



Blazing Trails Newsletter

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Dates to Remember:
16th - BT Family Orientation 6:30-8
28th - 2 Hour Early Dismissal

September Birthdays:
8th - Aidan S.
13th - Alice G.W.
17th - Samuel J.
21st - Forest M.
23rd - Cyrus M.

Welcome to Blazing Trails!

After our 9 week summer program, we'd like to welcome everyone, both new and returning families, to our 2016-2017 school year program. We hope you all had a wonderful time this summer and we look forward to hearing all about your various summer adventures.

At this time, we would like to give you an overview of what to expect in this and future newsletters. Our newsletter is our way of communicating with parents and families about what's happening in any given month.

Attendance

Morning drop offs- If you are bringing your child to our morning program, an **adult 18 years of age or older** is required to sign them in. This means that when you come in, there will be a sign in sheet on our **Family Information** table, requiring you to fill in the time you are bringing them and your full signature. **A child that is not signed in on our attendance sheet is not technically in our care.**

Also, you must park in the parking lot and walk your child in. You may NOT have your car idle/parked in the bus zone.

Afternoon pick ups- If your child is coming to us after school, a Blazing Trails staff member will sign them in, whether they come from Pathfinder or are being bussed in from another school. Since we don't have the staff available to escort every child to our program, please make sure that your child knows where they are supposed to be every day and remind them that they need to come directly from school (no dawdling, hanging out in their classrooms, etc).

When they are being picked up to go home, an **adult 18 years of age or older** is required to sign them out. We cannot release a child into the custody of a minor. Again, the time and your full signature are required. If someone other than yourself is going to be picking up your child,

please notify Blazing Trails either by phone (937-51-60) or our office email (blazingtrails@blazingtrails.org- BT personal emails may not be checked by other staff members) no later than 2:45, even if they are on your approved pick up list. We cannot release a child into the care of another adult without parental consent. **Any new pick up person will be asked to show a valid form of ID BEFORE we release a child to verify identity.**

Kid Searches- If alternate plans have been made for your child's afternoon (i.e. play dates, doctor's appointments, afterschool activities, etc), Blazing Trails must be notified not to expect your child. If we need to go searching for your child, a \$5 Kid Search fee will be charged to your account. You can call or email with this notification, or come in and write it down in our **Parent Communication Log**, located on our **Family Information** table next to the sign out/in sheet.

Drop ins- Due to our current waitlist, all afternoon drop ins **must be cleared by a Blazing Trails office staff member**. If given enough time in advance, we can put your child on a wait list and let you know closer to the day about availability. **Drop ins may not be written in the Parent Communication Log.**

Paperwork

Licensing requires us to have updated paperwork each year. In July, packets were mailed out with all of the required paperwork. This packet contained various forms, such as immunizations, emergency contacts and medical releases. **If we don't have all of your completed paperwork, you child may not be able to attend until all forms are returned.**

Additional paperwork is needed for any medications that need to be administered at Blazing Trails. If your child has any life threatening allergies or medical conditions requiring medication, this information should be listed on your paperwork. Ask in our office for the specific medication forms.

Billing

For our new families and those needing a refresher, here are some important things to know:

- Invoices are created on or around the 1st of each month, for that month, i.e. the whole month of October will be billed on Monday October 3rd, the month of November will be billed on

Tuesday November 1st, etc

- Payment is due 10 days from the invoice date. A late fee of \$10 will be assessed after 15 days
- If you don't receive your invoice by the 5th of the month, please make sure to check in with our office staff. **It is possible that due to email settings your invoice was sent to a spam folder**
- Any schedule changes need to be emailed to the Blazing Trails office **one month in advance** to be reflected on your invoice, according to our policy
- Any extra care such as early dismissals and drop ins will be added to invoices for the following month
- All school year tuition is based on a 4 week month. Some months have fewer weeks (December) or more. It's important to remember that your invoice may fluctuate each month
- School breaks are not automatically billed. You will only be billed for days that you sign up for (we will notify you when these sign ups begin)
- Due to the changes in bell times throughout the district, those busing to/from other schools may have a surcharge/discount applied to their invoices depending on when buses are scheduled to pick up/drop off

If you have any further questions about billing throughout the year, feel free to speak to our Office Manager, Jennifer, or me (Mckinsey). (Refer to billing policies 500-561 in your **Family Handbook** for more information)

Schedule Updates

Friday September 16th- Blazing Trails Orientation 6:30-8

At the beginning of every school year, our staff organizes an evening where you get to "spend on afternoon at Blazing Trails." This orientation will give you a small glimpse of what we do here during the afternoon, with a few tweaks. We will serve a "snack," have a project, a game in our gym and open classroom.

There will also be some time for you to get to know the people working with your children. You can ask questions about any part of our program.

You don't have to be a new family to attend and it's not a mandatory event. But it is a great way to network with other families and get to know our staff.

Wednesday September 28th - 2 hour Early Dismissal

School will dismiss 2 hours early this day. Blazing Trails will also open 2 hours early in the afternoon. If your child is already scheduled to attend on Wednesday afternoons, you already have a spot reserved. If your child doesn't normally attend Blazing Trails on Wednesdays and you need care, please call or email about availability; we cannot guarantee that there will be drop in space (Because of our current waitlist, drop in priority will go to those on it first).

Tuesday October 25th and Wednesday October 26th - Bridge Conference, No BT, Yes School

Every year the staff of Blazing Trails attends the annual Bridge Conference for professional development; two days of workshops and trainings designed to help those of us working with youth of all ages expand our knowledge on how to better help and understand the children and families we serve with academic challenges, self esteem or self identification, friendship dynamics and so much more. We are blessed to be able to send all of our staff to this conference. It is an excellent networking and team building opportunity.

What this means for our families:

Tuesday October 25th and Wednesday October 26th, Blazing Trails will be **CLOSED**, as workshops will be conducted all day.

Unfortunately, this does fall on an early release day. This is a great opportunity for networking with other families and arranging play-dates for your children. We will be back to our regular hours on Thursday October 27th.

All the staff here is looking forward to getting to know our new students and catching up with those returning to us. If you have any questions or concerns, feel free to talk to any of our staff.

Excited for a new year,

Mckinsey Garton
Blazing Trails Childcare

