



**Highland Community School**  
**Program Handbook**  
**2025-2026**

**Toddlers**

**K3 Extended Care**

**Before School**

**After School**

**Fun Day**

**Summer Camp**

## Welcome to Programs at Highland Community School

We are delighted that you have chosen our school programs to provide for the needs of your child. You and your family are encouraged to visit our programs prior to the first day of enrollment to give our teachers, and your child(ren) an opportunity to meet and become better acquainted.

The Program Handbook has been written to describe our program, philosophy, policies, and all the practical details that go into making each day as successful as possible. Please carefully read this handbook and keep it for future reference. The staff at Highland Community School would be glad to address any of your questions or concerns.

### About Highland

#### Mission Statement

We are a community of diverse families and educators working together to offer quality Montessori education in a nurturing environment that enriches, empowers, and inspires children to reach their potential and encourages parents to become responsible for and involved with their children's education.

#### Vision Statement

Changing the world by nurturing children and their families to be informed, compassionate, life-long learners who are a force for change in education, the community, and society.

### The Highland Bill of Rights

#### The Right to Physical Safety

No one may ever use their hands, feet or other objects to physically hurt you.

#### The Right To Emotional Safety

No one is allowed to intentionally hurt your feelings to make you feel uncomfortable.

#### The Right To Work in Peace

Your work will only be disrupted when something more important is taking place and your attention is required. No one will be allowed to do things that distract you from getting your work done.



### Highland Community School

1706 W Highland Ave, Milwaukee, WI, 53233

(414) 342-1412 | [www.HCSMKE.org](http://www.HCSMKE.org)

## Parent Board of Directors & Staff

Highland Community School is an independent non-profit educational corporation chartered by Milwaukee Public Schools. Representatives from the parent body are elected to serve on the HCS Board of Directors.

### 2025-2026 Parent Board of Directors

<b>President</b>	Mikaya Clark
<b>Vice President</b>	Kantara Souffrant
<b>Secretary</b>	Kia Green
<b>Treasurer</b>	Brenda Simonis
<b>Board Members</b>	derria byrd
	Patrick Bader
	Rashonda Jones
	Tim Vargo
	Ali Kopyt
	Brittany Qualls
	Suave Kyles
	Lakita Wells
	Ben Correia-Harker

The Board of Directors is charged with the ultimate responsibility for financial, legal and strategic planning and policy issues. The Board ensures the school's core values and mission are followed and the integrity of the Montessori philosophy within the school is upheld.

The HCS Board holds regular monthly meetings throughout the school year. All regular meetings of the Board are open to members, with the exception of executive sessions for confidential matters. Parents are encouraged to attend and participate. Approved minutes are on file in the HCS office for access by any member of the school.

### 2025-2026 HCS Staff

#### School Administrators

<b>Executive Director</b>	Tracy Williams
<b>Program Director</b>	Kyara Haynes-Meeks
<b>Director of Finance &amp; HR</b>	Amanda Taddey
<b>Bookkeeper</b>	Ivorena Taylor
<b>Accounts Receivable</b>	Kathy Holschbach
<b>Family Engagement Manager</b>	Elizabeth Gibes

#### Toddler Program Staff

<b>Toddler Directress</b>	Berenice Fragoso
<b>Toddler Directress</b>	Sarah Alvarez
<b>Toddler Assistant</b>	Betty Mayweather
<b>Toddler Assistant</b>	Caridad Wald
<b>Toddler Assistant</b>	Christina Burton

#### Children's House Program (CHECK) Staff

<b>Program Lead Teacher</b>	Mahogani Cheeks
<b>Program Lead Teacher</b>	Maya Reed
<b>Program Assistant</b>	LaToya Dixon
<b>Program Assistant</b>	Caleyha Pleas

#### Before & After School Program Staff

<b>Program Assistant</b>	Jasmin Perez-Quezada
<b>Program Assistant</b>	LaShanda Foster
<b>Program Assistant</b>	Ricardo Bravo
<b>Program Assistant</b>	Christian Williams

\*For a list of all HCS staff, contact information and staff e-mail addresses please visit our website ([www.HCSMKE.org](http://www.HCSMKE.org))

## Billing and Payments

**Highland Community School uses ProCare software to track billing and payments and child whereabouts. Parents are required to be registered on ProCare. Registering includes generating a PIN or a fingerprint ID which you will use to check your child in & out daily, make payments & access your account statement. Setting up a ProCare account is quick and easy. Register as soon as possible in the Main Office.**

*Note: All adults who you have authorized as pick-ups are required to be registered as well.*

### **Weekly Rates**

All programs at Highland have set weekly rates for either school year or year-round students based on their ages. Days and weeks that programs are closed have been built into these rates.

### **Monthly Billing**

All programs are billed on a monthly basis according to the number of weeks in a given month. There is no credit or deduction for days when the school is closed, except for the weeks covering winter, spring and end of summer breaks. *(See your program contract for monthly rates and billing schedule. Note: Monthly rates fluctuate yearly.)* All bills must be paid *(Including any additional fees incurred such as late pick-up fees)* prior to services rendered.

### **Billing Schedule/Process**

Bills are posted by the 1st of the month. An email and/or text notification is sent to the email addresses and number on file when new monthly charges are posted. All payments (including WI Shares EBT Edge Card and parent portion) are due by the 3rd of the month (or the next business day if the 3rd falls on a weekend). Parent portion refers to any dollar amount not paid by Wisconsin Shares.

### **Account/Statement**

All parents must be registered in ProCare to see open balances on their accounts. Please review your account periodically and notify the bookkeeper by emailing [billing@hcsmkc.org](mailto:billing@hcsmkc.org) as soon as possible if you notice any errors.

### **Statement Inquiries/Payment dispute**

If you have questions regarding your statement, charges or balance inquiries please respond to the email received. Families with delinquent fees will not be allowed to enroll/continue in any programs until past due fees are paid in full, unless special arrangements have been made in writing by contacting the office assistant.

### **Split Accounts/Two Households**

Accounts are established for each parent-household upon enrollment. It is the parent's responsibility to provide the school with direction regarding split fees between each parent-account. This must be provided in written form such as a court order or a written agreement involving the primary payer on both accounts. Highland Community School reserves the right to refuse payment arrangements that our billing software cannot administer.

### **Late Pick-up Fees**

Per Wisconsin State licensing all children must be picked-up by an authorized adult by the close of the program each day; there is no grace period.

If you are late picking your child up from any paid-program, you will be charged a **\$10 late pick-up fee for the first 5 minutes AND \$1 per minute thereafter.**

### **Program Change Form**

Two weeks advance written notice must be provided using a Program Change Form in order to make any adjustments to your program contract including requesting one-week vacation time. Program forms are available online only on the HCS website in the programs section. **Families are limited to no more than two changes to their program contract per year.**

## Billing and Payments (Continued)

### Absences

Credits for school closings, breaks and holidays are already built into program rates. No additional credit will be given for days missed due to weather related closings, illnesses, holidays or other types of daily absences from programs.

### One Week Vacation

Students attending contracted programs are entitled to one week of vacation from programs. A credit reflecting the week of vacation will appear on your statement. Vacation time must be taken in a full-week interval only; daily intervals that equal one week do not qualify. Vacation time may be used in the event of an unexpected absence such as illness (See Program Director.) Vacation time must be requested in writing, two weeks in advance, by emailing [programs@hcsmkc.org](mailto:programs@hcsmkc.org)

### Termination of Paid Program Services

On rare occasions, we have found it necessary to ask parents to make other arrangements for child care because we are unable to meet the needs of their children. Possible reasons for termination may be behavior that is harmful to other children, or the parent's failure to complete required forms or pay program fees on a timely basis. Failure to remain current with program fees is grounds for removal from program.

