



On Your First Day...

Your child's first day at Milestones School of Achievement is an exciting time! We want to make the transition as smooth and easy as we can. To ensure that this happens, here are some guidelines that we encourage you to follow.

- Remember to enter at the entrance and exit at the exit. There is an outside lane beyond the shelter if you would like to drive through and park. We always encourage you to do this on your first day and any time that you plan to be in the center more than a couple of minutes. You may park under the drive-through for quick drop offs or pick-ups, just be sure to pull up as far as possible and stay to the right to allow others to use the drive-through.
- When you come in there will be a keypad for you to clock your child in. Someone at the front desk will explain how to use the keypad. Don't forget to clock them out every evening before you go back to your child's class. Anyone else who you have authorized to pick-up your child will also need to clock out your child. Be prepared to show identification to whomever is up front if they do not remember you. We do not take any chances when it comes to who may try to pick-up your child.
- It's a good idea to get to school between 8:00 AM - 8:30 AM on your first day. This will ensure a smoother transition and allow for your child to "mingle" with the other children before breakfast. Although this time works well for your child, it may not be the best time for you to talk with the teacher. Try to discuss concerns with the teacher before your child starts, or let him/her know that you would like to speak with him/her during naptime when things are calm.
- We also realize that it is hard to leave them if they are crying or sad (which should be expected the first day). We have found, though, that the sadness or tears only last a minimal time and the quicker we get your child involved in an activity, the sooner they start smiling and showing us their brighter side. We do ask that you try to only spend five to ten minutes in the classroom with your child on his/her first day. This will help the teachers to get your child involved with the other children as soon as possible. It is very important for you to talk to your child before he/she starts to prepare them for their first day. You may want to remind them how much fun they are going to have and that Mommy or Daddy will be there to pick them up later that day. Try not to let on if you are nervous (which is expected on your first day), because your child will pick up on this. Reassure your child that they are going to a safe place where they will learn and play and that you will miss them.
- All children must have their hands washed upon arrival to the center. Please make this a part of your daily ritual as you drop your children off.



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- There are several things that you want to remember to bring on your first day. For all ages, bring several changes of clothes including shoes in case accidents occur or they get messy while outside playing. You may also bring a small pillow and/or blanket for naptime. If your child has a special animal or doll he/she sleeps with you may bring that too. Remember that all items must fit in your child's cubby without hanging out. For the babies, remember bottles, diapers, and wipes. All bottles must be prepared and dated with the child's name on them. Teachers are not allowed to prepare bottles or handle them in any way once they are brought in. All items brought to school should have your child's first and last names on them (diapers, wipes, clothes, blankets, etc.). Please bring in a family picture at your convenience so that we can put it up in your child's classroom.
- Special diets must be approved by an administrator and may need to be accompanied by a doctor's note. Parents may be responsible for providing special diets and must follow the same guidelines that the center has to follow. Milestones School of Achievement does include a vegetarian option for lunch each day and soy milk. Please see an administrator for information on this.
- Please be sure to inform an administrator and the teachers about any allergies or medical condition your child may have. Your child may require an Emergency Health Care Plan.
- We encourage you to call Milestones School of Achievement during naptime to see how your child is doing. We can transfer your call directly to your child's classroom so that you may talk to the teacher. If possible, come by and make use of our cameras and monitors to see how he/she is progressing.
- When you arrive to pick-up your child, remember to clock him/her out on the keypad. Then go back to the classroom and give them a big hug for the great job they did that day. Introduce yourself to the afternoon teacher and see if you have any papers to pick up.

We hope that the first day will be a success for both you and your child. If there are any questions, please feel free to ask your child's teacher or any of the Administrative Team. We want to make your experience at Milestones School of Achievement the best it can possibly be!