



# Blazing Trails Newsletter

**Blazing Trails**  
1901 SW Genesee St  
Seattle, WA 98106  
206-937-5160  
[blazingtrails@blazingtrails.org](mailto:blazingtrails@blazingtrails.org)

## **The Blazing Trails Council**

**-Rita Garton**  
[ritagarton@blazingtrails.org](mailto:ritagarton@blazingtrails.org)

**-Jennifer Hess**  
[jenniferhess@blazingtrails.org](mailto:jenniferhess@blazingtrails.org)

**-David Dockendorf**  
[ddockendorf@seattleschools.org](mailto:ddockendorf@seattleschools.org)

**-Dena Baldwin**  
[denabaldwin@blazingtrails.org](mailto:denabaldwin@blazingtrails.org)

**-Mckinsey Garton**  
[mckinseygarton@blazingtrails.org](mailto:mckinseygarton@blazingtrails.org)

**-Ellaina Lewis**  
[ellainaL@hotmail.com](mailto:ellainaL@hotmail.com)

**-Susie Kennelly**  
[skkennelly@yahoo.com](mailto:skkennelly@yahoo.com)

### **Dates to Remember:**

**13<sup>th</sup>- 75 minute early release**

**20<sup>th</sup>- 75 minute early release**

**27<sup>th</sup>- 75 minute early release**

### **September Birthdays:**

**13<sup>th</sup>- Alice G.W.**

**14<sup>th</sup>- Delaney D.**

**16<sup>th</sup>- Olivia B.**

**21<sup>st</sup>- Forest M.**

**23<sup>d</sup>- Cyrus M.**

**27<sup>th</sup>- Wilder C.**

## Welcome to Blazing Trails!

After our 9 week summer program, we'd like to welcome everyone, both new and returning families, to our 2017-18 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. We don't have the staff available to escort every Pathfinder child to our program, so 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). \* **Kindergarten and 1<sup>st</sup> grade students are escorted to our center by a Pathfinder adult\***

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](mailto: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. **Any new pick up person will be asked to show a valid picture 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.

**Please note: Although we work very closely with our host school they are not responsible for communicating absences to us.**

**Drop ins-** Due to our current waitlist, all afternoon drop ins **must be cleared by a Blazing Trails office staff member** (Rita, Jennifer, Dena or Mckinsey). 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 1<sup>st</sup> of each month, for that month, i.e. the whole month of October will be billed on Monday October 2<sup>nd</sup>, the month of November will be billed on Wednesday November 1<sup>st</sup>, 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 5<sup>th</sup> 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 drop ins and kid search fees, 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)

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)

## *Early Release Days*

Starting this year, all Seattle Schools will be having a 75 minute early release every Wednesday. **What this means for families:** For those who already have a spot with us on Wednesdays, BT will be open right after school and remain open until our regular closing time.

Because we still have a pretty substantial wait list for Wednesday afternoons, there may not be any drop in spaces available for early dismissals. We encourage families needing care to network with other families and parents for these days.

## **Schedule Updates**

### **Blazing Trails Orientation- Postponed**

Due to a number of scheduling changes, we will be postponing our family engagement event. This year will be a bit different in its structuring and will be geared toward all families. Stay tuned for more information!

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