### Withdrawal

Upon withdrawal from a program, fees will be prorated, and a payment adjustment made. Withdrawal from a program requires two weeks written notice by using the **Program Change Form**.

## Payment Methods

**Cash, Check or Money Orders** are accepted in our main office or at the payment box located in the main office hallway. Please be sure to label all payments left in the payment box.

**Automatic Withdrawals** are automatic payments from a credit card or bank account. You set the amount and frequency that works for you. To set up auto-payments, please fill out a **Credit Card Authorization Form** found in the main office hallway. Automatic payment authorizations expire at the end of each school year for your privacy and protection. Please be sure to update us as soon as possible if card or bank account information has changed.

**Credit Card** (Visa, MasterCard, Discover) are accepted at all ProCare kiosks, on the ProCare phone app and online at [www.myprocure.com](http://www.myprocure.com).

## Wisconsin Shares

All HCS paid-programs accept Wisconsin Shares. Wisconsin Shares is a child care subsidy program that authorizes the payment of a portion of childcare fees through a third party. Families using this program must hold a valid authorization to attend Highland Community School Programs before the child is allowed to begin the program. Parents participating in this program must add HCS as a provider 30 days prior to start date.

**Families eligible for Wisconsin Shares are responsible for keeping child authorizations current & making all payments including EBT Edge & their parent portion by the 5<sup>th</sup> of the month (or the next business day if the 5<sup>th</sup> falls on a weekend).**

**Provide #9000580989 Location: 001 EBT Facility #E268468  
MES (888) 947-6583 to apply, enroll or update childcare authorizations  
Please see Wisconsin Shares EBT/Payment agreement attached.**

## Program-Wide Policy

### State of Wisconsin Licensed Group Child Care Center

Highland Community School is a Wisconsin Licensed Group Childcare Center and follows Wisconsin Administrative Code DCF 251. A copy of DCF 251-Licensing Rules for Group Child Care Centers is available from the Program Director and in the school library. The license certificate is framed and hangs in the program hallway. The results of the most recent licensing inspection notice of any enforcement action, stipulations, conditions, exceptions or exemptions are posted on the bulletin board near the entrance to the toddler program. Highland is licensed to provide services year-round for 136 children from 14 months through 12 years Monday – Friday from 7am – 6pm.

### Days & Hours

A school year calendar including non-attendance days is provided in your registration packet and posted on our website ([www.HCSMKE.org](http://www.HCSMKE.org).) Additional copies can be found in the Main Office.

### School Wide Closings

To align with our school calendar all programs will be closed during winter and spring break and the week before school begins in the fall. Please see our school calendar for additional days off including holidays and Staff Professional Development days.

### Weather Related School Closings

Highland Community School will be closed whenever Milwaukee Public Schools are closed. Watch or listen to local news channel for information.

### Classroom Supervision/Substitutes

All children are cared for daily by the lead teacher, assistant, and our full-time program floating-teacher, to maintain consistency.

### Sign In & Out - ProCare

All children participating in paid programs must be signed into the ProCare system using a downloadable app on parent cell phone or program staff tablet for checking students in. When you leave each day, you must also sign your child out using the ProCare app. We use ProCare for tracking the children's whereabouts, billing, etc. If you have not been registered with ProCare, please stop in the main office to do so.

### Attendance/Student Tracking

Our staff use ProCare to track students throughout paid programs. When parents pick their child up from after school, toddler programs or CHECK programs, they must use the ProCare app to sign their child/children out. The program staff will do a head count of each child when they arrive in programs, every two hours and at each transition period.

### Authorized Pick up

When you register your child, you should list all adults who have your permission to pick-up your child. Our staff will not release your child to anyone but those individuals. Please have patience with staff as we all get to know you and the adults who you have authorized to pick up, until our staff get to know you we will ask to see a photo ID.

If you send someone other than the people you indicated as "authorized to pick up" we will need a written note from the parent/guardian and we will ask to see a photo ID.

Each adult who is authorized to pick up your child will need to get registered with ProCare, so they can sign the child out of the program.

### Communication – Notes Home

Every Friday, the school newsletter, *Notes Home*, will be e-mailed to all parents who provide us with an e-mail address. If you do not have access to email or would like a hard copy sent home with your child, please let the Parent Involvement Coordinator know. The aim of Notes Home is to help parents stay connected to the happenings at the school and to keep them up to date on changing policies and special events. Please take time each week to read your Notes Home and note upcoming events on your calendar. Additional copies of Notes Home are available by request from the Parent Involvement Coordinator.

### Transitions to New Classrooms

When a child reaches their final months with their current program and will transition to a new environment, they will begin to visit their new classroom in the spring for one week and/or also visit the program classrooms for ½ hour increments during after school and through the summer program when adult to child ratios can be met.

### **Toys & Electronics from Home**

Toys from home are always an excitement; but they may be one that your child does not feel comfortable sharing with other children at school. For this reason, we ask that toys stay at home. Electronic devices such as video games, cellular phones etc. are not permitted while attending programs.

\*Electronic devices, pacifiers and sippy cups that come to school will be collected in the classroom and returned at dismissal.

### **Screen Time**

The American Academy of Pediatrics'

Recommendations on Screen Time are as followed.

- Children under 2 should have no screen time
- Children age 2 and over should watch less than 30 minutes per week at child care, and less than 2 hours per day total.

*Any screen time in our programs must be approved by the Program Director since it is not part of Highland Community School's program curriculum.*

### **Discipline**

Highland Community School employs the Nautilus Approach, a Montessori-specific discipline program developed by Public Montessori in Action. Like the Montessori method, it is a constructivist approach, focuses on the whole-human (rather than other discipline policies or systems which use a behaviorist approach), and aims to reconnect the child to their environment.

### **Classroom Pets**

One of our toddler classrooms has added a bearded dragon and fish to the classroom and the other has a snail. All pets are kept in a tank and not handled by children. The other program rooms do not have pets, but parents will be made aware via a letter or an email if pets' additional pets are added.

### **Emergency Care**

While children may not drop into after school programs unexpectedly or on a regular basis we understand that sometimes situations arise when children must remain at school until their parent or guardian can pick them up. Emergency (day-of) care is available to all Highland students K4-6th grade (not K3 students). This service can be reserved at the Main Office no later than 11:30am (as soon as possible) on the day of care. Payment for this service is due the same day and can be submitted at pick-up.

### **Confidentiality**

HCS stresses the importance of protecting the rights and privacy of children, their families, and our teachers. No information about students will be given to any person unless a written request from a parent, a guardian, or an authorized agency has been received.

### **Student Records**

Legal parents and guardians have the right to inspect and review any and all records, files and data directly related to their children. Parents/guardians who desire to review these records are requested to call the executive director to schedule an appointment to do so.

### **Child Abuse Policy/Mandated Reporting**

All HCS staff persons are mandated reporters of Child Abuse and Neglect per State of Wisconsin Statutes (HSS: 48.981). As such, they are required to report all suspected child abuse and neglect that they encounter during their professional duties. They must also report those situations in which they have reason to believe that a child has been threatened with abuse or neglect and that abuse or neglect is likely to occur.

