurrence).

If parents/legal guardians cannot be reached in the event of an emergency, the center will make all efforts to contact another person on the camper's emergency card. In critical emergency circumstances 911 may be called before a parent is notified.

Snacks and Lunch

Our center offers an optional hot lunch program to children age one year to twelve years. Lunch is prepared by an outside caterer, Aldo's catering. This food is prepared in a USDA certified facility, and delivered hot to our center each day. This service is at an additional charge to you and is non-refundable

in the event your camper is not here. Lunches are pre-purchased for a month at a time. An email will be sent to families with the next month's lunch menu. Families need to return to the office menus specifying the days and amount of lunches desired to place their orders prior to the date required in the email. Please note that on field trip days (mostly Tuesdays and Thursdays), hot lunch will not be offered, bag lunches should be brought in with your child.

If you choose not to order hot lunch for your camper or for field trip days where you bring in bag lunches, you are required to provide a lunch from home that meets the state of Wisconsin guidelines. This includes a protein, a vegetable, a fruit and a whole grain. We will provide milk. If your camper has an allergy to milk, we recommend that you bring in an alternative. We can store it in the kitchen (or classroom) and use it for your camper exclusively.

In the event your camper does not have a lunch, whether they typically have hot lunch and it was not ordered for them or lunch was forgotten at home, the center will provide a lunch for your camper consisting of the required food components using a combination of food kept on hand at the center for snacks, if available. You will be notified of the missing lunch and subsequent lunch substitution by either an email or phone call from the Momentum office staff and will be charged accordingly.

A special diet, based on a medical condition, excluding food allergies, but including nutrient concentrates and supplements, such as feeding tubes, diabetic, gluten free, etc. may be served only upon written instruction of your camper's physician and upon your request. A special diet based on a food allergy may be served upon your written consent.

Snack menus are located on all communication boards as well as online. Lunch menus are available online and are posted in the center.

Morning and afternoon snacks costs are included in your weekly tuition.

Sunscreen

It is recommended that all campers use sunscreen for the duration of the camp. State licensing requires us to have written permission to apply sunscreen on each child as well as specifying the brand and SPF. The sunscreen also must not be expired. At the Germantown Campus, we have a program at Momentum Early Learning to make it easier for parents and teachers regarding sunscreen application and consent. Momentum Early Learning will be ordering one brand of sunscreen in bulk which has been reviewed and recommended by a dermatologist parent of one of the children. (Below is the link to the brand of sunscreen). This will help us ensure that each child has sunscreen that is not expired and that everyone who participates will have the same brand applied, which saves time and gets the children outside faster. We highly encourage our families to participate in this program. When you participate in this program there would be an initial fee of \$10 per child. If we need to order additional sunscreen one or more times during the summer, we will ask that you pay this fee again at that time. The authorization form is included at the end of this handbook.

<http://www.rmsunscreen.com/spf50sunscreens.aspx>

If you elect not to participate in the sunscreen program, it is encouraged that only spray sunscreen be purchased for camp for its ease of use and overall coverage. An authorization form is required to apply sunscreen; these forms must be filled out for each individual child and each item separately. Stick sunscreen is recommended for applying to campers' faces. Sunscreen can only be used by the child who brought in the protective spray. There will be no sharing of sunscreen and no application of sunscreen without a signed form. Campers may apply their own protective spray and then wash their hands. Any camper applying their own sunscreen will be double checked by camp staff.

Insect Repellent Application

It is recommended that insect repellent be brought in for your child for the duration of camp. An authorization form is required to apply insect repellent; this form must be filled out for each individual child and each item separately. Insect repellent can only be used by the child who brought in the protective spray. There will be no sharing of insect repellent and no application of insect repellent without a signed form. Campers may apply their own protective spray and then wash their hands.

Necessary and Suggested Items to Bring for Camp

Each camper is given a cubby within the camp room or a hook in the hallway for their personal items. Campers are given a Camp Velocity back pack at the start of camp to keep their personal items in and hang on their hook. All items must be labeled with camper's name.

- 1 change of clothing (packaged in a large Ziploc bag with the camper's name)
- Hat and/or sunglasses
- Spray sunscreen
- Insect repellent
- Swim suit
- Swim towel
- Swim shoes
- Water bottle

Changing Policies and Procedures

At Camp Velocity and Momentum Early Learning, we hold the right to change and or edit any policy/procedure at any time. These changes or edits will be submitted to the State Licensor and each parent/guardian will receive a revised copy of the new policy/procedure.

Confirmation of Understanding and Compliance with Camp Velocity's Parent/Legal Guardian Guidelines and Procedures/Policies

I confirm that I have read and understand Camp Velocity's Parent/Legal Guardian Guidelines and Procedures and Policies. By signing this confirmation, I am agreeing to comply with all procedures and policies. I also am aware that if at any time, I have questions or concerns regarding guidelines, procedures or policies I will address them with the Momentum office staff.

Parent/Legal Guardian Name (Printed): _____

Parent Signature: _____

Date Signed: ____/____/____

Authorization to Administer Non-Prescription Sunscreen

Date: _____

Child's Name: _____

Sunscreen



Name of Sunscreen: Rocky Mountain Sunscreen SPF Strength: 50

When to Apply: _____

Special Instructions

I agree to participate in at Momentum Early Learning's Sunscreen Program.

Please withdrawal \$10 from my next tuition payment. _____
Check one Please Sign Here

Attached is a check for the full amount due.
Check one

Parent Signature: _____ **Date:** _____

*Non-prescription ointments must be administered according to the manufacturer's instructions, unless specified by a doctor note. This form is only valid for 3 months from the date of parent signature.



Authorization to Administer Non-Prescription Topical Ointment

Date: _____

Child's Name: _____

DIAPER CREAM

Name of Ointment: _____

When to Apply: _____

SUNSCREEN

Name of Sunscreen: _____ SPF Strength: _____

When to Apply: _____

OTHER OINTMENTS

Name of Ointment: _____

When to Apply: _____

Duration: _____

SPECIAL INSTRUCTIONS

Parent Signature: _____ Date: _____

*Non-prescription ointments must be administered according to the manufacturer's instructions, unless specified by a doctor note. This form is only valid for 3 months from the date of parent signature.