

COLLEGE FOR KIDS & TEENS Summer 2022 Preparation Newsletter

A NOTE FROM THE DIRECTOR, BEN LADUKE:

COVID-19 Policies and Procedures

Please note that due to the continued health risks related to COVID-19 our program will be following health and safety policy and procedures as outlined by the University. This will include daily symptom checking, 3 feet of socially distancing while indoors, weekly testing for unvaccinated students, students will be strongly encouraged to wear masks, and students experiencing symptoms while in our program will be quarantined until picked-up from their parent. Students with symptoms will be sent home and can not return to the program unless they have proof of negative COVID-19 administered by a professional. Our registration policy states that once registered for classes we will not offer transfers or refunds. An exception to this policy will be that any student sent home due to COVID-19 will be offered a credit for the time missed to be used this summer or next.

Registration Information

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

Please read your confirmation(s) carefully. Call 414-227-3360 or email us 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, this summer preparation newsletter, and a Covid-19 Acknowledgement Form.

Please complete the parental consent form for each child and return it to our office by May 21st.

Mail forms to: 161 W. Wisconsin Ave. Ste. 6000, Milwaukee, WI 53203

Email form to: cfkids@uwm.edu

After May 21st forms will only be accepted via email.

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

Check-In

On the first day of the first class, please check in at our registration table located in front of Merrill Hall, 2512 E. Hartford Ave 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 at-a-glance brochure 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 their 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 the week of May 31-June 10. Our summer office is located in Merrill Hall Room 142.



Inside this newsletter:

Director's Note	1
General Information	2
Important Safety Information	3
Parking & Car Pick-up Procedures	4



GENERAL INFORMATION

Pick-Up/Drop Off Location

You may pick up or drop off at the Circle Drive at Merrill Hall 2512 E. Hartford Ave.

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 to the CFK&T office in Merrill Hall 2512 E. Hartford Ave, room 142 . Keep in mind that we have limited staff, early pick up or latecomers will need to wait in the office until someone become available. Only students that make it to Merrill Hall before the class start time will be escorted by their teacher.

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, and be picked up separate from the Circle Drive at Merrill Hall.) 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 Merrill Hall or the Circle Drive 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 Merrill Hall or outside at the circle drive-up. 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 Merrill Hall Circle Drive**, you will be ticketed by campus police and there is nothing we can do about it! Parking is available on campus at surface lots and parking structures.
- Students who are enrolled in back-to-back classes will be supervised by our staff. Please make sure they have a snack or lunch with them each day. There are no facilities were to purchase any food or beverages. For security purposes, the instructors and staff will also be wearing a lanyard with a name badge.
- Breaktimes are supervised and take place between the classes during the 11:00-11:30 AM and 1:30-2:00 PM times. Please arrive at least 20 minutes before your scheduled classes as each class will be leaving Merrill Hall to their next class to eat lunch and take a break prior to the next class start time.
- **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 at the end of each session. 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 aftercare. 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/aftercare. 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.



PARKING INFORMATION

Read signs and meters carefully. CFK&T is unable to do anything about parking issues.

- Do not leave your car unattended in the Merrill Hall Circle Drive, you will be ticketed by campus police and there is nothing we can do about it! Parking is available on campus at surface lots and parking structures.
- The Parking and Transit Office will be temporarily located in the Pek School or the Arts Theater Building PSOAI30. For assistance call 414-229-4000.
- You may pay at the “Pay Station” kiosks found in the campus lots. Rates vary depending on location. Chapman/Enderis & Garland/Library are \$2/hour after 4pm on weekdays. Sandburg (available 24 hours/day) and EMS, Zelazo & Science lots are \$1.50/hour. All other surface lots are \$1/hour. In the Union & Lubar, rates are \$2/hour. If you have any questions about parking feel free to give us a call at 414-940-1896 or the Parking & Transit office at 414-229-4000. Please note rates may change at any time.

CAR PICK-UP PROCEDURES

Since our pick-up location is very limited with space it can get very congested. We have put together a car pick-up procedure CFK&T families must follow if they choose to get in the pick-up line. Please be patient as the children's safety is our number one priority and we will try to move the cars through as quickly as possible. It usually takes less than five minutes to clear the entire area.

Parents/Guardians have the opportunity to pick up their child(ren) at the Circle Drive at 2512 E. Hartford Ave. Vehicles enter the Circle Drive at the East entrance nearest Downer Avenue. The first set of vehicles that arrive are able to park temporarily on the outside lane and can remain in the vehicle until their child(ren) are escorted to your car. We ask that vehicles move as far forward in this lane as possible and continue to move forward every time a car leaves.

Any vehicles that are not one of the vehicles in the outside lane will be sent through the quick pick up outer lane unless a spot opens up in the inside lane for you to move into. Please note that you cannot park in the inner lane. This is for quick pick-up only, meaning your child must be seen and moving towards your vehicle in order for you to stop at any time. If your child(ren) are not present you **MUST** move through the semi-circle and come back around. Parking attendants will be helping us keep this lane clear.

We are not able to block the sidewalk or bus stop areas. If your student is wearing an Orange Wristband and has been given permission to be left unattended they may meet you at another location away from this pick-up area.

If you would like to have a smooth pick-up we suggest arriving 5-10 minutes after the class end time. By this time the Circle Drive should be more clear and an easier drive through for you. Keep in mind, we will make sure your child is properly supervised at all times. We highly recommend picking up during the following times: 11-11:20am, 1:30-1:50pm and 4-4:20pm.

We are always open to suggestions to make this a smoother process so feel free to email us at cfkids@uwm.edu.

We appreciate your cooperation and teamwork to ensure the safety of our participants.

Merrill Hall Entrance