### **Bureau of Milwaukee Child Welfare.**

To report Child Abuse/Neglect: (414) 220-SAFE (7233)

After hours' number: (414) 220-SAFE (7233)

## Program Health Policy

Children who are sick require the special attention that being at home provides.

### Children cannot be permitted at school with any of the following symptoms:

- Fever of 100 degrees Fahrenheit or higher.
- Vomiting – within the previous 24-hour period.
- Diarrhea – within the previous 24-hour period.
- Draining rash.
- Eye discharge or pink eye.
- Fatigue or irritability that prevents participation in regular activities.
- Sore throat.
- Communicable diseases such as live head lice, ringworm, etc., which require treatment.

### Children may return to school when:

- Vomiting & diarrhea have subsided for 24 hours.
- Symptoms are decreasing.
- They can tolerate full activities including outdoor play
- They are fever free for 24 hours without medication.
- There is no discharge from rash.

Children who are not well enough to go outside for playtime are not well enough to come to school. If illness occurs while the child is at school, the office staff will notify the parent. The child will be sent to the administrative office and cared for by the administrative staff until he or she is picked up. The parent is responsible for arranging for or picking up the child from school as soon as possible.

## Communicable Disease Policy

<b>Abdominal pain</b> which is persistent and continues two or more hours	<b>When symptoms are no longer present</b>
<b>Boil, abscess or cellulitis</b>	When lesion(s) are covered and drainage is contained in covering/bandage
<b>Chicken Pox/Varicella</b>	When all sores have dried and crusted
<b>Conjunctivitis</b> (eye discharge) or pink eye accompanied by a fever, behavioral changes, or a recommendation for exclusion from the health department	When fever is no longer present and medicated drops have been applied
<b>Coughing</b> (severe) including Croup	When symptoms are no longer present
<b>COVID-19</b> (coronavirus)	When fever has resolved for 24 hours without fever-reducing medications and major symptoms are improving
<b>Diarrhea</b> , defined as 1 or more loose stools in 24-hour period, not associated with changes in diet.	When symptoms are no longer present for at least 24 hours
<b>Diarrhea</b> if bloody or caused by Cryptosporidium	Health Care Provider clearance required
<b>Diphtheria</b>	Health Care Provider clearance required
<b>E-coli</b> (0157:H7)	Health Care Provider and Public Health Authority clearance required



<b>Fever</b> $\geq 100^{\circ}\text{F}$ (armpit or ear) accompanied by signs or symptoms of illness or behavior change.	When fever is below $100^{\circ}\text{F}$ (armpit or ear) for 24 hours without the use of fever-reducing medicines
<b>Fifth Disease</b> (Human Parvovirus) accompanied by fever or behavior change or the child has an underlying blood disorder, such as sickle cell disease, or compromised immune system.	When fever has been resolved for 24 hours without fever-reducing medication
<b>Hand-Foot-and-Mouth Disease</b> (Coxsackievirus) accompanied by mouth ulcers or blisters and no control of drooling or fever or behavior change	When the child has stopped drooling, does not have exposed open sores, and fever has been resolved for 24 hours without fever-reducing medication
<b>Head Lice/Nits</b> or other infestation	Return after treatment to eliminate live lice and ongoing home treatment as necessary. If possible, wear hair pulled back or a hat until all signs of lice have been resolved
<b>Hepatitis A</b> virus	Health Care Provider clearance required
<b>Hepatitis B</b> virus	Health Care Provider clearance required and skin lesions, if any, are dry or able to be completely covered by a bandage
<b>Herpes Simplex</b> accompanied by mouth ulcers or blisters and no control of drooling or fever or behavior change	When the child has stopped drooling and does not have exposed open sores
<b>Human Immunodeficiency Virus (HIV/AIDS)</b>	Health Care Provider clearance required and skin lesions, if any, are dry or able to be completely covered by a bandage
<b>Impetigo</b>	<b>After treatment has been started, if the sores can be kept clean and dry and if they can be completely covered</b>
<b>Influenza/Flu</b>	Child's fever must be resolved for 24 hours without the use of fever-reducing medications
<b>Lyme Disease (or other tick-borne diseases)</b> accompanied by fever	When fever is no longer present for 24 hours without the use of fever-reducing medications
<b>Measles</b>	Health Care Provider clearance required
<b>Meningitis (bacterial)</b>	At least 24 hours after appropriate antibiotic treatment has started
<b>Meningitis (viral)</b>	When fever is no longer present for 24 hours without the use of fever-reducing medications
<b>Mononucleosis</b> accompanied by fever and/or behavior change	When fever is no longer present
<b>MRSA (Methicillin-Resistant Staphylococcus Aureus)</b>	Health Care Provider clearance required
<b>Mumps</b>	Health Care Provider clearance required
<b>Pertussis (whooping cough)</b>	Health Care Provider clearance required
<b>Pneumonia</b> if accompanied by fever, severe coughing, rapid breathing, or behavior change	When symptoms are no longer present and fever has been resolved for 24 hours without fever-reducing medication
<b>Ringworm (Tinea)</b>	After treatment has been started and fever, if present, has been resolved for 24 hours without fever-reducing medication
<b>Respiratory Syncytial Virus (RSV)</b>	Child's fever must be resolved for 24 hours without the use of fever-reducing medication

<b>Roseola (Human Herpesvirus 6) accompanied by fever</b>	When fever has been resolved for 24 hours without the use of fever-reducing medication
<b>Rubella</b>	Health Care Provider clearance required
<b>Salmonella</b>	When symptoms are no longer present for at least 24 hours
<b>Scabies</b>	After treatment has been completed, if the sores can be kept clean and dry and if they can be completely covered
<b>Shigella</b>	Health Care Provider clearance required
<b>Strep Throat or other streptococcal infection</b>	At least 12 hours after initial antibiotic treatment and fever, if present, must be resolved for 24 hours without the use of fever-reducing medications
<b>Tuberculosis</b>	Health Care Provider clearance required
<b>Vomiting more than one time in a 24-hour period or accompanied by fever, green or bloody vomit, no urine output in eight hours, recent history of head injury or looks/acts very ill</b>	When symptoms are no longer present for at least 24 hours

### Administration of Medications at School

Whenever possible the administration of prescription medication should be scheduled during non-school hours. However, when necessary, prescription medication will be administered to a student by HCS personnel if you have submitted a completed **Medication Permission and Instruction Form**. This form can be obtained from the Main Office. This form includes clear instructions from the doctor, including but not limited to the type of medication to be given, the dosage required, the doctor's signature, and your written consent. This form is good from the date of the doctor's signature to the end of the current school year. Also note that:

- If prescribed medication is to be discontinued, the parent must bring in the medical order signed by the child's physician.
- You are responsible for ensuring that the medication is delivered to the school safely and that there is enough medication to follow the doctor's orders. Medications classified as "controlled substances" must be delivered by an adult.

## Administration of Medication at School

Whenever possible the administration of prescription medication should be scheduled during non-school hours. However, when necessary, prescription and non-prescription medication will be administered to a student by HCS personnel. A parent or guardian **must** complete and sign an **Authorization to Administer Medication – Child Care Centers** (DCF-F (CFS-0059) form. A separate authorization shall be used for each medication and the dates and times of administration will be logged in the center's medical log.

