

COLLEGE FOR KIDS & TEENS

Summer Preparation Newsletter

A NOTE FROM THE DIRECTOR:

In order to help save mailing costs, this is the only correspondence that you will be receiving from College for Kids & Teens (CFK/IT). If you enroll in additional classes at a later time another confirmation reflecting the new classes will be sent.

Please read the confirmation(s) carefully. Call 414-227-3360 immediately with any corrections to the student information, class title, date, time or grade level. If you receive your confirmation after June 1st, please call us at 414-940-1UWM (1896).

As a result of registering, included in this email or mailing you will receive a confirmation, parental consent form, and this summer preparation newsletter.

Please complete the parental consent form with this newsletter for each child and return it to our office by May 25th.

Mail forms to:

161 W. Wisconsin Ave. Ste. 6000, Milwaukee, WI 53203

After May 25th please email us the completed parental consent form to cfkids@uwm.edu as we will be at our campus location.

YOUR CHILD WILL NOT BE ALLOWED TO PARTICIPATE IN CLASS(ES) UNTIL WE HAVE THE PARENTAL CONSENT FORM ON FILE.

Check-In

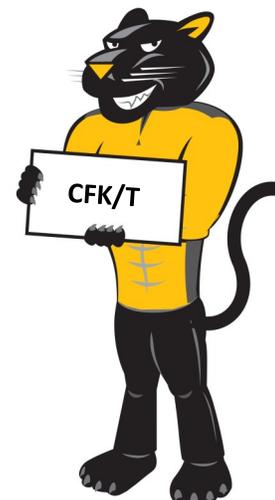
On the first day of the first class, you will need to come into the Union Terrace located on the ground floor (street level) of the UWM Student Union, 2200 E. Kenwood Blvd., with your child 30 minutes prior to his/her first class to make sure you have completed all the proper paperwork. If your child is signed up for multiple classes in multiple sections, you only need to do this once during the summer. **Please use the catalog or website to refer to your class dates and times. We highly recommend writing this information on your printed confirmation sheet and bringing it to check-in on your first day of class(es).**

Your child will receive his/her CFK/T drawstring backpack when all of the paperwork is complete. To avoid long lines you may turn in the paperwork and receive your backpack Monday – Friday starting the first full week of June. Our summer office is located in the UWM Student Union, Room W179.



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GENERAL INFORMATION

Pick-Up/Drop Off Location

You may pick up or drop off at the Union Circle, 2200 E. Kenwood Blvd., **OR** inside the Union Terrace (SW corner on the ground floor).

Drop Off

Drop your child off only if you see a CFK/T staff member (in a CFK/T t-shirt and/or CFK/T orange vest and with a name badge). If you do not see us, that means you are late and you should take your child directly to his/her class. If you do not know the class location please come to our office located in the Union, room W179. Keep in mind that we do not have enough staff to provide early pick up or latecomers assistance to and from classes. Only students that make it to the Union Terrace before the class start time will be escorted. If your child arrives after these designated times you will need to walk him or her to class.

Only students who have a signed parental consent form indicating that they can leave unattended (orange wristband) will be able to leave without an adult. If you give your child this permission, please initial in the appropriate location on the parental consent form. This will give permission for your child to leave the program at any time without CFK/T supervision. (This would include, but is not limited to: going to the bathroom, purchasing food during breaks/lunch, and walking to and from classes without the instructor or staff members.) By agreeing to this your child will be given the right to be on campus unsupervised. If you do not give this permission, they will stay with the instructor or staff at all times. No exceptions.

Pick-Up

The instructors will bring their students to the Union Terrace or the Union Circle where CFK/T staff will be waiting at the end of class time. **You must pick up your child within 15 minutes of the end of class** (i.e. if class ends at 11 am, you will need to pick him/her up no later than 11:15am). Students will be allowed to wait for their ride either inside at the Union Terrace or outside at the circle drive-up. (Please make sure your child knows where they are meeting you.) CFK/T does not have the staffing resources to care for children who are not picked up within the 15 minute window. To cover costs, if you are late, you will be charged \$10 for each 15 minutes you are late (e.g. 4:16-4:31 would be \$10, 4:32-4:47 would be \$20 and so on). If your child is not picked up within one hour CFK/T will contact the UWM police. Your child will not be allowed to return to classes until the fee has been paid.



Other Important Information

- On the first day of a new class it is very helpful to have your confirmation receipt along.
- **Do not leave your car unattended in the Union Circle**, you will be ticketed by campus police and there is nothing we can do about it! A parking ramp is available just to the east of the Union Circle.
- Students who are enrolled in back-to-back classes will be supervised in the Union Terrace. Please make sure they have a snack or lunch with them each day. There is a cafeteria inside where they can purchase food and snacks only if they have an orange wristband indicating they can leave unattended. For security purposes, the instructors and staff will also be wearing a lanyard with a name badge.
- **For dance and theatre classes students must bring another pair of shoes to change into in order to participate. Please make sure your child brings appropriate shoes each day to class, no flip flops or sandals.**
- Please look out for the parent College for Kids & Teens program evaluation handed out to students on the Wednesday before the week of camp ends. Your feedback matters and we take the time to read all evaluations.