# Toddler Program Guide

**14 months – 3 years**

## Toddler Program

**Welcome to Highland Community School's Toddler Community.** The goal of the toddler program is to provide very young children with a learning experience away from home and parents, to foster self-confidence and a good self-image, and to develop a positive attitude toward learning. We have children in our program ranging from fourteen months to three years: a tremendous span of growth. This is a sensitive period for language and movement of all kinds. Our goals are to help our toddlers gain control of their bodies and their language and to develop their concentration skills; we will also open the door to language sounds and beginning math. It is our challenge to ensure that our environment grows with your child, providing them the tools they need to transition into the Primary Program (K3 – K5).

Young children take their first steps toward independence as they follow normal rhythms of eating, sleeping, and activity in a homelike atmosphere under the nurturing guidance of Montessori trained teachers. The power of speech develops as language is applied to every activity. Small motor skills and eye-hand coordination are developed through the use of beautiful blocks, puzzles, and other manipulatives. Indoor and outdoor exercise encourages the development of large motor skills. Books, art and music become important in the children's lives as they learn to live and work in a community setting. Toilet learning is also an area of focus. Although our toddler program is a licensed childcare program, this is a preparation for the Children's House classroom and as such we ask that toddlers attend daily to provide consistency for the child. Highland's Toddler Program does not offer a part-time option at this time.

The Toddler classroom is geared to a toddler's needs, readiness, development stage, and interest level. Materials are sized for children from 14 to 48 months and most of the activities in the room are designed for use by one child at a time. There are places to work, move, eat meals, nap, and use the toilet within the classroom environment.

The Montessori educator is focused upon the children during class, allowing them to explore the materials on their own and assisting only when it is absolutely necessary. The lead directress ensures that materials meet the needs and interests of each child in the program: sensorial, care of self, care of the environment, and art experiences are the focus. The assistants maintain the classroom environment. A ratio of one adult to every four to six children, depending on age range, is maintained.

**We offer an academic school-year program along with a more relaxed recreational summer program.**

# Toddler Program

## Admissions

Toddler admission occurs annually for the academic school year. Seats are available for the **year-round program** or the **school-year program**. Toddler admission is based on the age and gender of the child. This ensures balance within the classroom and makes certain the child-to-adult ratios are in accordance with state licensing rules. Applications are available on the school website or in the main office.

*If a seat becomes available throughout the year we notify families on the waiting list.*

## Requirements

Children must be walking by the time they are admitted into the toddler program. Once they are accepted, toddler families must attend the new parent orientation or an individual orientation. A visit to the classroom will be arranged by the toddler directress for a special introduction between the child and the directress. This helps the child have a smoother transition when they begin the program. To participate in the program, children must attend five days per week and arrive at or before 8:30 a.m.

### Upon acceptance into the Toddler Program, the following forms must be submitted.

- ✓ Highland Toddler Introduction
- ✓ Child Care Health Report/signed by doctor
- ✓ Intake for Child under 2 Years (when appropriate)
- ✓ Child Care Enrollment
- ✓ Day Care Immunization
- ✓ Health History & Emergency Care Plan
- ✓ Highland Registration Forms
- ✓ Photo Permission Form
- ✓ Highland Program Contract

(along w/a \$100 non-refundable deposit, first two weeks of payment or proof of childcare authorization)

## Days & Hours

The toddler school day program runs from 8:00am to 3:30pm daily. In addition to the school day program, we offer a before school program from 7:00am to 8:00am (included) and an after-school program from 3:30pm to 6:00pm (at an additional cost.)

### Hours:

**Before School - 7:00am – 8:00am**  
(INCLUDED)

**School Day - 8:00am – 3:30pm**

*(Students must arrive before 8:30am)*

**Early After School 3:30 – 4:15 pm**  
(ADDITIONAL FEE)

**Late After School 3:30 – 6:00pm**  
(ADDITIONAL FEE)

**Note: SUMMER SESSION: ALL PROGRAMS END AT 5:30 P.M.**

## School-Year Program

Students enrolled in the school-year program do not attend summer programming. School year programming aligns with Highland Community School's school year. Please see the school calendar for dates, breaks and days off.

## Year-Round Program

This program operates year-round, it includes an academic school classroom atmosphere throughout the months when school is in session, it also includes automatic enrollment in the more relaxed & recreational summer program. Please see the school calendar for breaks and days off.

## Summer Session

Toddler programming at Highland continues to operate when the school is no longer in session (summer break). HCS has two toddler classrooms which make up our toddler community, during summer session these two classrooms sometimes combine to one class based on enrollment.

## Toddler Program

### Probationary Policy for Toddler Program

Children enrolled in the Toddler program will be accepted on a one-month probationary basis. During that time the program staff, the director and/or the parents will be able to determine if the program is appropriate for the current individual needs of the child.

### Absences

Parents must contact the school as early as possible if a student is going to be absent. Please provide us with whatever information concerning the absence is available at the time

### Toddler Dress Code

We provide an environment where your child can do for themselves: to facilitate this we have found that dressing your toddler in clothing they can put on themselves is best: cotton pants with a simple elastic waist and shoes that have snap or Velcro shoes. Throughout the day students will be learning to paint, eat (without a bib), and explore all the joys the outdoors has to offer. For this reason, we ask that your toddler come to school in clothing that can be soiled or stained.

### Nut free classroom

Due to peanut allergies, we ask that parents not bring in products that contain peanuts or peanut butter. Other options are almond butter, sun butter (sunflower seed), soy nut and apple butters. Please feel free to speak to the directress if you have any questions or concerns.

### Lunches From Home

Nutrition is paramount to young children especially toddlers, for this reason we ask that you provide a healthy lunch, low in salt and sugar for your toddlers. Foods that are too high in sugar and salt will not be served. If you have questions about what to pack for lunch feel free to ask us for recommendations. Staff sits with the children family-style to eat lunch so that they can model appropriate table manners and etiquette. The children are encouraged to eat using their eating utensils and clean up their area by themselves. During the meal period, the children and staff have a chance to talk about their meals, happenings and schedule of the day.

### Hot Lunch

Hot lunch is available; however, toddlers do not qualify to receive free universal lunch. Toddler students who do not qualify for Wisconsin Shares will be charged \$5.00 per meal **If your child is going to be tardy, please call the school before 8:30am to order a hot lunch.** If you do not notify the school before that time, you will be required to bring a cold lunch for your child. All meals provided by Highland follow USDA guidelines.

\*Hot lunch not available during Summer Session.

### Toddler Daily Routine

As Montessorians we follow the children, and routines are something toddlers crave. For this reason, we stress to parents that being consistent and on time for drop-off and pick-up are key for successful transitions and for the program. We have a daily schedule that can be modified depending on the classroom climate and outside weather:

Toddler Daily Schedule	
7:00am	Before School Program
8:00am	Arriving, making morning snack and morning work period begins
8:30am	Inside free working time and Montessori lessons
10:00am	Outside time if the weather is nice, if not - inside gross motor activity
11:30am	Lunch and cleanup
12:30pm	Nap & snack - we don't force children to wake up at any specific time.
4:00pm	After School Program
3:30pm	Outside if weather permits. Otherwise inside for gross motor and small group projects.
As the day comes to the end children may return to the classroom for small group work	

The toddler classroom is a Montessori school program and as such, the children have a morning work period beginning at 8am. If children are consistently arriving late, they miss out on important lessons from the directress, which prepare them academically, socially & emotionally. If your child arrives late they will only be admitted into the program with special permission from the directress.

***If you know you will be late, please notify the directress in advance.***

## Toddler Program

### Toddler Morning Arrival

We begin and end each day with a greeting to you, the parent, and your child. Continuity and routine are very important to toddlers. They use sequence much the way we use a clock—to understand what happens next. We have a morning routine in place for our children and we find it beneficial if they do these activities as independently as they can.

#### Morning Routine:

- 1) As you and your child approach the building, ring the bell and wait to be buzzed in. As the door is unlocked, have your child walk by themselves rather than carrying them or using a stroller. This will take longer but will help with independence, comfort & separation.
- 2) As you enter the classroom hallway, help your child take off her/his outer wear and hang it up on her/his hook.
- 3) Now it is time for your child to enter the classroom and be greeted by one of the directresses, with a handshake, or if your child is having a hard time saying goodbye, we will transfer from arms to arms. This is a good time to alert us to anything we should know about: a hard morning, late night, etc. Then say a clear “goodbye, I’ll be back after nap,” to your child.

We find that a quick, clear goodbye is easiest for most children. Separation is often a new experience for parents and toddlers. Sadness and reluctance are a natural part of this transition. Both you and your child experience it. Keeping a solid, steady morning routine before and during arrival to school will help tremendously, as knowing what to expect will comfort your child. Also, allowing your child to do as much of her/his arrival as they safely can by themselves (walking from the car to the school door, putting her/his lunch away, changing shoes by themselves, etc.) will make transitioning to school smoother for children.

### Toddler Dismissal

This is our time to communicate about your child’s day. We keep a log of each child’s snacking, and toileting. This log is available at the parent’s request at any time.

**Reminder: Please sign your child IN & OUT using an electronic ProCare Kiosk daily.**

### Food Program and Nutrition

Nutrition is an everyday part of our program. Kitchen staff is required to attend mandatory food handling training annually. Menus are provided to cover the four basic food groups and varieties of food are served to enhance and develop a wide sense of taste. Currently our hot lunch program is provided through a contract with Milwaukee Public Schools. A monthly menu is posted outside of your child’s program classroom and the kitchen. Menus are also available for pick-up in the Main Office.

### Snack Rotation

We would like to serve a morning snack for our students to provide them with an opportunity to practice their food preparation and grace and courtesy skills. **Parents are asked to provide items for snack on a rotating basis.**

### Allergies

If your child is allergic to any food or requires a specially prepared diet, please let us know. This information is shared with your child’s teachers and the lunch staff to ensure that your child does not have contact with any of those items that they are allergic to and that they are eating only the things that their special diet allows. Allergies of individual children shall be posted in a prominent place in the food preparation areas and classroom.

### Outdoor Play

Most toddlers are in a sensitive period for movement. They are learning to control and coordinate all their muscles: they need time outdoors to develop these gross motor skills. We will go outside every day that the weather safely permits in the morning and in the afternoon

**If the temperature with the wind chill factored in is below 20 degrees, toddlers will remain inside.**

If you are bringing your child back at the end of an illness, please be sure they are well enough to be outside. Children who are not well enough to play outdoors are not well enough to be at school.

Please send children to school in a warm winter coat, hat, mittens, boots, a scarf & snow pants in the Winter months.



## Toddler Program

### Toilet Learning

As Montessorians, we follow the children: we wait for each child to show an interest in using the toilet. At that point, we facilitate this interest to meet your child's needs. Our language and affect are positive. Once your child can pull her/his pants up and down, has toileting language, and is aware of when they need to go, he or she is often ready to take the step to using the toilet regularly. When you feel your child is ready, we suggest that you move from diapers to the thick training underwear that are easy to pull up and down and allow your child to feel when they are wet. Many "pull-up" products are difficult to remove and are too absorbent.

Children are taken to the bathroom in groups throughout the day, so those that are learning to use the toilet can see the example of friends who have mastered the skill. If you are interested in learning more about toilet learning, we suggest the book *Toilet Learning* by Allison Mack (available at Milwaukee Public Libraries).

It is crucial for you as parents and us as caretakers to communicate how each child is using the toilet for toilet learning to be successful!

**\*Parents are responsible for supplying diapers, underwear, pull-ups for your child weekly or as needed. We have a limited supply of "emergency" diapers for all the children, so it is important that you replenish your child's diapers, etc. when notified. \***

### Managing Crying/distraught children

If a child is crying, fussy and distraught the staff will comfort the child by holding, walking or rocking them in a rocking chair until they have calmed down. If the child continues to cry for more than an hour and shows signs of distress the parent will be called to come and pick the child up.

### Field Trips

Sometimes during the week, we go on walks throughout the community (usually just around the block). These are spontaneous events chosen depending on the class mood and the weather. The consent and emergency authorization form signed at registration gives permission for these walks.

### Conferences

Parent/Teacher conferences are held twice a year (see calendar). For all new students, every effort is made to hold the first meeting between your child and the directress in their new classroom to make transitions into the toddler program smoother. Other conferences requested by staff or parents will be arranged as needed.

### Holiday Celebrations

Halloween, Thanksgiving, Christmas, Hanukkah, New Years, Kwanza etc. are all recognized from a cultural point of view. Although we acknowledge all holidays, we offer no religious training. If your child comes from a cultural background that has a different New Year or holiday, please tell the director/directress and allow the child to share the event with the class. If, for any reason, you don't want your child to participate in any celebration, please inform the school ahead of time so other arrangements can be made for your child. Parents are encouraged to participate in all programs and celebrations.

### Birthday Celebrations

Toddlers often think that every day is their birthday and so we sing the birthday song often. When your child does celebrate a birthday, we will celebrate with singing and a snack. If you wish to provide a special birthday snack we suggest a healthy treat of fresh fruit or vegetables, small boxes of raisins, or muffins. Many of our parents wish to limit the amount of sugar in their child's diet so we ask that you avoid bringing treats containing large amounts of sugar. Another way to celebrate birthdays, holidays, or children moving on to other programs is by donating a book in honor of your child. We can suggest appropriate titles, if you would like.

### Photos

Photos are taken of children to share with the parents through Transparent Classroom, software used to track your child's development, lessons, pictures, etc. Permission to use your child's photos in our classroom, school website, Notes Home, etc. is provided using the **Photo Permission Form**.

## Toddler Program

### Classroom Observation

We encourage you to observe the classrooms. In a Montessori classroom, we ask that you follow some simple guidelines to minimize interference in the children's environment. (These guidelines are available from your child's directress/director.) Seeing the children at work is to experience the Montessori philosophy in action. To make your observation more meaningful: look around the room and notice the amount and diversity of activity; the range of ages; the types of materials; the individual and group activity; and the interaction of the children. As you focus your attention on the teacher, notice his or her demeanor and the respect the teacher shows each child.

Also focus your attention on your child and the

succession of activities he or she engages in; look for signs of concentration, enthusiasm and self-satisfaction in each activity. As you focus on the classroom community, look for evidence of respect and cooperation. Our goal at Highland is for each classroom to be a vibrant, caring and engaging environment where individuals thrive and the sense of community flourishes. All parents can visit or observe their children at any time during our operating hours, EXCEPT if there is a court order preventing or denying the parent access to the child. It is important that you give your child time to adjust to their new environment before your first visit; therefore, we ask that you discuss your first visit with the Toddler Directress prior to visitation.