WRISTBANDS

CFK/T will be providing color coded bands in order to easily identify our kids on campus. Bands will be similar to those used at amusement parks. Wristbands are color coded and tell the staff what privileges your child has, such as leaving campus unattended or participating in before and/or after care. Wristbands are given out on the first day of a session or discovery camp and are to be worn each day of participation in the program. At the beginning of a new session, turn in your old wristband for a new one. Please ensure your child wears the wristband daily or your child will not be allowed to participate in class. If your child has lost or left their wristband at home they will need to pay \$3 to get a replacement band (\$20 for replacement of orange wristbands and \$10 for White without the original). **No exceptions.** This money will need to be paid before they can go to class. If someone does not have money for the replacement of the orange or white band they will be given a yellow band (lose all orange or white band privileges) until they have paid the replacement fee. If you have any questions, feel free to give us a call.

SAFETY INFORMATION:

To ensure a pleasant and safe experience for you and your child(ren) please read the following:

- Familiarize yourself with the UW-Milwaukee campus prior to the start of classes.
- Outside of the supervised chaperone service, between classes, you are responsible for students at any point of the day that they are not enrolled in class or before/after care. If you would like the student to meet you at a different location on campus, there is a spot to sign on the parental consent form allowing the student to leave unattended (orange band). Please make sure you sign in the appropriate location, or they will need to stay with our staff.
- Wristbands are mandatory and are required to be worn at all times during the program. Wristbands not only indicate that participants are in our program, but they also include our phone number. We can be reached at 414-940-1896 or the campus police (4627) can be reached at any campus phone. Campus phones are located throughout every building.
- Located throughout campus are the "Blue Light" emergency phones. These phones have direct lines to the campus police.

CHEMISTRY

Please go over the safety and laboratory procedures with your child before he or she attends class.

GENERAL COMMENTS TO PARENTS:

This chemistry course offers a well-supervised environment for your child to learn some basic principals of scientific investigation. These exercises allow each student to perform a series of simple experiments at his/her own pace. At times the student will work with potentially harmful compounds (acids and bases), but most of the hazards arise from improper or unauthorized handling of these compounds. As long as your child follows the directions and is responsive to the supervision provided, there is very little potential for harm. Improper behavior such as disobedience or unauthorized experimentation can put your child and all the others in class at risk, and will not be tolerated.

If you wish to visit your child during lab, please check in with the instructor. Accidents in laboratories are caused by improper or careless procedures. Laboratory classes are designed to teach students the proper techniques of chemistry, and this includes habits of safety. Observance of precautions will avoid accidents.

Please make sure your child wears appropriate shoes to class each day, no flip flops or sandals are allowed. Closed toe shoes must be worn at all times.



LABORATORY SAFETY TIPS AND PROCEDURES

FLIP FLOPS AND SANDALS ARE NOT ALLOWED, CLOSED TOE SHOES MUST BE WORN.

AVOID CUTS AND LACERATIONS

1. Protect your hands with a towel when inserting either glass tubing or thermometers into stoppers or thermometer adapters.
2. Lubricate stoppers or adapters with water or glycerin before inserting glass tubing or thermometers. Report any cuts to the instructor or volunteer so that the injury may receive proper attention.

PROTECT YOUR EYES

1. Safety goggles will be worn in the laboratory any time there is laboratory work in progress by any student. Remember your neighbor could have an accident even though you are not doing lab work. Failure to comply with this precaution could result in the suspension of laboratory privileges.
2. Avoid looking into the mouth of any reaction vessel in which a reaction is in process.

GENERAL PROCEDURES

1. If chemicals are spilled on the skin or eyes, immediately flush the skin or eyes with running water for at least 15 minutes and call for the instructor or a volunteer. If chemicals are spilled on the clothes, remove them and flush the skin with water.
2. Report any fire to the lab instructor, regardless of how minor.
3. Report any burns to the lab instructor so that proper treatment may be administered.
4. Keep gas and water valves closed except when in use.
5. Be neat in your work. If you spill something, clean it up. If liquids drip down the side of a bottle while pouring, wash the bottle off. Clean your bench space at the end of each lab period. Each lab period two students will be asked to clean the community areas of the lab.
6. EATING and DRINKING are not allowed in the laboratory.
7. If any chemical is spilled or thermometer broken, please let your instructor know so he or she can clean it up immediately.