### Discipline

Toddlers are learning what it is to be in this world, and sometimes they may display behavior that is unsafe or hurtful to others. It is our job to first model the behavior we expect them to have and then to use different methods to encourage that behavior in them. At Highland, we use the following techniques in the following order in situations where a toddler needs help with her/his behavior:

We first identify with our words what the toddler is doing (you are taking \_\_\_\_'s toy, she is upset: look at her face. You can see how upset she is.")

Then we try to redirect the toddler to another material (you need to give the toy back to her so that we can do this other work), if that is not successful, we remove the object that is causing the problem or bring the toddler to another area of the classroom to cool down until they are ready to return.

We do not use time-outs for children under three years of age, but we do encourage toddlers to take a moment and a deep breath to calm them with the help of an adult.

As most toddlers are without language, often they resort to using hands to get their meaning across. If another toddler is hurt when this happens, we put all out attention on the injured toddler, and let the other child know that they hurt a friend and show them what they can do to make that friend feel better. We then remind them what we can do with our words or how we can touch friends gently to be kind to one another.

Biting is also a behavior that is common and normal for this age group, though not desired. Children at this age may bite out of a variety of reasons: curiosity, excitement, frustration. When a child is bit in our program, we call the parents of both parties to let them know what has occurred, we let the child who bit know clearly that biting is not okay, and it hurts friends. If the biting continues or the severity of the bites is a safety threat, then we may take other actions, such as removing the child who is biting from the program for a short time.

The school will not tolerate or permit the use of any abusive disciplinary methods such as, but not limited to, hitting/spanking, slapping, yelling, withholding food or curriculum enhancements, ridicule, embarrassment, or humiliation of a child by anyone in our school. These punishments are prohibited by school policy even if a specific parent's philosophy may differ. Children may not be punished for lapses in toilet training and time-outs may not be used for children under the age of three. Please see the HCS Progressive Discipline Policy for more information.

It is our top priority to keep our children safe, and we will do everything within our abilities to help each toddler learn to treat friends with gentleness and kindness.



# K3 Extended Care Program Guide

## K3 Extended Care Program

**Welcome** to Highland Community School's Children's House Extended Care Kids Program (CHECK)

Check is designed to provide consistent, quality care for our K3 students' whose school day in their primary classroom ends at 11:30am. CHECK provides a nurturing and enriching experience in an environment designed to meet their needs and compliment their Montessori education, CHECK begins when the primary classroom school day ends.

Students enrolled in the CHECK program are picked-up from their primary classrooms at the end of their morning work period (11:30am) by program staff. Students enjoy a full recess, lunch-time, nap, group-time & opportunities for free play and socializing with their peers under the guidance of our caring and professional program teachers and assistants.

Highland currently operates two CHECK classrooms for parents needing extended care for their K3 students. Students will be placed in classrooms depending on each child's schedule. One classroom is for students who will be going home at 3:30pm when the standard school-day ends for all students; the other classroom is available for children who are enrolled in the after-school-program (3:30pm – 6:00pm). **Space is limited.**

## K3 Extended Care Program Guide

### Days & Hours

CHECK program operates five days a week from 11:30am – 3:30pm. See the all school calendar for days off. As a wraparound program CHECK is designed to complement the child's school experience. We ask parent's to please be respectful of our schedule and to let CHECK program teachers know of any changes in your child's schedule day to day such as if your child will be tardy (arriving after 11:30pm), absent or leaving early for the day (any time before 3:00pm).

### After School

After School care is available for students who are contracted for this service from 3:15pm – 6:00pm daily. Highland has a limited number of seats available for after school at the K3 level. Enrollment is granted on a first come first served basis. Enrollment is not complete without completion of required childcare forms and payment.

### Toilet Training Requirements

Children entering CHECK are required to be fully toilet trained and able to use the toilet independently. Each CHECK classroom has a restroom with stalls. Toilets are child-sized and staff members are always nearby for assistance when needed however, we do not provide toilet training or one-on-one support during bathroom time.

### CHECK Suggested Dress Code

Please send your children to school in garments that they can put on and take off themselves as they use the bathroom independently at this age. Please do not send children in one-piece body suits or pants with complex closures as this will be a frustration for your child. CHECK students may not use pull-up style diapers while attending the program.

### Nap Time

Each day children will lay down for a nap, please send a small lightweight blanket, A crib sheet, and a simple stuffed toy to comfort your child. If we do not receive bedding from home HCS will provide a blanket and a sheet. Nap time items will be stored at school in the CHECK classroom and staff will launder bedding weekly. Per WI state licensing children are required rest for a maximum of 30 minutes, if a child does not fall asleep in that time they will be offered books or a quiet activity to work with until their classmates awake.

### Change of Clothes

While we do require students to be fully toilet trained upon entering this program, accidents are normal at this age and our students do sometimes experience spills and other occasions which require a change of clothing. Please send your child with at least two complete changes of clothing. Children's clothing is stored in a bin above their coat hooks. Check the bin regularly to ensure garments are weather appropriate. CHECK staff will send soiled garments home in a plastic bag. Staff will also attach a reminder at your child's coat hook when we are running low on clothes or the clothing we have in your child's bin is no longer seasonally appropriate.

#### Items which should be in your child's change of clothing bin at all times:

- 2 pairs of bottoms (pants or shorts depending on the season)
- 2 tops (seasonally appropriate)
- 2-4 pairs of socks
- 3-6 pair of underpants

#### ALL CLOTHING ITEMS MUST BE LABELED

NOTE: These items are required for CHECK and are needed in addition to changes of clothing stored in primary classrooms.

#### \*\*\*\*Parent Volunteer Opportunity\*\*\*\*

Laundrying bedding for the CHECK programs counts towards your HCS parent hours! If you are interested in fulfilling your volunteer requirements by doing laundry regularly please see the Program Director.

### Drop-in Policy

**HCS CHECK Program does not offer drop-in care. Children are expected to attend only on the days and programs for which they are contracted. Because HCS programs are typically fully enrolled we cannot accommodate children outside of their regularly scheduled contracted times.**

**In the event that a child who is not contracted to be in after care has not been picked up at 3:30 when the school day ends we will begin to contact parents/guardians followed by emergency contacts and adults you have authorized to pick-up as soon as possible.**

## K3 Extended Care Program Guide

### Lunch

When you sign your child into their primary classroom daily be sure to indicate whether they brought with them a cold lunch from home or are receiving a hot lunch from school. Simply write a **"C" for cold** or an **"H" for hot** in the lunch column beside your child's name on their classroom attendance sheets. Classroom attendance sheets are used by the kitchen, office and program staff to ensure a lunch is ordered for your child.

### Hot Lunch

All HCS students K3 and up have access to a free lunch program made available through MPS. In order to receive a hot lunch parents must request one either by: indicating on their child's classroom attendance sheet (before 8:30am) or by calling the Main Office by 8:30am if the student will be tardy.

**You must call the office by 8:30am to reserve a lunch. Hot lunch requests occurring after 8:30am cannot be accommodated.**

### Recess

We will go outside every day that the weather safely permits in the afternoon and in after school.

**If the temperature with the wind chill factored in is below 10 degrees, students will remain inside.**

Please send children to school in a warm winter coat, hat, mittens, boots, a scarf & snow pants in the Winter months.

If you are bringing your child back at the end of an illness, please be sure they are well enough to be outside. Children who are not well enough to play outdoors are not well enough to be at school.

**Reminder: Please sign your child IN & OUT using an electronic ProCare Kiosk daily.**

### CHECK Daily Schedule

<b>11:30am</b>	Outside time if the weather is nice, inside gross motor if weather is inclement
<b>12:15pm</b>	Lunch time & cleanup
<b>12:30pm</b>	Rest period (nap) followed by arts & craft and work period
<b>3:00pm</b>	Group time & free play
<b>3:30pm</b>	Dismissal of children who are not signed up for the after-school program After School Program begins & afternoon snack is served
<b>3:30pm</b>	Outside if weather permits or inside for gross motor and small group projects. As the day comes to the end children may return to the classroom for small group work
<b>6:00pm</b>	All programs close

**Note: During the summer all programs end at 5:30pm**

### Part Time Availability

The CHECK program has a limited number of seats available. In order to staff and manage our programs effectively and offer families scheduling options - all seats in CHECK are FULL TIME only. This means children must be enrolled for the full week.

Because many parents do not require full week care we do offer Time-Share for a limited number of full-time seats. When registering your child indicate on your contract whether you will be using the program for the full week or choose between our two part-time options.

### Schedule Options

Full Time - Monday through Friday

### OR - Time Share

Option 1 (3 days) M,W,F (only)  
Option 2 (2 days) T,TH (only)

*\*Time share seats are limited and based on availability.*

## Before School Program

### Before School

Highland offers childcare before school starting at 7:00am. For rates please see the **Rate Guide**.

Before school is a friendly and welcoming program for students who arrive at Highland before their school day begins. Breakfast is available to students in the before school program prior to breakfast service opening to the whole school.

Children enjoy playing board games, using materials, writing, reading and making artwork while socializing with their peers in program classrooms. Program staff will ensure children have collected all of their belongings before departing and that they arrive to their classrooms on time to begin their day.

## After School Program

### Children's House After School Program

In our K4 & K5 after school learning environment, children will continue to develop independence after their school day through meaningful and rich play. Our after school programs are modeled to complement the Montessori classroom, children choose materials, which we refer to as "work", freely and without restriction in a mixed-age group setting. In addition to independent work time this program offers baking lessons, daily art projects, after-school-snack, community circle time and outdoor play on our natural grounds.

### Elementary After School Program (Lower & Upper)

Students participating in elementary after school programs look forward to spending time with their peers in a classroom setting with age appropriate games and activities. Our program staff provides a fun and engaging experience with opportunities to participate in clubs and sports. Children have access to our natural grounds during outdoor time and computers are made available for research and math homework (upper el only).

### After School Snack

Included in after school programming, afternoon snack is provided daily. Menus are posted outside of program classrooms, outside of the kitchen & copies are available to take home in the Main Office. Please check out the menu regularly; parents are welcome to send an alternative snack from home.

### Schedule

Highland offers flexible scheduling options for after school, designed to meet the needs of our families. See the chart below to choose a schedule option that works best for your family. See the **Rate Guide** for current rates.

#### After School Schedule Options for K4 through 6<sup>th</sup> Grade

**Early After School** 3:30pm – 4:15pm

**Late After School** 3:30pm – 6:00pm

If you are late picking your child up from any paid-program, you will be charged a **\$10 late pick-up fee for the first 5 minutes AND \$1 per minute thereafter.**

# FUN DAY Guide

## Fun Day

When Highland Community School is closed due to Records Days or Parent Teacher Conferences, HCS offers full-day childcare programming called Fun Days for students K3 through 3<sup>rd</sup> grade.

Fun day includes a, cooking or baking projects, arts & craft activities, group games, outdoor play and sometimes a field trip!

### Fun Day Schedule

<b>Before Care</b>	7:00am – 8:15am
<b>FUN DAY</b>	8:15am – 3:00pm
<b>After Care</b>	3:00pm – 5:30pm

### Daily Schedule

<b>7:00am</b>	Before Care opens
<b>8:15am</b>	Breakfast snack is served
<b>8:45am</b>	Activities, games & free play
<b>11:30am - 12pm</b>	Lunch (cold lunch only)
<b>12pm – 12:30</b>	Recess
<b>1:00pm</b>	Activities, games & free play
<b>3:00</b>	After Care begins, snack served
<b>3:30</b>	Outdoor play if weather permits
<b>5:30pm</b>	After Care closes
<b>FUN DAY PROGRAMS CLOSE at 5:30PM</b>	

## Fun Day Registration

Two weeks before Fun Day parents are notified to go online to register their child to attend the Fun Day. Attendance is on a first-come-first-serve basis.

Registration is not complete without payment. Seats will not be held without payment.

## Before and After Care

Before and After care are available on Fun Days at an additional fee. Children who are already contracted to attend before or after care will not be billed in addition to the Fun Day rate. Note: After care closes at 5:30pm.

## Lunch

**Hot lunch is NOT available for Fun Days.** All students must bring a lunch and beverage from home. Left-overs or food that needs to be warmed is welcome, classrooms are equipped with microwaves. Microwave use is limited to no more than 1 minute so please send fully cooked food items as the lunch schedule does not allow for extended microwave use.

## Field Trips

Sometimes children ages 4 and up will take a field trip on these days. We sometimes travel to MPS owned farms, go sledding in Milwaukee County Parks or take nature walks. Field trips will be advertised on Fun Day flyers which are posted one week before the fun day(s). If a child is registered for a fun day that includes a field trip, please send a cold lunch that does not require warming.

## Withdrawing

If you have already registered for Fun Day but need to cancel you may do so using a **Program Change Form**, available on our website in the programs section.

## Late Pick-up Fees

Per Wisconsin State licensing all children must be picked-up by an authorized adult by the close of the program each day; there is no grace period.

If you are late picking your child up from any paid-program, you will be charged a **\$10 late pick-up fee for the first 5 minutes AND \$1 per minute thereafter.**

# SUMMER CAMP Guide

## The Goal

The goal of our Highland Community School Summer Camp Program is to offer high-quality childcare in a friendly welcoming environment where children are free to learn and grow naturally. Our caring and well-trained staff will ensure that campers participate in enriching and challenging experiences and activities daily, both on our natural grounds and out in our community. Our camps give children experiences and memories that last, while taking full advantage of the best season in Wisconsin - Summer!

## Children's House Summer Camp (children entering K3-K5)

Highland offers 10 fun-filled educational weeks of summer fun! Parents can register their child(ren) for the full summer or pick and choose weeks throughout. We offer a different theme each week with games, activities, stories, songs and more.

## Elementary Summer Camp (children entering 1<sup>st</sup> - 3<sup>rd</sup> grade)

Themed camps will be available so that parents can customize their child's summer experience. Highland elementary camps are interactive and engaging, children will explore the city both walking and on the city bus, enjoy our natural grounds and socialize with their peers in a friendly, relaxed environment under the guidance of HCS program staff.

## Registering

Summer Camp registration opens in the Spring; HCS will display posters and send digital communication via Notes Home and the school website when registration opens.

## What to Bring

Children should be ready to be active, get messy and have fun! Campers should come to camp dressed appropriately for comfort and safety. Sneakers are best and closed toe shoes are a must, as most of our activities require them. All items should be labeled with your child's name, so that if an item is lost or misplaced, it can be easily returned. If your child brings home something that is not theirs please return it the following day so we can find its owner. HCS is not responsible for lost or stolen items.

## Lunch and Snack

Campers will need to bring a lunch from home including a meal, drink and cutlery, every day. Highland encourages healthy lunches and leftovers from home are A-OK! Campers will have access to a microwave, if needed; microwavable items will not be heated in plastic containers. Any perishable lunch items should be kept cold with an icepack. Icepacks are most effective in an insulated lunch box. Highland does not have the ability to provide refrigerated storage for camper's lunch boxes.

If your child has any food allergies be sure to inform camp staff so we can make proper arrangements. All campers will have two scheduled snack times daily. We provide healthy snacks such as fresh fruits and granola bars. Campers will always have access to drinking water to fill the reusable water bottles they bring from home.

## Arrival & Dismissal

Campers may not be dropped off on the HCS premises before 7:00am or be picked up after 5:30pm.

## Health & Safety

Highland program staff are trained in CPR, AED and First Aid. Health forms required by WI State Licensing and must be filled out prior to attending summer camp. Please do not neglect to tell us if your child has any special needs, allergies or health concerns. If your child requires medication during camp you must fill out an Authorization to Administer Medication form. Parents must give medication to HCS staff, in the original container and clearly labeled with the child's name.

## Rules & Expectations

Highland Summer Camps observe the Highland Bill of Rights: The right to physical safety, the right to emotional safety and the right to work in peace. Staff members will work with children to cope with and understand their feelings and control them responsibly. Child safety is the most important concern of our program; therefore, children whose behavior is dangerous or repeatedly disruptive must be immediately picked up from the program by someone designated through the departure and release procedures.





## Wisconsin's Child Protective Services (CPS) System

The purposes of the CPS System are:

- To promote the well being of the child in his or her home setting, whenever possible, or in another safe and stable placement;
- To assure that appropriate protective services are provided to abused and neglected children and their families and to protect children from further harm;
- To provide support, counseling and other services to children who have been abused or neglected and their families;
- To protect the health, safety and welfare of children by providing education on the reporting of suspected child abuse and neglect.

Chapter 48 of Wisconsin's Statutes defines abuse as:

### Physical Abuse

Physical injury inflicted on a child by other than accidental means. Physical injury includes, but is not limited to, lacerations, fractured bones, burns, internal injuries, severe or frequent bruising or great bodily harm.

### Sexual Abuse

Sexual intercourse or sexual touching of a child, sexual exploitation, sex trafficking of a child, forced viewing of sexual activity, or permitting, allowing or encouraging a child to engage in prostitution.

### Emotional Damage

Harm to a child's psychological or intellectual functioning which is exhibited by severe anxiety, depression, withdrawal or aggression.

Emotional damage may be demonstrated by substantial and observable changes in behavior, emotional response or learning which are incompatible with the child's age or stage of development.

### Neglect

When a parent. . .or caretaker. . .fails, refuses or is unable, for reasons other than poverty, to provide the necessary care, food, clothing, medical or dental care which seriously endanger the physical health of the child.

### MANDATED REPORTERS

Mandated reporters are required to report suspected abuse and neglect of any child they see in the course of their professional duties. They must also report those situations in which they have reason to believe that a child has been threatened with abuse or neglect and that abuse or neglect is likely to occur.

Examples of mandated reporters include law enforcement officials, medical and mental health. Professionals, school teachers, counselors, and administrators, and social and child care workers etc.

For a full listing of mandated reporters, please refer to the Wisconsin Children's Code and Juvenile Justice Code [s. 48.981(2)(a)].

Any other person may report if there is a reason to believe that a child has been abused or neglected or has been threatened with abuse or neglect.

### Penalty

**Persons required to report and who intentionally fail to report suspected child abuse or neglect may be fined up to \$1,000 or imprisoned for up to 6 months or both.**

**Persons who report in good faith are immune from civil or criminal liability.**

## REPORTING IS NOT "MEDDLING"

Deciding to get involved in a situation of suspected abuse or neglect can be difficult. It is, however, a decision that may be crucial to a child not only today, but also in the future. Parents who have abused or neglected their children may need services and support to provide safe care for their children.

### HOW TO REPORT

Contact your county social/human services department, sheriff, or local police department immediately - by telephone or in person.

### WHAT TO REPORT

Explain, as well as you can, what happened or is happening to the child. Describe the nature of the abuse or neglect. Be as specific as possible.

Be prepared to give the name, address, and telephone number of the child and also the name of the parent or caretaker. Even if you do not know all of this information, report what you do know.

Tell all you know about the situation.

### WHAT WILL HAPPEN?

A social worker from the county department of social/human services, an agency under contract with the county department or the Division of Milwaukee Child Protective Services will work with the parents and assess the situation to determine if any support or assistance is needed to protect the child and help the family.

Services available to help the family and the child include counseling, in-home services, mental health and alcohol or drug abuse services, assistance or training in home and financial management, parent education and self-help groups. In severe situations, it may be necessary to temporarily place a child in out-of-home care.

A person who is mandated to report suspected child abuse or neglect will be informed by the county what action, if any, was taken to protect the health, safety and welfare of the child who is the subject of the report.



## SIGNS OF CHILD ABUSE & NEGLECT

Following are the major signs of physical and sexual abuse, emotional damage and neglect. One of these, or even several in combination, may not indicate that abuse has occurred. They may indicate accidents or that medical conditions, emotional illness or other problems exist. If a number of these signs occur together or if they reoccur frequently, child abuse and neglect may be suspected.

### SIGNS OF PHYSICAL ABUSE

- Bruises, welts on face, neck, chest, back
- Injuries in the shape of object (belt, cord)
- Unexplained burns on palms, soles of feet, back
- Fractures that do not fit the story of how an injury occurred
- Delay in seeking medical help
- Extremes in behavior: very aggressive or withdrawn and shy
- Afraid to go home
- Frightened of parents
- Fearful of other adults

### SIGNS OF EMOTIONAL DAMAGE

- Low self-esteem
- Self-denigration
- Severe depression
- Aggression
- Withdrawal
- Severe anxiety

### SIGNS OF NEGLECT

- Poor hygiene, odor
- Inappropriately dressed for weather
- Needs medical or dental care
- Left alone, unsupervised for long periods
- Failure to thrive, malnutrition
- Constant hunger, begs or steals food
- Extreme willingness to please
- Frequent absence from school
- Arrives early and stays late at school or play areas or other people's homes

## SIGNS OF SEXUAL ABUSE

- Pain, swelling or itching in genital area
- Bruises, bleeding, discharge in genital area
- Difficulty walking or sitting, frequent urination, pain
- Stained or bloody underclothing
- Venereal disease
- Refusal to take part in gym or other exercises
- Poor peer relationships
- Unusual interest in sex for age
- Drastic change in school achievement
- Runaway or delinquent
- Regressive or childlike behavior

### YOU CAN HELP! REPORT CHILD ABUSE AND NEGLECT

Immediately contact your county department of social or human services, sheriff, or the local police.

To locate the appropriate county human/social service agency to report:  
<https://dcf.wisconsin.gov/reportabuse>

The Department of Children and Families is an equal opportunity employer and service provider. If you have a disability and need to access services, receive information in an alternate format, or need information translated to another language, please call (608) 266-8787. Individuals who are deaf, hard of hearing, deaf-blind or speech disabled can use the free Wisconsin Relay Service (WRS) – 711 to contact the department.

DCF-P-PFS0101 (R. 08/2019)

***It shouldn't hurt  
to be a child***



**... but sometimes it does**

Ask Yourself How You Can Help

REPORT CHILD ABUSE AND NEGLECT



Division of Safety and Permanence



County Department of Human/Social Services or  
the Division of Milwaukee Child Protective Services